

Municipality of Lakeshore – Report to Council

Legal and Legislative Services

Corporate Leader - General Counsel



To: Mayor and Members of Council
From: Susan Hirota, Corporate Leader – General Counsel
Date: June 25, 2024
Subject: OPP Detachment Board - Budget

Recommendation

Approve the proposed budget for the balance of 2024 for the Essex County OPP Detachment Board #1, as presented at the July 9, 2024 Council meeting;

Direct Administration to send a copy of the approved resolution of Council to the Town of Essex and the Town of Tecumseh; and

Upon approval of all three member municipalities of the Essex County OPP Detachment Board #1, the budget for the balance of 2024 be implemented by the administering municipality, being the Town of Tecumseh.

Strategic Objectives

This is not related to a Strategic Objective however is required by legislation (*Community Safety and Policing Act, 2019*).

Background

On March 26, 2019, Ontario passed the [Community Safety and Policing Act, 2019](#) (CSPA), as part of the *Comprehensive Ontario Police Services Act, 2019*. As of April 1, 2024, the CSPA replaced the *Police Services Act, 1990* (PSA).

On October 25, 2023, the Ministry of the Solicitor General (Ministry) sent a letter to all local municipalities confirming that the Essex County OPP Detachment Board proposal (two board model) had been approved by the Solicitor General.

On March 26, 2024, Ontario Regulation 135/24 (OPP Detachment Boards) established an Essex County OPP Detachment Board (#1) for the Town of Essex, Municipality of Lakeshore and Town of Tecumseh and an Essex County OPP Detachment Board (#2) for the Town of Kingsville, Municipality of Leamington, Township of Pelee and Caldwell First Nation Reserve.

In keeping with the Ministry's advice that the new boards were to be in place on or about April 1, 2024, Administration worked with the senior administrations of the Town of Essex and Town of Tecumseh (collectively the 'Senior Administration') to develop the representative appointments and administrative components of the new Essex County OPP Detachment Board #1 (the Board) for consideration by each respective Council.

On March 5, 2024, by Council Resolution 96-03-2024, Lakeshore Council approved the appointment of its Council and community representatives to the Board.

On April 9, 2024, by Council Resolution 136-04-2024, Lakeshore Council authorized the Town of Tecumseh to provide the administrative support to the Board, authorized the creation of a new Administrative Support position dedicated to the Board, approved the administrative components related to the municipal liaison support and proposed meeting schedule, and approved the financial administration and compensation provisions.

On April 22, 2024, the Board held its first meeting.

On May 28, 2024, by Council Resolution 188-05-2024, Lakeshore Council appointed John Quennell as its community representative to replace Julie Johnston.

This report addresses the next order of business, which is the 2024 operating budget for the Board.

Comments

Section 7 of Ontario Regulation 135/24 to the CPSA states that the amount of remuneration to be paid to a member of an OPP detachment board shall be determined by the unanimous agreement of the municipalities or by the Minister if the municipalities cannot reach unanimous agreement. Each municipality shall pay an equal share unless they unanimously agree to allocate costs among themselves on a different basis.

Concurrence was obtained from the Councils of the Town of Tecumseh, Town of Essex and the Municipality of Lakeshore with respect to the remuneration of the Chair, Members and Municipal Liaisons, together with the interim compensation for the Administrative Support.

Section 71 of the CSPA provides that an OPP detachment board shall prepare estimates of the total amount that will be required to pay the expenses of the board's operation and such estimates shall be submitted to the municipalities along with a statement of each municipality's share of the costs. Each municipality shall contribute their share of the costs unless they provide written notice to the board that it is referring the matter to arbitration.

Administrative Support

A job description for the dedicated Administrative Support was prepared by the Senior Administration. This permanent, part-time position, up to 24 hours per week, over a 5-day week will be unionized with Tecumseh CUPE Local 702.5. Working hours are anticipated to be variable depending on the Board's needs. The starting salary is \$33.60 per hour (2024) in accordance with the Collective Agreement with CUPE Local 702.5. The rate is consistent with Lakeshore's collective agreement with CUPE.

Based on the anticipated start date of the Administrative Support, assuming a 14-hour work week, it is estimated that wages and benefits for the balance of the year will total \$10,421 and \$31,264 annually.

Proposed 2024 Balance and Annualized Budget

Senior Administration has worked on finalizing the 2024 first quarter actual expenditures of the former Police Services Boards of each municipality (Attachment 1, OPP Detachment Board #1 YTD Summary).

For the balance of 2024, the new Board is expected to largely operate within the remaining balances of the cumulative approved budgets of the three member municipalities. As the new Board is intended to be administered through the Town of Tecumseh, actual Tecumseh costs incurred to provide the administration will be recovered equally from the three participating municipalities.

Senior Administration has also drafted the annualized budget based on anticipated costs the new Board will incur. The annualized budget, in 2024 dollars, is calculated at approximately \$101,000 (Attachment 2, OPP Detachment Board #1 Budget Summary). The annualized budget is presented herein for reference purposes only. For the 2025 budget year, the draft budget will be prepared by the Board and submitted to the respective Councils for approval during each of their budget deliberations.

Others Consulted

Senior Administration from Municipalities within the Essex County OPP Detachment Board #1

Financial Impacts

The former Lakeshore Police Services Board's 2024 budget was \$28,520.

The former Lakeshore Police Services Board incurred \$4,979 in costs during the first quarter of 2024. The April to December 2024 Board budget requires a \$23,371 contribution from each of the three member municipalities which is within the remaining 2024 budget of the former Lakeshore Police Services Board.

Upon approval of the proposed Board budget for the balance of 2024 by all three member municipalities, the Town of Tecumseh as the administering municipality for the Board, will invoice the Town of Essex and the Municipality of Lakeshore for their respective shares of the operating budget.

For reference, an annualized budget, in 2024 dollars, is calculated at approximately \$101,000. Each member municipality should expect their 2025 PSB budget to come in around \$34,000. The actual 2025 draft Board budget may vary as it will be prepared by the Board during the budget cycle and presented to each Council for approval during budget deliberations.

Attachments

Attachment 1 – OPP Detachment Board #1 YTD Summary

Attachment 2 - OPP Detachment Board #1 Budget Summary

Report Approval Details

Document Title:	OPP Detachment Board - Budget.docx
Attachments:	- Attachment 1 – OPP Detachment Board 1 YTD Summary.pdf - Attachment 2 - OPP Detachment Board 1 Budget Summary.pdf
Final Approval Date:	Jul 2, 2024

This report and all of its attachments were approved and signed as outlined below:

Prepared by Susan Hirota

Approved by Justin Rousseau