

AGENDA
ELGIN GROUP POLICE SERVICES BOARD

Wednesday, January 22, 2020
2:00 p.m.

County Administration Building
Administrative Services Conference Room – 3rd Floor

Call to Order Chair Sally Martyn shall preside.

Adoption of Minutes from October 8, 2019 Meeting (ATTACHED)

Disclosure of Pecuniary Interest and the General Nature Thereof

Reports (ATTACHED)

- 1) OPP Detachment Commander
 - i. Quarterly Reports
 - ii. 911 Misdials
 - iii. Officer Involved in Crash – PC Phillip
 - iv. Funeral Break & Enters – Additional Arrests
 - v. CSCU Stats
- 2) Secretary/Administrator
 - i. Community Safety and Well-Being Plan – Consultant Project Award

Correspondence (ATTACHED)

- 1) Letter from Chair Martyn to Bonnie Vowel thanking her for 8 years of service on the Elgin Group Police Services Board
- 2) OAPSB Zone 6
 - i. October 30, 2019 Minutes of Meeting
 - ii. Membership Directory Form
 - iii. Membership Dues
- 3) Kevin Byrnes, Assistant Deputy Minister, Road User Safety Division, Ministry of Transportation with a memorandum regarding a new pilot project regulation under the Highway Traffic Act to permit electric kick-style scooters on Ontario's roads
- 4) Global News article – 48 more charges laid in connection with Ontario homes broken into during funerals: OPP
- 5) London Free Press article – Woman, man charged in rash of London-area break-ins while families at funerals
- 6) Ministry of the Solicitor General News Release: Investing in Community Safety Across the Province

- 7) Ontario Provincial Police Municipal Policing Bureau December 2019 News Bulletin
- 8) OAPSB Holiday Greetings
- 9) Association of Municipalities Ontario News Bulletin – Government announces consultation on re-composition of OPP Detachment Boards

Other Items

- 1) 2020 Meeting Dates

New Business

Closed Session Items

Adjournment

Next Meeting : To be determined

Draft Minutes
ELGIN GROUP POLICE SERVICES BOARD
October 9, 2019

The Elgin Group Police Services Board met at the County Administration Building, 450 Sunset Drive, St. Thomas, with the following in attendance:

Sally Martyn, Chair
Dan Froese, Board Member
Ida McCallum, Board Member
Trudy Kanellis, Provincial Member
Inspector Brad Fishleigh, Detachment Commander
Mike Butler, Staff Sergeant
Julie Gonyou, Secretary/Administrator
Megan Shannon, Tourism Services Coordinator

Absent: Provincial Appointee (has yet to be appointed)

Call to Order:

The Chair called the meeting to order at 2:00 p.m.

Adoption of Minutes:

Moved by: Trudy Kanellis
Seconded by: Ida McCallum

Resolved that the minutes of the meeting held on August 14, 2019 be adopted.

- Motion Carried.

Disclosure of Pecuniary Interest and the General Nature Thereof: None

Reports:

1) OPP Detachment Commander's Quarterly Report

Moved by: Ida McCallum
Seconded by: Trudy Kanellis

Resolved that the report from the OPP Detachment Commander for the months of August 2019 and September 2019 be received and filed.

Correspondence:

1. OPP Municipal Policing 2020 Annual Billing Statement package.

2. 2019 Court Security and Prisoner Transportation Grant Remainder.
3. Municipality of Central Elgin with a resolution regarding the request from Port Stanley Community Policing Committee to review sidewalks/traffic calming/signage in Port Stanley.
4. Warden Duncan McPhail, County of Elgin, with a resolution regarding the request from Port Stanley Community Policing Committee to review sidewalks/traffic calming/signage in Port Stanley.
5. Ministry of the Solicitor General with a letter regarding policies and practices related to Section 35 of the Police Services Act (PSA)

Moved by: Ida McCallum

Seconded by: Dan Froese

Resolved that Correspondence Items #1-5 be received and filed.

- Motion Carried.

The following recommendation was adopted in regards to Correspondence Item # 5:

Moved by: Dan Froese

Seconded by: Trudy Kanellis

Resolved that Elgin Group Police Services Board direct the Administrator/Secretary to present Meeting Procedures at the next meeting of the Police Services Board to ensure compliance with the Police Services Act.

- Motion Carried.

Other Items:

- 1) OAPSB Zone 6 Meeting (Agenda Attached)
 - October 30, 2019 – 8:00 a.m.
 - Lambton College Event Centre, 1457 London Road, Sarnia

New Business:

None

Closed Session Items:

None

Adjournment:

Moved by: Dan Froese
Seconded by: Ida McCallum

Resolved that we now adjourn at 2:55 p.m. with the Board to meet on December 11th, 2019, at 2:00 p.m. noting that the Chair could call a meeting earlier if required.

- Motion Carried.

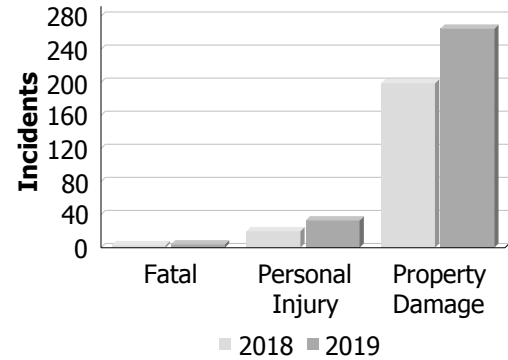
Julie Gonyou,
Secretary / Administrator.

Sally Martyn,
Chair.

Police Services Board Report for The Elgin Group
Collision Reporting System
October to December - 2019

Motor Vehicle Collisions by Type

Incidents	October to December			Year to Date - December		
	2018	2019	% Change	2018	2019	% Change
Fatal	3	4	33.3%	7	8	14.3%
Personal Injury	20	33	65.0%	121	136	12.4%
Property Damage	199	265	33.2%	610	762	24.9%
Total	222	302	36.0%	738	906	22.8%



Fatalities in Detachment Area

Incidents		October to December			Year to Date - December		
		2018	2019	% Change	2018	2019	% Change
Motor Vehicle Collision	Fatal Incidents	3	4	33.3%	7	7	0.0%
	Alcohol Related	1	0	-100.0%	3	1	-66.7%
Off-Road Vehicle	Fatal Incidents	0	0	--	0	1	--
	Alcohol Related	0	0	--	0	0	--
Motorized Snow Vehicle	Fatal Incidents	0	0	--	0	0	--
	Alcohol Related	0	0	--	0	0	--

Persons Killed		October to December			Year to Date - December		
		2018	2019	% Change	2018	2019	% Change
Motor Vehicle Collision		3	4	33.3%	7	7	0.0%
Off-Road Vehicle		0	0	--	0	1	--
Motorized Snow Vehicle		0	0	--	0	0	--

Primary Causal Factors in Fatal Motor Vehicle Collisions

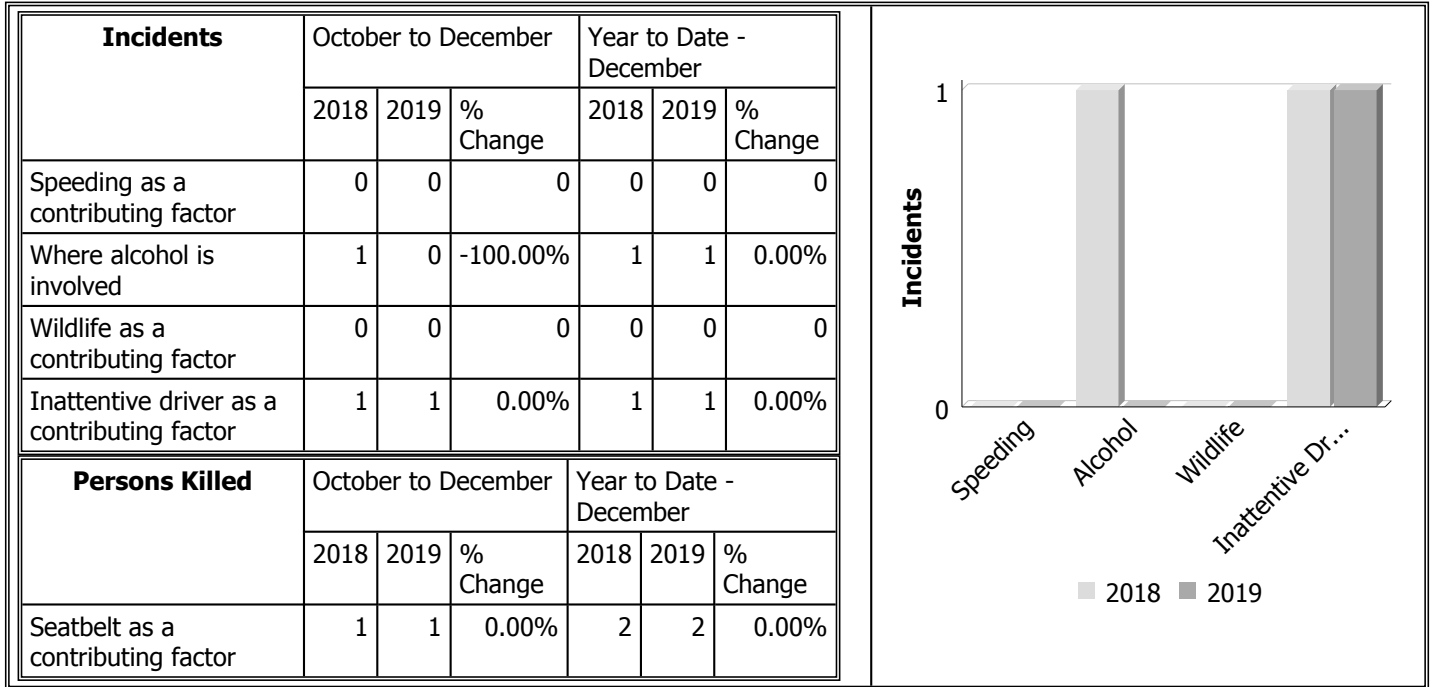
Detachment: 6P - ELGIN COUNTY

Data source date:
2020/01/10

Report Generated by:
Fishleigh, Bradley

Report Generated on:
Jan 13, 2020 11:03:08 AM
PP-CSC-Operational Planning-4300

Police Services Board Report for The Elgin Group
Collision Reporting System
October to December - 2019



Data Utilized

- SQL online application reporting system – OPP CRS 2.3.09
- Collision Reporting System Business Intelligence Cube

Detachment: 6P - ELGIN COUNTY

Data source date:
2020/01/10

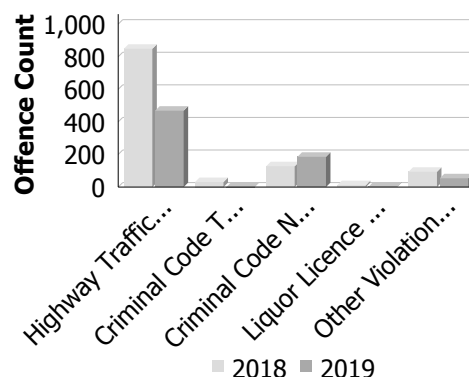
Report Generated by:
Fishleigh, Bradley

Report Generated on:
Jan 13, 2020 11:03:08 AM
PP-CSC-Operational Planning-4300

Police Services Board Report for The Elgin Group
Integrated Court Offence Network
October to December - 2019

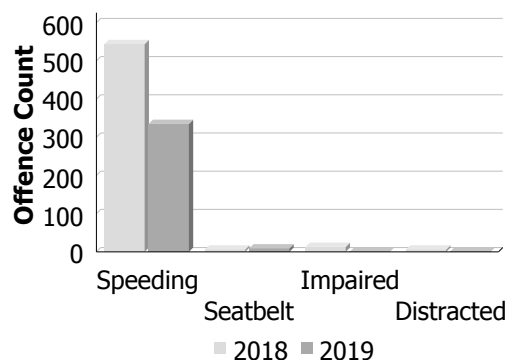
Criminal Code and Provincial Statute Charges Laid

Offence Count	October to December			Year to Date - December		
	2018	2019	% Change	2018	2019	% Change
Highway Traffic Act	849	469	-44.8%	5,031	4,082	-18.9%
Criminal Code Traffic	31	0	-100.0%	140	1	-99.3%
Criminal Code Non-Traffic	128	186	45.3%	763	894	17.2%
Liquor Licence Act	12	3	-75.0%	68	46	-32.4%
Other Violations	94	54	-42.6%	615	516	-16.1%
All Violations	1,114	712	-36.1%	6,617	5,539	-16.3%



Traffic Related Charges

Offence Count	October to December			Year to Date - December		
	2018	2019	% Change	2018	2019	% Change
Speeding	544	335	-38.4%	3,094	2,608	-15.7%
Seatbelt	6	9	50.0%	67	67	0.0%
Impaired	13	0	-100.0%	87	0	-100.0%
Distracted	6	1	-83.3%	87	54	-37.9%



Integrated Court Offence Network data is updated on a monthly basis: Data could be as much as a month and a half behind.

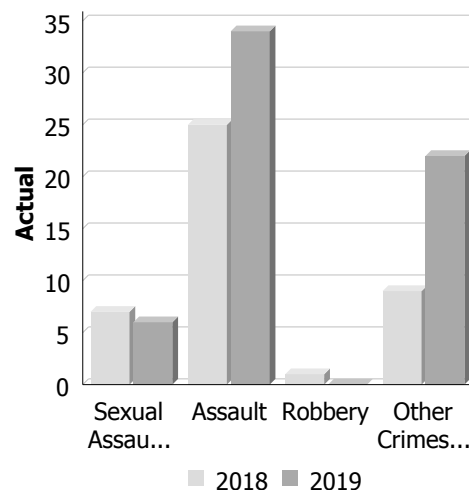
Data Utilized

- Ministry of Attorney General, Integrated Court Offence Network
- Integrated Court Offence Network Charge Business Intelligence Cube

Police Services Board Report for The Elgin Group
Records Management System
October to December - 2019

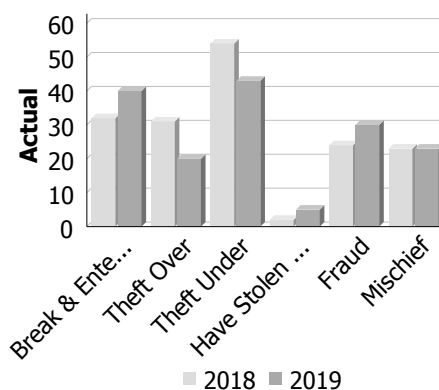
Violent Crime

Actual	October to December			Year to Date - December		
	2018	2019	% Change	2018	2019	% Change
Murder	0	0	--	0	1	--
Other Offences Causing Death	0	0	--	0	0	--
Attempted Murder	0	0	--	0	0	--
Sexual Assault	7	6	-14.3%	27	33	22.2%
Assault	25	34	36.0%	123	222	80.5%
Abduction	0	0	--	2	1	-50.0%
Robbery	1	0	-100.0%	3	1	-66.7%
Other Crimes Against a Person	9	22	144.4%	34	80	135.3%
Total	42	62	47.6%	189	338	78.8%



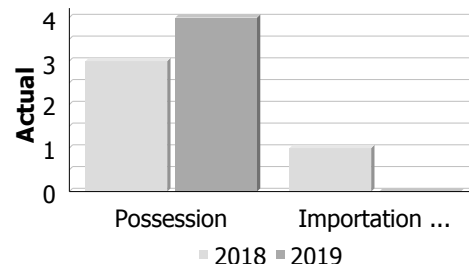
Property Crime

Actual	October to December			Year to Date - December		
	2018	2019	% Change	2018	2019	% Change
Arson	0	0	--	2	1	-50.0%
Break & Enter	32	40	25.0%	100	152	52.0%
Theft Over	31	20	-35.5%	99	89	-10.1%
Theft Under	54	43	-20.4%	241	218	-9.5%
Have Stolen Goods	2	5	150.0%	16	20	25.0%
Fraud	24	30	25.0%	108	127	17.6%
Mischief	23	23	0.0%	115	130	13.0%
Total	166	161	-3.0%	681	737	8.2%



Drug Crime

Actual	October to December			Year to Date - December		
	2018	2019	% Change	2018	2019	% Change
Possession	3	4	33.3%	33	10	-69.7%
Trafficking	0	0	--	5	6	20.0%
Importation and Production	1	0	-100.0%	7	0	-100.0%
Total	4	4	0.0%	45	16	-64.4%



Detachment: 6P - ELGIN COUNTY

Data source date:
2020/01/11

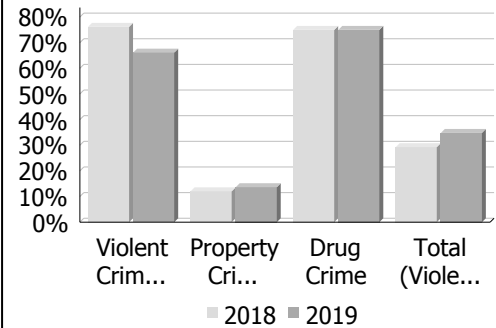
Report Generated by:
Fishleigh, Bradley

Report Generated on:
Jan 13, 2020 11:07:23 AM
PP-CSC-Operational Planning-4300

Police Services Board Report for The Elgin Group
Records Management System
October to December - 2019

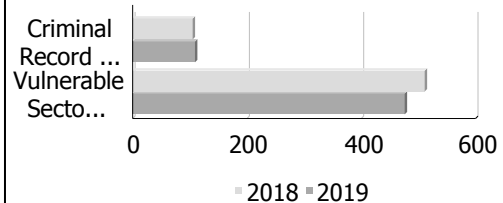
Clearance Rate

Clearance Rate	October to December			Year to Date - December		
	2018	2019	Difference	2018	2019	Difference
Violent Crime	76.2%	66.1%	-10.1%	89.4%	68.0%	-21.4%
Property Crime	12.0%	13.7%	1.6%	17.3%	14.8%	-2.5%
Drug Crime	75.0%	75.0%	0.0%	82.2%	50.0%	-32.2%
Total (Violent, Property & Drug)	29.3%	34.8%	5.5%	39.3%	35.9%	-3.3%



Criminal Record and Vulnerable Sector Screening Checks

Actual	October to December			Year to Date - December		
	2018	2019	% Change	2018	2019	% Change
Criminal Record Checks	105	109	3.8%	528	471	-10.8%
Vulnerable Sector Screening Checks	511	476	-6.8%	2,104	1,973	-6.2%



Data contained within this report is dynamic in nature and numbers will change over time as the Ontario Provincial Police continue to investigate and solve crime.

Data Utilized

- Major Crimes
- Niche RMS All Offence Level Business Intelligence Cube

Detachment: 6P - ELGIN COUNTY

Data source date:
2020/01/11

Report Generated by:
Fishleigh, Bradley

Report Generated on:
Jan 13, 2020 11:07:23 AM
PP-CSC-Operational Planning-4300

Police Services Board Report for The Elgin Group
2019/Oct to 2019/Dec

Public Complaints	
Policy	0
Service	0
Conduct	0

Date information collected from Professional Standards Bureau Commander Reports: 2020-01-13

Data Source

Ontario Provincial Police, Professional Standards Bureau Commander Reports

- Includes all public policy, service and conduct complaints submitted to the Office of the Independent Police Review Director (OIPRD)

Secondary Employment
No new Secondary Employment requests during this reporting period.

Daily Activity Reporting Patrol Hours	
Total Hours	2019/Oct to 2019/Dec
Number of Cruiser Patrol Hours	633.25
Number of Motorcycle Patrol Hours	0.00
Number of Marine Patrol Hours	0.00
Number of ATV Patrol Hours	0.00
Number of Snowmobile Patrol Hours	0.00
Number of Bicycle Patrol Hours	0.00
Number of Foot Patrol Hours	27.75
Number of School Patrol Hours	29.25

Data source (Daily Activity Reporting System) date: 2020/01/10

Staffing Updates	
Promotions:	No promotions during this reporting period.
Awards:	PC Graham Ebert received 20 Year Police Exemplary Service Medal// PC Steve Lorch received 30 Year Police Exemplary Service medal
Recognition:	22 Oct PC Martin Webster received letter of recognition from Court officer for three Impaired Driving Trials at same time where all accused plead guilty as a result of an airtight investigation and crown brief.// 20 Nov DC John Ennis received a letter of recognition from Assistant Crown Attorney for thorough investigation and crown brief resulting in early guilty plea.// 21 Nov PC Bryce Muldoon and PC Chris Hughes received a letter of recognition from D/Sgt Bechard for compassion, respect and professional investigation of sexual assault.// 4 Dec PC Eddie Philipppo and PC Steve Lorch received a letter of thanks for assisting Middlesex OPP with stopping a fleeing vehicle from a B&E. Officers completed a rolling block that safely stopped the vehicle and an arrest was made.// 05 Dec PCs Norm kelso, Pam Matatall, Remi Waselewski, and Sgt Jeff McNorgan received a letter of recognition from CAS worker for their compassion, empathy, and professionalism during the apprehension of a child in need of protection.

Detachment Initiatives

Detachment: 6P - ELGIN COUNTY

Report Generated by:
 Fishleigh, Bradley

Report Generated on:
 Jan 13, 2020 2:22:30 PM
 PP-CSC-Operational Planning-4300

Police Services Board Report for The Elgin Group
2019/Oct to 2019/Dec

Number of Targeted Media Releases:	Oct - 6// Nov - 6// Dec - 16//
Crime and Traffic Campaigns/Initiatives:	02 - 11 Oct Fall Seatbelt Campaign// 11 - 14 Oct Operation Impact (Big4)// 23 Nov - 02 Jan Festive RIDE Campaign
Public Education Campaigns:	Media releases to support Traffic Initiatives.
Safeguard Ontario:	None Completed.
Lock It or Lose It:	Community Policing Committees continue to support the Lock It or Lose It Campaign.

Detachment: 6P - ELGIN COUNTY

Report Generated by:
 Fishleigh, Bradley

Report Generated on:
 Jan 13, 2020 2:22:30 PM
 PP-CSC-Operational Planning-4300

911 Calls for Service Report

As of December 28, 2019, Elgin County OPP have responded to 1,187 – 911 calls in Elgin County, 659 billable to our municipalities.

This represents approximately 7.4% of all calls for service in 2019 YTD.

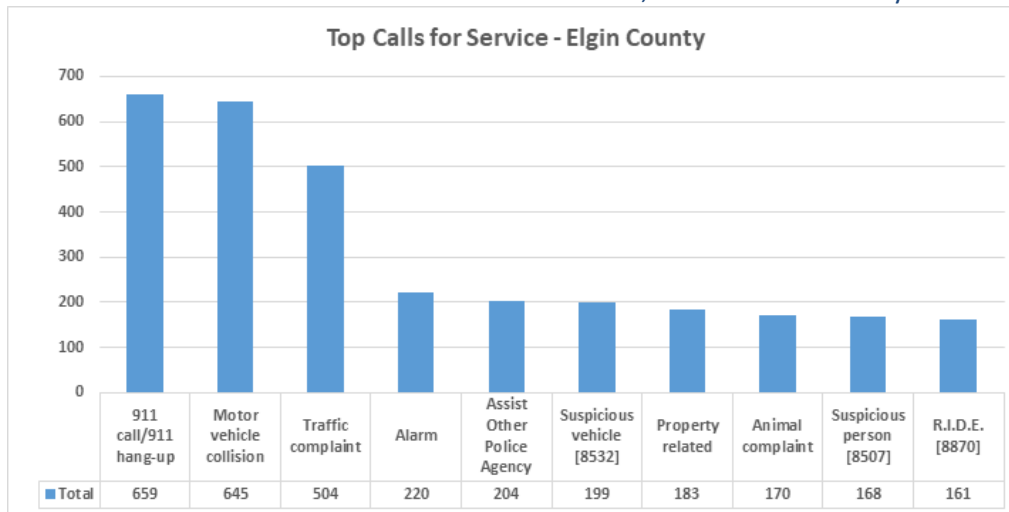
Billable Category	Description	Number
911 Call / 911 Hang Up	General 911 misdial / hang up	510
911 Hang Up – Pocket Dial	(subcategory) Accidental 911 call using a cell phone	237
911 Call – Dropped Cell	(subcategory) 911 call using a cell phone, then signal was lost. Contact may have been made, then deemed non-emergency or accidental	440
Total	All Categories	1,187

The table below compares the 2019 statistics to previous years. While some 'zero data' is included, the total figures are most relevant. The OPP notes that the Pocket Dial category was introduced in 2013 and the Dropped Cell category was introduced in 2014. As the years went on, officers have become more diligent in classifying 911 misdials into these subcategories as opposed to the more general 911 Hang Up category.

Category	2014	2015	2016	2017	2018	2019 YTD
911 Call / 911 Hang Up	838	681	536	458	614	510
911 Hang Up – Pocket Dial	106	37	70	92	133	237
911 Call – Dropped Cell	5	19	28	59	102	440
Total	949	737	634	609	849	1,187

While some fluctuations are apparent, the estimated total number of misdials for 2019 is almost double the total recorded in 2017.

The chart below provides 2019 data on the top 10 calls for service for the Elgin Group contract. I have left off Criminal Record Checks as there were about 2,700 of them and they would skew the stats.



OPP Change in Policy for 911 Response

Over the last five years the OPP have responded to just under three million 911 calls for service. Almost 400,000 of those were accidental, unintentional, or unknown situation hang up calls. Previously all 911 calls were dispatched as a *Priority 1 type call* and required two officers to be dispatched to investigate. Effective Jan 2nd, 2020 policies have been revised to allow PCC communicators to exercise more discretion to divert certain 911 calls and allow more front line members to be available for emergent calls for service.

911 Calls Diverted by PCC Communicator

- When call taker has spoken to 911 caller and confirmed the call was accidental or unintentional (child playing with phone, meant to dial 411)
- Mobile device hang up or open line with no voice contact is obtained, residential address of caller does not fall in radius of call, and no indication of emergency, or
- No suspicious circumstances are identified.

It is important to remember communicators receive extensive training to recognize indicators of an emergency and to be conscious of suspicious background noise or circumstances. They will always have the discretion to enter an event for front line officers to be dispatched.

Elgin County OPP will continue to work with our partner agencies and the media to educate the public to enhance the awareness of the impacts of non-emergency use of 911 and pocket dials. This will coincide with a continued similar provincial education campaign.

Impact to Municipal Billing

Each municipalities "calls for service" costs are a weighted portion of the provincial total calculated on a four year average so the impacts of one year's increase in call volume is not proportionately reflected in the billing statement. If the volume of calls continue to rise year over year however it will contribute to a higher four year average over time and increase costs.

The change in policy for 911 calls for service may result in fewer calls for service on municipal billing statements and over time could decrease costs.

Consideration to Support Town of Tecumseh Resolution

This decision lies entirely with the Police Service Board however I would support any strategy that would result in a decrease of 911 accidental, unintentional, or pocket dials.



The Corporation of the Town of Tecumseh

December 20, 2019

Hon. Sylvia Jones
Solicitor General
George Drew Bldg, 18th Flr
25 Grosvenor Street
Toronto, Ontario
M7A 1Y6

Re: Town of Tecumseh Resolution on 911 Misdials

On behalf of Mayor Gary McNamara and Town Council, I am writing to advise that at its meeting on November 12, 2019, Tecumseh Town Council passed the following resolution:

Whereas the calls for service for 911 Misdials have risen dramatically in recent years, correlated with the rise in cell phone use; and

Whereas 911 Misdials must be responded to as if they were legitimate emergency calls; and

Whereas each 911 call is responded to with two OPP officers at an average time per call of 1.2 hours; and

Whereas each 911 call is a billable call to the municipality; and

Whereas in 2019 alone to date, 911 Misdials in Tecumseh number 1,082 calls, which is 28.8% of all billable calls for service to date; and

Whereas 911 Misdials are not unique to Tecumseh and in fact are common across the Province at an estimated cost of millions of dollars;

Now Therefore Be It Resolved That the Municipal, Federal and Provincial governments and relevant associations, including but not limited to, the Ontario Association of Police Services Boards (OAPSB), the Ontario Association of Chiefs of Police (OACP), the Federation of Canadian Municipalities (FCM) and the Association of Municipalities of Ontario (AMO), be requested to lobby the telecommunications industry and smart phone manufacturers to develop a solution to 911 Misdials.

A copy of the report to Town Council (CAO-2019-09) on 911 Misdials is attached for your information. Should you require anything further, please contact the undersigned at lmoy@tecumseh.ca or extension 116.

Yours very truly,



Laura Moy, Dipl.M.M., CMMIII HR Professional
Director Corporate Services & Clerk

LM/ep

Attachments

1. Report CAO-2019-09 911 Misdials

cc: Hon. Bill Blair, Minister of Public Safety and Emergency Preparedness
Irek Kusmierczyk, MP
Percy Hatfield, MPP
Federation of Canadian Municipalities
Association of Municipalities of Ontario
Ontario Association of Police Services Boards
Ontario Association of Chiefs of Police
Ontario Municipalities
Telus
Bell
Rogers



The Corporation of the Town of Tecumseh

Chief Administrative Officer

To: Mayor and Members of Council

From: Margaret Misek-Evans, Chief Administrative Officer

Date to Council: November 12, 2019

Report Number: CAO-2019-09

Subject: 911 Misdials

Recommendations

It is recommended:

Whereas the calls for service for 911 Misdials have risen dramatically in recent years, correlated with the rise in cell phone use; and

Whereas 911 Misdials must be responded to as if they were legitimate emergency calls; and

Whereas each 911 call is responded to with two OPP officers at an average time per call of 1.2 hours; and

Whereas each 911 call is a billable call to the municipality; and

Whereas in 2019 alone to date, 911 Misdials in Tecumseh number 1,082 calls, which is 28.8% of all billable calls for service to date; and

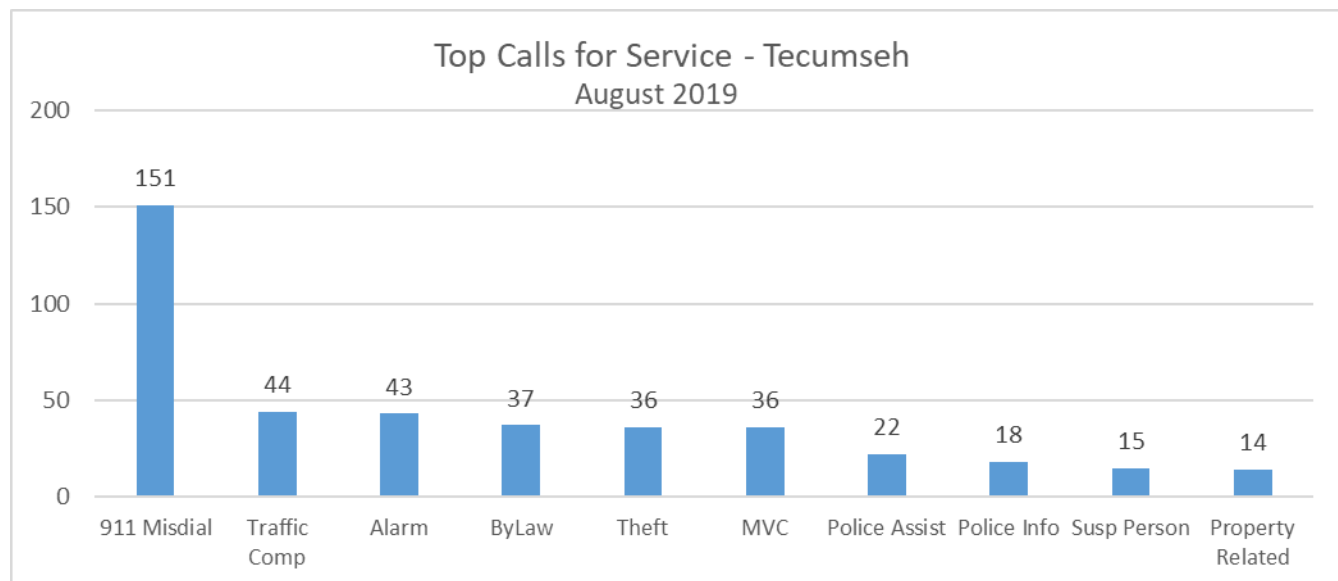
Whereas 911 Misdials are not unique to Tecumseh and in fact are common across the Province at an estimated cost of millions of dollars;

Now Therefore Be It Resolved That the Municipal, Federal and Provincial governments and relevant associations, including but not limited to, the Ontario Association of Police Services Boards (OAPSB), the Ontario Association of Chiefs of Police (OACP), the Federation of Canadian Municipalities (FCM) and the Association of Municipalities of Ontario (AMO), be requested to lobby the telecommunications industry and smart phone manufacturers to develop a solution to 911 Misdials.

Background

The Tecumseh Police Services Board (Board) receives regular reports from the Essex County OPP (OPP) on statistics related to calls for service. Over the past months, the Board has expressed concern on a number of occasions regarding the trend of increasing calls for service related to 911 Misdials, and the high proportion of total calls these represent.

At their October 10, 2019 meeting, the Board reviewed data contained in the 'Police Services Board Monthly Overview August 2019' produced by the OPP. The chart below shows the OPP's top calls for service in Tecumseh for the month of August 2019:



The report includes comparative information with other Essex County OPP Detachment municipalities and notes the following trends in the detachment area:

- A 65.7% increase in 911 Misdials in August 2019 (898 calls) compared to August 2018 (542 calls)
- An average of 29.9 Misdial calls per day
- 911 Misdials are trending 63.2% higher YTD 2019 (5,867 calls) compared to YTD 2018 (3,596)

Concern about escalating 911 Misdials and the effect of this trend on policing and police budgets was also raised at the recent Joint Essex County Police Services Board meeting held in Leamington on August 29, 2019. This meeting was attended by the boards from all Essex County OPP-policed municipalities, namely the Towns of Essex, Kingsville, Lakeshore, Tecumseh and Municipality of Leamington.

Following discussion of this data, and as a result of concerns expressed by members of the Board on multiple occasions, the Board passed Motion PSB 43/19 at the October 10, 2019 PSB meeting:

Whereas the calls for service for 911 Misdials have risen dramatically in recent years, correlated with the rise in cell phone use; and

Whereas 911 Misdials must be responded to as if they were legitimate emergency calls; and

Whereas each 911 call is responded to with two OPP officers at an average time per call of 1.2 hours; and

Whereas each 911 call is a billable call to the municipality; and

Whereas in 2019 alone to date, 911 Misdials in Tecumseh number 1,082 calls, which is 28.8% of all billable calls for service to date; and

Whereas 911 Misdials are not unique to Tecumseh and in fact are common across the Province at an estimated cost of millions of dollars;

Now Therefore Be It Resolved That the Tecumseh Police Services Board request Town Council to approach the Federal and Provincial governments and associations, including but not limited to, the Ontario Association of Police Services Boards (OAPSB), the Ontario Association of Chiefs of Police (OACP), the Federation of Canadian Municipalities (FCM) and the Association of Municipalities of Ontario (AMO), to lobby the telecommunications industry to develop a solution to 911 Misdials.

Comments

Administration obtained the most recent data available for 911 Misdials from the OPP. As of October 12, 2019, the OPP have responded to 1,082 911-related billable calls in Tecumseh, broken down as follows. This represents 28.8% of all calls for service in 2019 YTD. (Note: the categories correspond to those used in the OPP billing statement.)

Billable Category	Description	Number
911 Call / 911 Hang Up	General 911 misdial / hang up	482
911 Hang Up – Pocket Dial	(subcategory) Accidental 911 call using a cell phone	183
911 Call – Dropped Cell	(subcategory) 911 call using a cell phone, then signal was lost. Contact may have been made, then deemed non-emergency or accidental	417
Total	All Categories	1,082

The table below compares the 2019 statistics to previous years. While some 'zero data' is included, the total figures are most relevant. The OPP notes that the Pocket Dial category was introduced in 2013 and the Dropped Cell category was introduced in 2014. As the years went on, officers have become more diligent in classifying 911 misdials into these subcategories as opposed to the more general 911 Hang Up category.

Category	2013	2014	2015	2016	2017	2018	2019 YTD	2019 Est. *
911 Call / 911 Hang Up	640	698	479	449	411	530	482	578
911 Hang Up – Pocket Dial	1	6	21	20	69	70	183	219
911 Call – Dropped Cell	0	1	12	15	70	87	417	500
Total	641	705	512	484	550	687	1,082	1,297

* This is an estimated year-end total based on the YTD amount.

While some fluctuations are apparent, the estimated total number of misdials for 2019 is more than double the total recorded in 2013 and represents an 89% increase over 2018.

As noted earlier, the Board has expressed concerns about this trend both in relation to policing and the police budget. Each 911 call is handled the same way, with at least two officers dispatched to locate the source and respond. It can reasonably be concluded that time and resources spent responding to 911 Misdials divert resources from other community policing activities and initiatives. Efforts have been made by the Town and the OPP to educate the public on 911 misdials to curb frequency of such calls.

The Board's resolution recognizes that Tecumseh is not alone in dealing with this widespread issue. It also suggests that the solution does not necessarily lie in increased public education and awareness, but rather in the redesign of cell phone technology and the way it interfaces with the 911 system. New, easier-to-use features on smart phone releases are something the public takes comfort in, knowing that in an emergency they can reach 911 dispatch easily and send their coordinates to the dispatcher. However, the issue of 911 Misdials should also be raised with smart phone manufacturers to resolve inadvertent 911 calls, which appear to be on the rise.

Consultations

Information and Communications Services
Police Services Board
Ontario Provincial Police

Financial Implications

With respect to the police budget, the impact of one year's increase in call volume is not proportionately reflected in the billing statement, as the municipality's "Calls for Service" costs (a weighted portion of the provincial total) are calculated based on a four-year average. The escalating volume of calls will, however, contribute to a higher four-year average over time.

Link to Strategic Priorities

Applicable	2019-22 Strategic Priorities
<input type="checkbox"/>	Make the Town of Tecumseh an even better place to live, work and invest through a shared vision for our residents and newcomers.
<input checked="" type="checkbox"/>	Ensure that Tecumseh's current and future growth is built upon the principles of sustainability and strategic decision-making.
<input type="checkbox"/>	Integrate the principles of health and wellness into all of Tecumseh's plans and priorities.
<input checked="" type="checkbox"/>	Steward the Town's "continuous improvement" approach to municipal service delivery to residents and businesses.
<input checked="" type="checkbox"/>	Demonstrate the Town's leadership role in the community by promoting good governance and community engagement, by bringing together organizations serving the Town and the region to pursue common goals.

Communications

Not applicable ☒

Website ☐

Social Media ☐

News Release ☐

Local Newspaper ☐

This report has been reviewed by Senior Administration as indicated below and recommended for submission by the Chief Administrative Officer.

Prepared by:

Ellen Preuschat
Executive Assistant to CAO

Recommended by:

Margaret Misk-Evans, MCIP, RPP
Chief Administrative Officer

Attachment Number	Attachment Name
None	None

REPORT TO COUNTY COUNCIL

FROM: Julie Gonyou, Chief Administrative Officer
Mike Hoogstra, Purchasing Coordinator

DATE: January 3, 2020

SUBJECT: Community Safety and Well-Being Plan – Consultant Project Award

RECOMMENDATIONS:

THAT the provision of consulting services associated with the development of the Community Safety and Well-Being Plan be awarded to Mischevious Cat Productions Inc. in the amount of \$34,500 (excluding HST); and,

THAT the Warden and Chief Administrative Officer be authorized to sign the supporting agreement.

INTRODUCTION:

This report provides details on the Request for Proposal (RFP) recently issued by the County for the development of a Community Safety and Well-Being (CSWB) Plan in accordance with the *Police Services Act* and seeks Council's approval to award the contract.

DISCUSSION:

The City of St. Thomas, Town of Aylmer, County of Elgin, along with Police Services (City of St. Thomas Police, Town of Aylmer Police and Elgin Ontario Provincial Police) are leading a proactive and collaborative approach towards the development of a CSWB Plan for our Community including the following municipalities:

- City of St. Thomas
- County of Elgin
- Town of Aylmer
- Municipality of Bayham
- Municipality of Central Elgin
- Municipality of Dutton-Dunwich
- Township of Southwold
- Township of Malahide
- Municipality of West Elgin

Accordingly, an RFP seeking professional consulting services from interested firms was recently released to undertake the development of the CSWB Plan. The complete RFP document and the supporting Addenda are attached to this report as Attachment 1.

Information that was advertised and posted on the County's Bid Portal page <https://elgincounty.bidsandtenders.ca> including RFP dates, proposals submitted and a complete plan takers list is attached to this report as Attachment 2.

The Evaluation Committee (refer to Attachment 3) scored each proposal based on the following criteria:

- i) Previous experience on similar projects;
- ii) Proponent Capabilities and Experience;
- iii) Submission Content;
- iv) Evidence of budget and schedule control;
- v) References;
- vi) Fees / Pricing / Total Overall Cost

The firm selected by the Evaluation Committee is Mischevious Cat Productions. The total cost to complete the project is \$34,500 (excluding HST). The proposal submitted by Mischevious Cat Productions was the highest scoring qualified proposal and thus represented the best complete quality submission. All Proponents that submitted a proposal to the County will be advised of the contract award and will be offered a debriefing of their individual proposal submission.

Mischevious Cat Productions contemplates completing the project in four phases. Phase 1 (Project Planning/Onboarding), Phase 2 (Research and Asset Mapping), Phase 3 (Community Engagement) and Phase 4 (Plan Development). The CSWB Plan will be completed by December 2020.

CONCLUSION:

As detailed above, the Evaluation Committee completed an evaluation and selection process in accordance with Request for Proposal No. 2019-40, and subsequently the proposal submission from Mischevious Cat Productions was deemed the successful qualified proponent and is recommended for award.

All of which is Respectfully Submitted

Julie Gonyou
Chief Administrative Officer

Mike Hoogstra
Purchasing Coordinator



Community Safety and Well-Being Plan

REQUEST FOR PROPOSAL No. 2019-40

**Closing Date and Time:
December 10, 2019 at 3:00 p.m. (local time)**

Issue Date: November 18, 2019

Corporation of the County of Elgin
Financial Services
450 Sunset Drive
2nd Floor, Financial Services
St. Thomas, ON N5R 5V1

REQUEST FOR PROPOSAL NO. 2019-40
Community Safety and Well-Being Plan

INDEX

DEFINITIONS AND INTERPRETATIONS	3
SECTION 1.0 - INFORMATION TO PROPONENTS	5
1.1 Purpose	5
1.2 Introduction and Background	5
1.3 Proposal Format and Delivery	7
1.4 Designated Official	8
1.5 Questions / Inquiries	8
1.6 Addenda	8
1.7 RFP Schedule of Events	9
1.8 Notice of No Response	9
SECTION 2.0 - TERMS OF REFERENCE	10
2.1 Overview	10
2.2 Consultants Services and Responsibilities	12
2.3 Scope of Services	12
2.4 Preliminary Project Schedule	14
2.5 Reporting Schedule	15
2.6 Deliverables	15
2.7 Information Provided by the County	15
SECTION 3.0 - PROPOSAL REQUIREMENTS	16
3.1 Proposal Submissions	16
3.2 Proposal Submission Requirements	16
3.3 Evaluation Process	18
3.4 Evaluation Criteria	18
3.5 Ratings	19
3.6 Presentation and Interview	20
SECTION 4.0 - GENERAL CONDITIONS	21
4.1 Rights of the County	21
4.2 Conflict of Interest	22
4.3 Modified Proposals	22
4.4 Disqualification of Proponents	22
4.5 Confidentiality	22
4.6 Proposal Assignments	22
4.7 Purchasing Policy	23
4.8 Failure to Perform	23
4.9 Agreement	23
4.10 Insurance Requirements	23
4.11 Indemnification	24
4.12 Compliance with the Accessibility for Ontario with Disabilities Act 2005	24

REQUEST FOR PROPOSAL NO. 2019-40
Community Safety and Well-Being Plan

4.13	Disqualification	24
4.14	Record and Reputation	25
4.15	Proponent's Costs	25
4.16	Legal Matters and Rights of the County.....	26
4.17	Human Rights, Harassment and Occupational Health and Safety	27
4.18	Clarification	27
4.19	Supplementary Information	27
4.20	Default / Non-Performance	27
SECTION 5.0 - FORM OF PROPOSAL		28
DECLARATION.....		28
APPENDIX A – SAMPLE AGREEMENT.....		29
RETURN ADDRESS LABEL.....		32
Community Safety and Well-Being Coordinating Committee Terms of Reference		Attached
Community Safety and Well-Being Advisory Committee Terms of Reference		Attached

REQUEST FOR PROPOSAL NO. 2019-40
Community Safety and Well-Being Plan**DEFINITIONS AND INTERPRETATIONS**

The following definitions apply to the interpretation of the Request for Proposal Documents;

1. “Addenda or Addendum” means such further additions, deletions, modifications or other changes to any Request for Proposal Documents.
2. “Authorized Person” means;
 - i. For a Proponent who is an individual or sole proprietor that person.
 - ii. For a Proponent which is a partnership, any authorized partner of the Proponent.
 - iii. For a Proponent which is a corporation:
 - a) any officer or director of the corporation; and
 - b) any person whose name and signature has been entered on the document submitted with the Request for Proposal, as having been authorized to participate in the completion, correction, revision, execution, or withdrawal of the submission, whether that person is or is not an officer or director.
 - iv. For a Proponent that is a joint venture, the submission shall be signed by a person for and on behalf of each joint venture or, if they warrant that they have the authority vested in them to do so, one person so authorized may sign on behalf of all joint ventures.
3. “Collaboration” Individuals, agencies or organizations, working together for a common purpose; acknowledging shared responsibility for reaching consensus in the interest of mutual outcomes; contributing complementary capabilities; willing to learn from each other; and benefiting from diverse perspectives, methods and approaches to common problems.
4. “Community” refers to the citizens residing in City of St. Thomas, County of Elgin, Town of Aylmer, Municipality of Bayham, Municipality of Central Elgin, Municipality of Dutton Dunwich, Township of Malahide, Township of Southwold, and Municipality of West Elgin.
5. “Community Engagement” means the process of inviting, encouraging and supporting individuals, human services agencies, community-based organizations and government offices and services to collaborate in achieving community safety and well-being.
6. “Community Safety and Well-Being” means the ideal state of a sustainable community where everyone is safe, has a sense of belonging, opportunities to participate, and where individuals and families are able to meet their needs for education, health care, food, housing, income and social and cultural expression.
7. “Community Safety and Well-Being Planning” means multi-sector, collaborative efforts to identify local priority risks and implement evidence-based collaborative strategies to address these risks and increase protective factors that will make the community safer and healthier for all.

REQUEST FOR PROPOSAL NO. 2019-40
Community Safety and Well-Being Plan

8. “County” refers to the Corporation of the County of Elgin and, for purposes of this Request for Proposal and in the event of singular reference to “County”, such reference, when context necessitates, implicitly include City of St. Thomas, Town of Aylmer, Municipality of Bayham, Municipality of Central Elgin, Municipality of Dutton Dunwich, Township of Southwold, Township of Malahide, and Municipality of West Elgin (collectively the “associated municipalities”).
9. “Designated Official” refers to the Purchasing Coordinator for the County of Elgin.
10. “Prevention” means proactively implementing evidence-based situational measures, policies, or programs to reduce locally-identified priority risks to community safety and well-being.
11. “Proposal” means the Response in the form prescribed by this Request for Proposal Document and completed and submitted by a Proponent in response to and in compliance with the Request for Proposal.
12. “Proponent” means the legal entity submitting a proposal.
13. “Request for Proposal (RFP)” means the document issued by the County in response to which Proponents are invited to submit a proposal that will result in the satisfaction of the County’s objectives in a cost-effective manner.
14. “Risk Factors” refers to negative characteristics or conditions in individuals, families, communities or society that may increase social disorder, crime or fear of crime, or the likelihood of harms or victimization to persons or property.
15. “Successful Proponent” means the Proponent whose proposal has been approved by the County.

REQUEST FOR PROPOSAL NO. 2019-40
Community Safety and Well-Being Plan**SECTION 1.0 - INFORMATION TO PROPONENTS****1.1 Purpose****Purpose**

The City of St. Thomas, Town of Aylmer, County of Elgin, along with Police Services (City of St. Thomas Police, Town of Aylmer Police and Elgin Ontario Provincial Police) are leading a proactive and collaborative approach towards the development of a Community Safety and Well-Being (CSWB) Plan for our Community including the following municipalities:

- City of St. Thomas
- County of Elgin
- Town of Aylmer
- Municipality of Bayham
- Municipality of Central Elgin
- Municipality of Dutton-Dunwich
- Township of Southwold
- Township of Malahide
- Municipality of West Elgin

The purpose of this Request for Proposal is to solicit proposals from qualified Proponents to develop a Community Safety and Well Being (CSWB) Plan in accordance with the *Police Services Act* for the aforementioned municipalities.

The successful Proponent will possess the requisite technical skills to deal with the matters to be addressed in Section 2.3 “Scope of Services” and will be required to work directly with municipal staff, the public and other agencies in a professional manner. The firm, in addition to technical qualifications, must exhibit skills such as timeliness, diplomacy, tact, strong communication ability and an understanding of the City of St. Thomas, County of Elgin and Elgin County’s seven (7) partner municipalities.

1.2 Introduction and Background**Introduction**

On January 1, 2019, new legislative amendments to the *Police Services Act*, 1990 came into effect which mandate municipalities to prepare and adopt Community Safety and Well-Being (CSWB) Plans by January 1, 2021. Municipalities are required to work with community partners and carry out consultations during the planning process. CSWB plans are to take a holistic approach to reduce harm and victimization for all members of the community and to decrease the upward trends in demand for, and costs of, incident responses.

REQUEST FOR PROPOSAL NO. 2019-40
Community Safety and Well-Being Plan

The benefits of creating a CSWB Plan are wide-ranging, and impact individuals, the broader community, and participating partner agencies and organizations:

- Enhanced communication and collaboration among sectors, agencies and organizations;
- Stronger families and improved opportunities for healthy child development;
- Healthier, more productive individuals that positively contribute to the community;
- Increased understanding of and focus on priority risks, vulnerable groups and neighbourhoods;
- Transformation of service delivery, including realignment of resources and responsibilities to better respond to priority risks and needs;
- Increased engagement of community groups, residents and the private sector in local initiatives and networks;
- Enhanced feelings of safety and being cared for, creating an environment that will encourage newcomers to the community;
- Increased awareness, coordination of and access to services for community members and vulnerable groups;
- More effective, seamless service delivery for individuals with complex needs;
- New opportunities to share multi-sectoral data and evidence to better understand the community through identifying trends, gaps, priorities and successes; and
- Reduced investment in and reliance on incident response.

CSWB planning is a collaborative process to ensure the people in need of help receive the right response, at the right time, and by the right service provider, including:

- Identify risk factors in the community such as systemic discrimination and other social factors; that contribute to crime, victimization, addiction, drug overdose, suicide, etc.;
- Identify which risk factors the community will treat as a priority;
- Identify strategies to reduce risk factors, including providing new services, changing services, improving integration and coordinating existing services in a different way; and
- Set out measurable outcomes.

Additional details on the legislation requirements for the planning process can be found here:

<https://www.mcscs.jus.gov.on.ca/english/Publications/MCSCSSOPanningFramework.html>.

Background

Elgin County is a two-tier government comprised of seven (7) incorporated lower-tier municipalities (partner municipalities). The City of St. Thomas is a separated City (single-tier government) located within the geographic boundaries of Elgin County. The total population of Elgin County and the City of St. Thomas is 88,978 (2016 Census).

Creating a safe, complete and healthy community represents a common goal for local municipalities and Community Safety and Well-Being Plans. The CSWB Plan will help to ensure that risks to community safety in areas such as mental health, addiction, homelessness and housing concerns are addressed without the use of emergency resources. By bringing a number of sectors together, we as a community,

REQUEST FOR PROPOSAL NO. 2019-40
Community Safety and Well-Being Plan

will increase our understanding of local risk factors, ensuring those in need of help are receiving the appropriate response from the providers best suited to support them.

The CSWB Plan must fulfill the mandatory requirements of the *Police Services Act* for Community Safety and Well-Being Plans and ensure they are sufficiently flexible to allow each municipality to comply in a manner that best reflects its community, resources and existing working relationships with other stakeholders. The CSWB Plan must build on the levels of intervention for community safety and well-being that already exist in our Community. The CSWB Plan is intended to strengthen how we collaborate with our partners, police services and agencies on important issues that impact safety and well-being in our region.

1.3 **Proposal Format and Delivery**

Proponents are required to submit one (1) original hardcopy and one (1) electronic copy of their proposal in a sealed envelope as described in section 3.0.

All copies must be delivered to:

Corporation of the County of Elgin
c/o Financial Services, 2nd Floor
450 Sunset Drive
St. Thomas, ON, N5R 5V1

Proposals must be received no later than 3:00 p.m. on December 10, 2019. Proposals received at 3:00 p.m. as shown on the time stamp in the Financial Services Department are “on time” and will be accepted. Proposals received at 3:01 p.m. or later, as shown on the time stamp in the Financial Services Department will be considered late, will be rejected and returned unopened to the respective Proponent. The time stamp in Financial Services Department is the official time for the deadline for submission. No other clock or source of time will be recognized when considering the submission date and time of proposals to Financial Services.

All proposals shall be submitted in a sealed envelope as described in section 3.0 with the submission label as provided firmly affixed to the outside of the envelope or package. All envelopes or packages must have Proponent's name and address where indicated and envelopes must be sealed.

Proposals will be officially opened after the closing time. Only the names of those Proponents submitting a proposal will be read out at the public proposal opening. No prices are to be read out, however, only once the award is made and approved by Council, the report recommending such award shall be a matter of public record, unless otherwise determined by Council.

A Proponent may request that their proposal be withdrawn. Withdrawal shall only be allowed if the Proponent makes the request in writing and the request is delivered to the Designated Official before the RFP closing time. Proposals confirmed as withdrawn shall be returned unopened to the Proponent. The withdrawal of a proposal does not disqualify a Proponent from submitting another proposal prior to the closing time.

REQUEST FOR PROPOSAL NO. 2019-40
Community Safety and Well-Being Plan

The County shall not be liable for any cost of preparation or presentation of proposals, and all proposals and accompanying documents submitted by the Proponent become the property of the County and will not be returned. There will be no payment to Proponents for work related to, and materials supplied in the preparation, presentation and evaluation of any proposal, nor for the Contract negotiations whether they are successful or unsuccessful.

The County, its elected officials, employees and agents shall not be responsible for any liabilities, costs, expenses, loss or damage incurred, sustained or suffered by any Proponent, prior or subsequent to, or by reason of the acceptance, or non-acceptance by the County of any proposal, or by reason of any delay in the acceptance of any proposal.

1.4 Designated Official

For the purpose of this contract Mike Hoogstra, Purchasing Coordinator for the County is the “Designated Official” and shall perform the following functions: releasing, recording, and receiving proposals, recording and checking of submissions; answering queries from perspective proponents, considering extensions of time, reviewing proposals received, ruling on those not completing meeting requirements and coordinating the evaluation of the responses.

1.5 Questions / Inquiries

All inquiries regarding this *RFP* shall be directed through the Bidding System online by clicking on the “Submit a Question” button for this bid opportunity. All questions shall be submitted in writing with ample time before the deadline for submissions. Questions submitted through the bidding system are directed to the Designated Official.

The deadline for submitting questions is December 3, 2019 at 12:00 p.m. (noon)

No clarification requests will be accepted by telephone. Responses to clarification requests will be provided to all interested parties. Inquiries must not be directed to other County employees or elected officials. Directing inquiries to other than the Designated Official may result in your submission being rejected.

1.6 Addenda

The Designated Official will issue changes to the RFP Documents, which may include amendments to the submission deadline or changes in the Scope of Work or Qualifications of Proponents, by addendum only. No other statement, whether oral or written, made by the County will amend the RFP Documents. The County will make every effort to issue all addenda no later than three (3) days prior to the closing date.

The Proponent shall not rely on any information or instructions from the County or a County Representative except the RFP Documents and any addenda issued pursuant to this Section.

REQUEST FOR PROPOSAL NO. 2019-40
Community Safety and Well-Being Plan

The Proponent is solely responsible to ensure that it has received all addenda issued by the County. Proponents may in writing seek confirmation of the number of addendum/addenda issued under this RFP from the Designated Official.

All Proponents are advised that any Addenda issued will only be posted on the bidding system website: <https://elgincounty.bidsandtenders.ca>

It is the sole responsibility of each Proponent to check the website for any and all Addenda that have been issued for this RFP.

The Proponent shall acknowledge receipt of all addenda on the Form of Proposal – Declaration Form. Failure to complete the acknowledgement may result in rejection of the proposal.

1.7 **RFP Schedule of Events**

The RFP process will be governed according to the following schedule. Although every attempt will be made to meet all dates, the County reserves the right to modify or alter any or all dates at its sole discretion by notifying all Proponents in writing at the address indicated in the completed RFP submitted to the County.

Issue RFP:	November 18, 2019
Last Date for Questions:	December 3, 2019
RFP Close:	December 10, 2019

**Dates noted above are an approximation only and are subject to change.*

1.8 **Notice of No Response**

If you are unable, or do not wish to provide a proposal, please complete a notice of no response form in the bidding system. It is important to receive a reply from all Proponents.

SECTION 2.0 - TERMS OF REFERENCE**2.1 Overview**

Creating safe, complete and healthy communities represents a common goal for the City of St. Thomas, County of Elgin and Elgin's partner municipalities. CSWB Plans will help to ensure that risks to community safety in areas such as mental health, addition, homelessness and housing concerns are addressed without the use of emergency resources.

Goals

The goals of the Community Safety and Well-Being Plan are to:

- Engage citizens, businesses, agencies and organizations in making Elgin-Aylmer-St. Thomas safer and healthier for all;
- Increase our understanding of local risk factors;
- Reduce demand for emergency response and acute care;
- Ensure individuals are receiving the right response at the right time by the right service provider; and
- Increase the reputation of our Community as a safe and healthy community in which to live, work and play.

Partners

The following municipalities will take a proactive and collaborative approach towards the development of a joint CSWB Plan:

- City of St. Thomas
- County of Elgin
- Town of Aylmer
- Municipality of Bayham
- Municipality of Central Elgin
- Municipality of Dutton-Dunwich
- Township of Southwold
- Township of Malahide
- Municipality of West Elgin

Municipal government, police services and the community will work together to proactively address crime, victimization and community safety by bringing together a number of sectors to increase our understanding of local risk, ensuring those in need of help are receiving the appropriate response from the providers best suited to support them.

Plan Flexibility

The CSWB Plan must build on the levels of intervention for community safety and well-being that already exist in our Community. The CSWB Plan is intended to strengthen how we collaborate with our partners, police services and agencies on important issues that impact safety and well-being in our region. The Community Safety and Well-Being Plan must be flexible enough to allow each municipality to comply with the legislated requirements of the *Police Services Act* while ensuring flexibility exists to best reflect localized interests within its community, resources and existing working relationships with other stakeholders.

Community and Partner Engagement

Community partners are essential to the CSWB process to provide insight and expertise into the identification of issues and solutions. It is fortunate that as many as 22 local group planning tables exist in our community and are actively working to address some of these issues. The Community Safety Plan and Well-Being Plan must highlight and build upon the work of these groups. The voices of those with lived experience is also an important aspect of the engagement process ensuring that it is carried out in a manner that is transparent, respectful and purposeful.

It is also required that consultation include outreach to members of the public including youth and members of racialized groups.

Data Analytics

The process of Community and Partner Engagement will be supported by data analytics that will aid the issue identification process and facilitate information sharing on key issues.

Advisory Committee and Coordinating Committee

In preparation of the CSWB Plan, Terms of Reference have been drafted for a multi-sectoral CSWB Plan Advisory Committee and Coordinating Committee and includes representation from the following sectors:

- Health and Mental Health Services
- Education Services
- Community and Social Services
- Community and Social Services to Children or Youth
- Custodial Services to Children or Youth
- Municipal Council Member or Municipal Employee
- Police Service Board or Detachment Commander

The Advisory Committee and Coordinating Committee have broad mandates to apply an interdisciplinary lens to known, emergency and anticipated community and system-level issues and will play an integral role in prioritizing and addressing issues and informing longer-term system planning priorities.

2.2 **Consultants Services and Responsibilities**

The Proponent shall be required to demonstrate their qualifications and experience. The Proponent shall demonstrate that they have the necessary foresight and ingenuity to approach this task with innovative ideas and is prepared to view the project from its broadest perspective to ensure that the end product is of the best long-term value to the Community.

The successful Proponent shall be one who can demonstrate the above criteria as well as showing the capability of successfully accomplishing projects on time and on budget.

At minimum, the consultant requires the following skill set:

- Experienced with program implementation processes, logic models, process mapping and evaluation;
- Experienced with both municipal service delivery as well as experience working with vulnerable sectors;
- Able to demonstrate clear methodology;
- Experienced with strategy development;
- Strong communication/facilitation and writing skills;
- An ability to adjust facilitation techniques to ensure the success of the process;
- Willing to address process issues with sensitivity towards all participants; and
- Be results oriented.

2.3 **Scope of Services**

The Proponent will be required to:

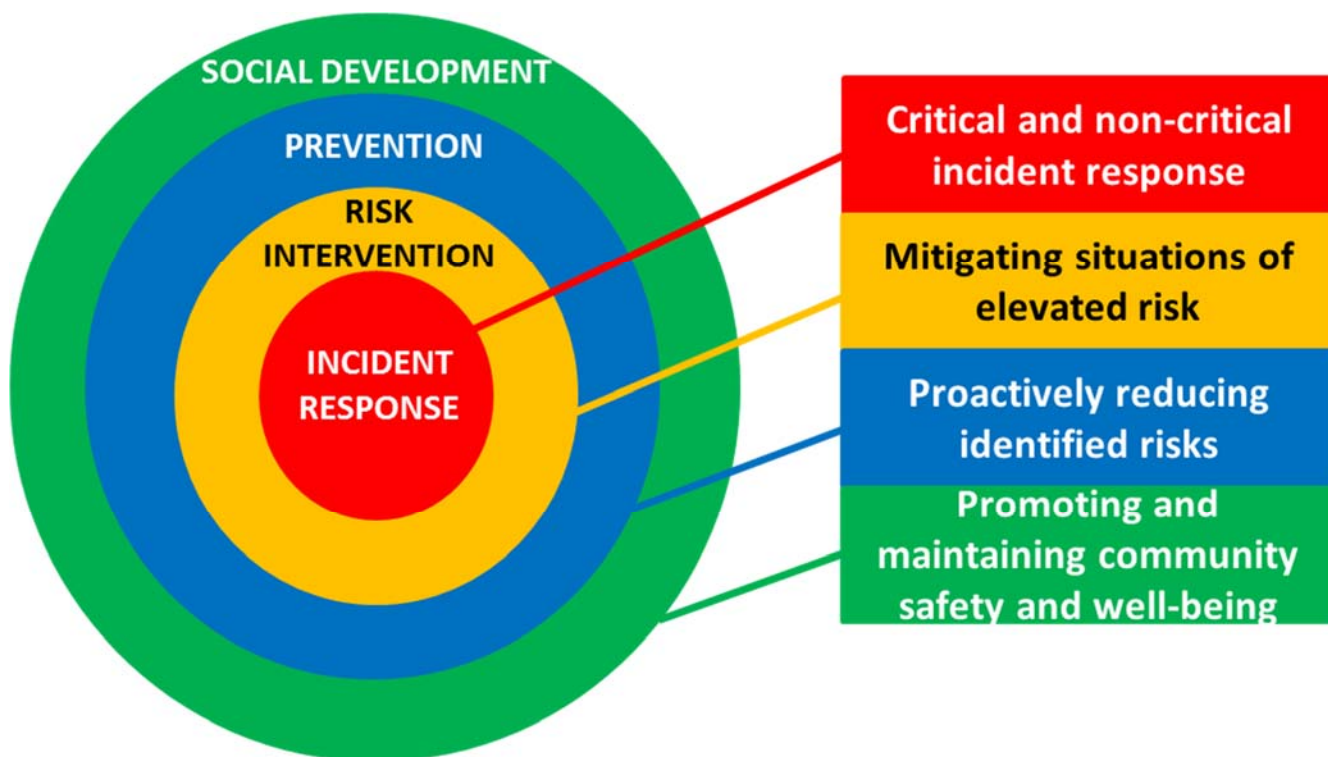
- Support to all municipal Councils and staff to lead the CSWB Plan development process;
- Research and analyze community risks based on local data and anticipate issues and service gaps through enhanced data and knowledge sharing;
- Engage the community and other agencies in the CSWB planning process and gather feedback while ensuring a multi-sectoral buy-in while meeting legislative requirements;
 - This will include hosting up to three (3) Public Information Centres to gather feedback (East Elgin area, City/Central Elgin area and West Elgin area)
- Convene and facilitate meetings with leaders from organizations with system planning accountability and support the Coordinating Committee and Advisory Committee in their leadership roles and in identifying priorities, determining outcomes, selecting strategies, implementing the plan and evaluating performance;
 - Estimated number of meetings include bi-monthly meetings with the Advisory Committee – approximately five (5) meetings; and monthly meetings with the Coordinating Committee and/or Project Lead – approximately nine (9) meetings.
 - Up to three (3) facilitated sessions with a combination of representatives from the existing planning tables.

REQUEST FOR PROPOSAL NO. 2019-40
Community Safety and Well-Being Plan

- Identify opportunities to align resources and efforts to collectively achieve impact on identified CSWB priorities;
- Use the CSWB Planning Framework (below) and establish a program logic model and develop evaluation tools;
- Develop a CSWB Plan which complies with the legislated requirements of the *Police Services Act* for partner municipalities that is customizable to suit local interests;
 - Present the draft CSWB Plan at one joint Elgin County / City Council meeting in September 2020.
 - Ensure the CSWB Plan delivers on the following objectives:
 - Identify priority risk factors (e.g. systemic discrimination, social factors that contribute to crime, victimization, addition drug overdose and suicide);
 - Identifying strategies to reduce the potential risk factors (e.g. developing new services, changing or coordinating existing services); and
 - Set measurable outcomes.
- Identify a critical path and methodology to ensure successful implementation of the CSWB Plan; and
- Provide regular written updates to the Coordinating Committee and Advisory Committee;
 - 10-12 brief updates throughout the 12-month contract detailing CSWB Plan progress.

CSWB Planning Framework

The Proponent must ensure the CSWB Plan focuses on the following CSWB Planning Framework:



(<https://www.mcscs.jus.gov.on.ca/english/Publications/MCSCSSOPanningFramework.html>)

REQUEST FOR PROPOSAL NO. 2019-40
Community Safety and Well-Being Plan

The Proponent must ensure that everyone involved in the planning process understands the following four (4) areas to ensure local plans are as efficient and effective as possible in making communities safer and healthier:

1. Social Development;
2. Prevention;
3. Risk Intervention; and
4. Incident Response.

The Province has identified several critical success factors for a CSWB Plan and the Proponent must endeavor to incorporate the following into the CSWB Plan:

- Strength-based leveraging existing resources, program and services in the community;
- Risk-focused planning rather than incident-driven action;
- Awareness and understanding to ensure all community members understand the benefit of, and the role in, this planning process;
- High-level commitment is required from individuals of influence to champion this cause;
- Effective partnerships to create meaningful integrated relationships across multiple sectors;
- Evidence and evaluation to use research and data to inform the planning process; and
- Cultural responsiveness to effectively interact with, and respond to, the needs of diverse groups of people within the community.

2.4 Preliminary Project Schedule

The anticipated project schedule will be as follows:

Priority	Anticipated Dates & Activities
Research, planning and on-boarding	December – January 2020
Work with Coordinating Committee, Advisory Committee and local planning tables/groups to establish priorities	January – March 2020
Community Engagement (online and print survey & public engagement/information sessions)	April & May 2020
Develop draft CSWB Plan in collaboration with Coordinating Committee and Advisory Committee	June & July 2020
Draft CSWB Plan review by Coordinating Committee and Advisory Committee	August 2020
Presentation of Draft Plan	September 2020
Final Plan development	October 2020
Municipalities to seek Council approval for CSWB Plans	November 2, 2020* allows time for each Municipality to customize plan and ensure all municipal Councils have time to review and approve prior to deadline.
CSWB Plan distribution and posting	December 2020
CONTRACT TERM	Approximately 12 months

2.5 **Reporting Schedule**

The reporting schedule will be as follows:

- Monthly summary reports shall be provided by Proponent to Advisory Committee and Coordinating Committee.
- Draft CSWB Plan shall be presented to the Advisory Committee and Coordinating Committee in August 2020.
- Final CSWB Plan development no later than November 2, 2020.

2.6 **Deliverables**

The deliverables for this project are summarized below:

- Development of community engagement materials, surveys and presentation materials required as determined by the Coordinating Committee and Advisory Committee in partnership with the Proponent; and
- Development of draft and final Community Safety and Well-Being Plan.

2.7 **Information Provided by the County**

The County will supply the following items (attached):

- Approved Terms of Reference for the Advisory Committee and Coordinating Committee

SECTION 3.0 - PROPOSAL REQUIREMENTS**3.1 Proposal Submissions**

All proposal submissions must be submitted in a **sealed envelope** with the submission label as provided by the County affixed firmly to the outside of the envelope with all details completed as required on the label. The term envelope shall have the same meaning as “package”.

Failure to include the submission requirements may result in your proposal being disqualified.

3.2 Proposal Submission Requirements

The proposal envelope shall contain **one (1) hard copy** of the proposal with original signature(s) and **one (1) electronic copy**.

The submission shall be no longer than fifteen (15) single sided pages (Arial 12 font or equivalent), excluding the Curricula Vitae. The proposal submissions must include at a minimum the following information and shall be submitted in the same sequence in order to be considered responsive.

a) Section A: Overview

A narrative demonstrating the firm’s understanding of the full scope of services, reasons why the Proponent is interested in taking on this project and its familiarity with the Community (City of St. Thomas, County of Elgin, Town of Aylmer, Municipality of Bayham, Municipality of Central Elgin, Municipality of Dutton Dunwich, Township of Malahide, Township of Southwold and Municipality of West Elgin).

b) Section B: Implementation Plan / Work Program

The Proponent shall provide a detailed work plan summarizing the approach and methodology for the specific tasks proposed. The work plan shall include resources necessary to meet the project objectives/scope of work/deliverables and shall indicate the tools and techniques that will be used to ensure the project remains on budget and schedule. The Proponent shall identify issues and risks associated with the project, including deviations to the project plan and how risks will be managed through the course of the project.

c) Section C: Project Team – Own Personnel

Identify the Project Team proposed for the assignment. For each member of the Project Team, confirm if the individual is a full-time, permanent employee of the Proponent and the estimated number of hours allocated to accomplish each task by staff person.

Provide a complete company profile including the resumes and relevant experience (while employed by the proponent) of the proposed project manager. Provide confirmation that the individuals that will serve as the key personnel for the duration of the project assignment are available to work on this project. Provide prime consultant contact info for the Project Manager’s last two completed projects.

REQUEST FOR PROPOSAL NO. 2019-40
Community Safety and Well-Being Plan**d) Section D: Project Team – Specialist Consultants**

Identify the other members of the Project Team proposed for the assignment. For each member of the Project Team, identify specific role/specialty, the individual responsible, and their specific experience as it pertains to this assignment.

Describe the organization of the Project Team. Demonstrate the experience and capability of the members of the Project Team. Provide resumes for all members of the project team clearly indicating that the personnel have experience in the provision of the Scope of Services; identification of the personnel's education qualifications, professional affiliations, years of experience in the field, and the number of years with the firm. It is important that your Project Team show a proven track record in designing and detailing similar facilities and show foresight in resolving problems before construction starts.

Provide confirmation that the individuals that will serve as the key personnel for the duration of the project assignment are available to immediately commence on this project.

e) Section E: Project Schedule

Provide a comprehensive project timeline / schedule in the form of a Gantt chart (or equal) which identifies the proposed scheduling of all major project tasks as identified in the Terms of Reference including scheduling of all milestones and any scheduling dependency relationships between activities, tasks and/or phases of the project. Indicate any possible areas that have flexibility to provide time and cost savings.

f) Section F: Client References

Provide at least three (3) references the County may contact. References should be from sources of similar project experience relevant to the requirements of this project and include projects where various timelines and schedules were managed simultaneously and the timeline and budget were met to deliver a successful project. Where the budget and timeline were not met, include details regarding the challenges faced and the workarounds utilized in order to complete the project.

g) Section G: Pricing / Fees

Provide a breakdown of fees to be charged including meeting costs and all hourly and/or daily rates by individual. In addition, the response must include an upset limit which will be the maximum to be charged for project. Hourly/daily rates will be considered firm for a period of 12 months after the contract is signed.

Fees for incidental disbursements such as mileage, photocopying, etc. must be clearly indicated. Proponents must also state the distance upon which mileage claims would be expensed. Meals are not an allowable expense.

Your proposal must clearly state which services are not included in your financial proposal.

The total estimated cost including disbursements for the work proposed shall be considered in the upset limit. Fees & expenses shall not include contingencies or HST.

h) **Form of Proposal - Declaration**

Include a signed and completed copy of the Form of Proposal – Declaration.

Failure to sign and return this form will result in non-acceptance of your submission.

3.3 **Evaluation Process**

Each proposal will be evaluated on its clarity and the demonstrated understanding of the Project requirements, the services proposed and timeframes, as well as the proponent's experience and the anticipated benefit to the County. A short list of firms may be created for purposes of an interview or presentation, should this be required. Proponents may be contacted to explain or clarify their proposals; however, they will not be permitted to alter information as submitted.

An Evaluation Committee will be established from members of the County or any others as deemed necessary.

Proposals will be evaluated on the basis of all information provided by the Proponent. Each proposal will be reviewed to determine if the proposal is responsive to the submission requirements outlined in the RFP. Failure to comply with these requirements may deem the proposal non-responsive.

Selection of a proposal will be based on (but not solely limited to) the following criteria and any other relevant information provided by the Proponent at the time of submission as well as any additional information provided during subsequent meetings with the Proponent.

In recognition of the importance of the procedure by which a Proponent may be selected, the following criterion outlines the primary considerations to be used in the evaluation and consequent awarding of this project (not in any order). The County reserves the right to evaluate and rank each submission using criterion noted. Actual scores will be confidential.

The County reserves the right to request confidential references for any of the proponent's projects listed, as well as any of the proponent's other projects, and factor the ratings from all references, whether completed or in progress.

3.4 **Evaluation Criteria**

Proposals will be evaluated based on the following weighted evaluation factors:

Rated Criteria	Maximum Weight Points
Previous experience on similar projects	20
Proponent Capabilities and Experience	20
Submission Content	10
Evidence of budget and schedule control	10

REQUEST FOR PROPOSAL NO. 2019-40
Community Safety and Well-Being Plan

References	10
Fees / Pricing / Total Overall Cost	30
TOTAL SCORE:	100

3.5 Ratings

For consistency, the following table describes the characteristics attributable to particular scores between 0-10.

0	Unacceptable	Did not submit information
1-2	Very Unsatisfactory	Very poor to unsatisfactory
3	Unsatisfactory	Minimally addresses some, but not all of the requirement of the criteria. Lacking in critical areas
4	Somewhat Unsatisfactory	Addresses most of the requirements of the criteria to the minimum acceptable level. Lacking in critical areas.
5	Somewhat Satisfactory	Addresses most, but not all, of the requirements of the criteria to the minimum acceptable level. May be lacking in some areas that are not critical.
6	Satisfactory	Adequately meets most of the requirements of the criteria. May be lacking in some areas that are not critical.
7	Good	Meets all requirements of the criteria.
8	Very Good	Somewhat exceeds the requirements of the criteria.
9	Excellent	Exceeds the requirements of the criteria in ways that are beneficial.
10	Outstanding	Proposal exceeds the requirements of the criteria in superlative ways / very desirable.

The lowest fee proposed shall be awarded the full amount of points available for the fee portion of the evaluation. All higher fees proposed shall be awarded points, rounded to the closest full point for the fee portion of the evaluation by the following:

$$\text{Lowest Fee} \div \text{Proposed Fee} \times \text{Maximum Points} = \text{Total Cost Points.}$$

It should be emphasized that pricing is only one of the factors being considered in determining the most suitable Consultant.

In submitting a proposal, the Proponent acknowledges the County's right to accept other than the lowest priced proposal and expressly waives all rights for damages or redress as may exist in common law

REQUEST FOR PROPOSAL NO. 2019-40 Community Safety and Well-Being Plan

stemming from the County's decision to accept a proposal which is not the lowest price proposal, if it is deemed to be in the County's best interest to do so. All qualified proposal submissions will be reviewed and evaluated. Additional information may be requested if necessary.

Only the proposal response and Curricula Vitae requested will be evaluated. Proponents must include all relevant information in the required fifteen (15) page limit restriction.

3.6 **Presentation and Interview**

The County may have the two highest scoring Proponents attend an interview to present the evaluation team with additional insight into the Proponent's ability to meet the requirements as requested in the RFP. The County reserves the right to interview more or fewer than two Proponents based on the scoring results. Note- If the Owner elects to interview short listed proponents, the proposed Project Manager is required to attend.

The interviews would be conducted by the representatives of the Evaluation Committee at the County Administration Building, 450 Sunset Drive, St. Thomas, Ontario N5R 5V1. Senior staff members to be assigned to this project must be in attendance at the interview.

Presentations shall follow this general format:

- Introduction of Proponents Project Team (5 minutes)
- Proponent Presentation of the Proposal (15 minutes)
- Questions from Interview Committee (10 minutes)
- Questions from Proponents (5 minutes)

The Proponents will be notified of the final format and exact date and time for interviews / presentations in advance.

For the interview portion of the evaluation (if required), the County will be using the rating criteria shown below and will evaluate each short-listed Proponent only.

Interview Criteria and Weighting (Second Stage if required):

Criteria Category	Weighted Points
Presentation	25
Response to Questions	10
Total Weighted Points	35

The score from the proposal evaluations and the Interview will be combined to determine an overall score.

REQUEST FOR PROPOSAL NO. 2019-40
Community Safety and Well-Being Plan**SECTION 4.0 - GENERAL CONDITIONS****4.1 Rights of the County**

(Note: Reference to the “County” in this section implicitly includes all associated municipalities – See Definitions)

The County is not liable for any costs incurred by the Proponent in the preparation of their response to the RFP or selection interviews, if required. Furthermore, the County shall not be responsible for any liabilities, costs, expenses, loss or damage incurred, sustained or suffered by any Proponent, prior or subsequent to, or by reason of the acceptance, or non-acceptance by the County of any proposal or by reason of any delay in the award of the contract.

The County reserves the right to accept any proposal, in whole or in part, that it feels most fully meets the selection criteria. Therefore, the lowest cost proposal, or any proposal may not necessarily be accepted. County staff shall evaluate all compliant proposals received by the closing time and make evaluations and recommendations for acceptance.

The County reserves the right to request specific requirements not adequately covered in their initial submission and clarify information contained in the Request for Proposal.

The County reserves the right to modify any and all requirements stated in the Request for Proposal at any time prior to the possible awarding of the contract.

The County reserves the right to cancel this Request for Proposal at any time, without penalty or cost to the County. This Request for Proposal should not be considered a commitment by the County to enter into any contract.

The County reserves the right to enter into negotiations with the selected Proponent. If these negotiations are not successfully concluded, the County reserves the right to begin negotiations with the next selected Proponent.

Proposals shall remain open and subject to acceptance for a period of ninety (90) days from closing date.

In the event of any disagreement between the County and the Proponent regarding the interpretation of the provisions of the Request for Proposal, the Director of Financial Services or an individual acting in that capacity, shall make the final determination as to interpretation.

No proposal shall be accepted from any person or Proponent who, has a claim or has instituted a legal proceeding against the County or against whom the County has a claim or has instituted a legal proceeding, without the prior approval of County Council. This applies whether the legal proceeding is related or unrelated to the subject matter of this RFP.

4.2 **Conflict of Interest**

The Proponent declares that no person, firm or corporation with whom or which the Proponent has an interest, has any interest in this RFP or in the proposed contract for which this proposal is made. The Proponent further declares that no member of the Council of the County or any associated municipality and no officer or employee of the County or any associated municipality will become interested directly or indirectly as a contracting party, partner, shareholder, surety, or otherwise in or in the performance of the Contract or in the supplies, work or business to which it relates, or in any portion of the profits thereof, or in any of the money to be derived there from.

Should the Proponent feel that a conflict of interest or potential conflict of interest exists; the Proponent must disclose this information to the County prior to the submission of a proposal. The County of Elgin may, at its discretion, delay any evaluation or award until the matter is resolved to the satisfaction of the County, the County may allow a conflict of interest or potential conflict of interest to exist if it is satisfied that there are adequate safeguards in place and if the County determines that it is in its best interests to do so.

The County reserves the right to disqualify a proposal where the County believes a conflict of interest or potential conflict of interest exists.

4.3 **Modified Proposals**

In the event that a preferred proposal does not entirely meet the requirements of the County, the County reserves the right to enter into negotiations with the selected Proponent, to arrive at a mutually satisfactory arrangement and to make any modifications to the proposal as are in the best interests of the County.

4.4 **Disqualification of Proponents**

More than one proposal from an individual firm, partnership, corporation or association under the same or different names will not be considered. Collusion between Proponents will be sufficient for rejection of any proposals so affected.

4.5 **Confidentiality**

The proposal must not be restricted by any statement, covering letter or alteration by the Proponent in respect of confidential or proprietary information. The County will treat all proposals as confidential. The County will comply with the Municipal Freedom of Information and Protection of Privacy Act, and its retention by-law pursuant to the Municipal Act, in respect of all proposals. All Public Reports approved by the Council of the County will become public information.

4.6 **Proposal Assignments**

The successful Proponent will not be permitted to assign or transfer any portion of the proposal as submitted or the subsequent agreement without prior written approval from the County.

4.7 **Purchasing Policy**

Submissions will be solicited, received, evaluated, accepted and processed in accordance with the County's Purchasing Policy as amended from time to time. In submitting a proposal in response to this RFP, the Proponent agrees and acknowledges that it has read and will be bound by the terms and conditions of the County's Purchasing By-law. The Purchasing By-Law can be viewed on the County's website, www.elgincounty.ca

4.8 **Failure to Perform**

Failure to comply with all terms and conditions of this proposal, and failure to supply all documentation, as required herein, shall be just cause for cancellation of the award. The County shall then have the right to award this contract to any other Proponent or to re-issue this RFP.

4.9 **Agreement**

A written agreement, prepared by the County shall be executed by the County and the successful Consultant. The complete proposal package submitted by the successful proponent, together with the entire Request for Proposal documents prepared by the County, shall form part of the Agreement (see attached sample of agreement in Appendix A).

4.10 **Insurance Requirements**

Any agreement resulting from this RFP will contain at a minimum the following insurance requirements:

- a) Comprehensive general liability insurance including bodily injury and property damage liability, personal injury liability, completed operations liability, blanket contractual liability with a severability of interest and cross liability clause to a limit of no less than five million (\$ 5,000,000) dollars in respect to any one occurrence. The above-mentioned policy shall be endorsed to include the County, and any associated municipality as an Additional Insureds.
- b) Non-owned Automobile liability policy to a limit of no less than two million (\$2,000,000) dollars.
- c) Professional Liability insurance covering all activities as described in the Proponent's proposal to a limit of no less than two million (\$2,000,000) per claim and in the aggregate.
- d) The aforementioned policies of insurance shall contain or shall be subject to the following terms and conditions:
 - be written with an insurer licensed to do business in Ontario;
 - be non-contributing with, and will apply only as primary and not excess to any other insurance or self-insurance available to the County;
 - contain an undertaking by the insurer to notify the County in writing not less than sixty (60) days before any material change in risk or cancellation of coverage.
 - any deductible amounts shall be borne by the Proponent.

REQUEST FOR PROPOSAL NO. 2019-40
Community Safety and Well-Being Plan

- The Proponent shall provide proof of insurance upon execution of the Agreement. Proof of insurance shall be in the form of Certificates of Insurance, in form and detail satisfactory to the County, signed by an authorized representative of the insurer. The Proponent will make available the complete original copies of all applicable insurance policies for examination if required by the County.
- Certificates of Insurance evidencing renewal or replacement of policies shall be delivered to the County within fifteen (15) business days prior to the expiration or replacement of the current policies, without demand by the County.

4.11 Indemnification

The successful Proponent shall indemnify and hold harmless the County and any associated municipality, including all respective officers, Councillors, Employees and volunteers from and against any liabilities, claims, expenses, demands, loss, cost, damages, suits or proceedings by whomsoever made, directly or indirectly arising directly or indirectly by reason of a requirements of this agreement save and except for damage caused by the negligence of the County and any associated municipality or any employees.

4.12 Compliance with the Accessibility for Ontario with Disabilities Act 2005

The Proponent shall ensure that all its employees and agents receive training regarding accessibility as outlined in the Accessible Customer Service Standard (Ontario Regulation 429/07) and the Integrated Accessibility Standards Regulation (Ontario Regulation 191/11). The Proponent is responsible to ensure that all of its employees, volunteers and others for which the Proponent is responsible are adequately trained.

In accordance with the *Accessibility for Ontarians with Disabilities Act, 2005 Integrated Accessibility Standards*, the County requires content created for the municipality that is to be posted on our website to be provided in a format which is compliant with WCAG 2.0 Level AA requirements. As required under Section 14 of the regulation, any content published on our website after January 1, 2012 needs to be compliant with the WCAG requirements by the timelines set out in the Act. It is the successful Proponent's responsibility to produce the required documents in an accessible format. Inaccessible documents will not be accepted or posted on our website.

4.13 Disqualification

The County may, in its sole discretion, disqualify a proposal or cancel its decision to make an award under this RFP, at any time prior to the execution of the Agreement by the county, if,

- the Proponent fails to cooperate in any attempt by the County to verify any information provided by the Proponent in its proposal;
- the Proponent contravenes one proposal per Person or Entity;
- the Proponent fails to comply with the laws of Ontario or of Canada, as applicable;
- the Proposal contains false or misleading information;
- the Proposal, in the opinion of the County, reveals a material conflict of interest;
- the Proponent misrepresents any information contained in its proposal.

4.14 **Record and Reputation**

Without limiting or restricting any other right or privilege of the County and regardless of whether or not a proposal or a Proponent otherwise satisfies the requirements of this RFP, the County may disqualify any proposal from any Proponent, where;

- In the opinion of the County Solicitor or the Purchasing Coordinator for the County, the commercial relationship between the County and the Proponent has been impaired by the prior and/or current act(s) or omission(s) of each Proponent, including but not limited to:
 - a) Litigation with the County;
 - b) The failure of the Proponent to pay, in full, all outstanding accounts due to the County by the Proponent after the County has made demand for payment;
 - c) The refusal to follow reasonable directions of the County or to cure a default under a contract with the County as and when required by the County or its representatives;
 - d) The Proponent has previously refused to enter into an Agreement with the County after the Proponent's proposal was accepted by the County;
 - e) The Proponent has previously refused to perform or to complete performance of contracted work with the County after the Proponent was awarded the contract;
 - f) Act(s) or omission(s) of the Proponent has resulted in a claim by the County under a bid bond, a performance bond, a warranty bond or any other security required to be submitted by the Proponent on an RFP within the previous five years.
- In the opinion of Elgin County, by its Chief Administrative Officer, or their designate, and following consultation and/or input from the associated municipalities there are reasonable grounds to believe that it would not be in the best interests of the County to enter into an Agreement with the Proponent, for reasons including but not limited to the conviction or finding of liability of or against the Proponent or its officers or directors and any associated entities under any taxation legislation in Canada, any criminal or civil law relating to fraud, theft, extortion, threatening, influence peddling and fraudulent misrepresentation, the Environmental Protection Act or corresponding legislation in other jurisdictions, any law regarding occupational health or safety or the Securities Act or related legislation.

4.15 **Proponent's Costs**

The Proponent shall bear all costs and expenses incurred by the Proponent relating to any aspect of its participation in this RFP process, including all costs and expenses related to the Proponent's involvement in;

- the preparation, presentation and submission of its proposal;
- the Proponent's attendance at the Proponent's meeting;
- due diligence and information gathering processes;
- site visits and interviews;
- preparation of responses to questions or requests for clarification from the County;
- preparation of the Proponent's own questions during the clarification process; and,
- agreement discussions.

REQUEST FOR PROPOSAL NO. 2019-40
Community Safety and Well-Being Plan

The County is not liable to pay such costs and expenses or to reimburse or compensate a Proponent under any circumstances, regardless of the conduct or outcome of the RFP Process, including the rejection of all proposals or the cancellation of the RFP, and including any negligence of the County in the conduct of the RFP process.

4.16 **Legal Matters and Rights of the County**

This RFP is not an offer to enter into either a bidding contract (often referred to as “Contract A”) or a contract to carry out the project (often referred to as “Contract B”). Neither this RFP nor the submission of a proposal by a Proponent shall create any contractual rights or obligations whatsoever on either the Proponent or the County.

The County may at its sole discretion change or discontinue this RFP process at any time whatsoever. The County may in its sole discretion enter into negotiations with any person, whether or not that person is a Proponent or a Short-Listed Proponent with respect to the work that is the subject of this RFP.

The County may at its sole discretion decline to evaluate any proposal that in the County’s opinion is incomplete, obscure or does not contain sufficient information to carry out a reasonable evaluation.

Without limiting the generality of the RFP, the County may at its sole discretion and at any time during the RFP process;

- reject any or all of the Proposals;
- accept any Proposal;
- if only one Proposal is received, elect to accept or reject it;
- elect not to proceed with the RFP;
- alter the timetable, the RFP process or any other aspect of this RFP; and
- cancel this RFP and subsequently advertise or call for new Proposals for the subject matter of this RFP.

In addition to and notwithstanding any other term of this RFP, the County shall not be liable for any damages resulting from any claim or cause of action, whether based upon an action or claim in contract, warranty, equity negligence, intended conduct or otherwise, including any action or claim arising from the acts or omissions, negligent or otherwise of the County and including any claim for direct, indirect or consequential damages, including but not limited to damages for loss of profit, loss of reputation, injury to property and bodily injury that results from the Proponents’ participation in the RFP process, including but not limited to;

- the disclosure of a Proponent’s confidential information;
- the costs of preparation of a Proponents Proposal, whether it is accepted, disqualified or rejected;
- any delays, or any costs associated with such delays, in the RFP process;
- any errors in any information supplied by the County to the Proponents;
- the cancellation of the RFP; and

REQUEST FOR PROPOSAL NO. 2019-40
Community Safety and Well-Being Plan

- the award of the contract to a Proponent other than the Proponent recommended by the Proposal Review Committee.

4.17 Human Rights, Harassment and Occupational Health and Safety

The Proponent shall be required to comply with the County's policies regarding Human Rights, Harassment in the Workplace and Occupational Health and Safety.

4.18 Clarification

The County may require the Proponent to clarify the contents of its proposal, including by the submission of supplementary documentation, or seek a Proponent's acknowledgement of the County's interpretation of the Proponent's proposal.

The County is not obliged to seek clarification of any aspect of a proposal.

4.19 Supplementary Information

The County may, in its sole discretion, request any supplementary information whatsoever from a Proponent after the submission deadline including information that the Proponent could or should have submitted in its proposal prior to the submission deadline. The County is not obliged to request supplementary information from a Proponent.

4.20 Default / Non-Performance

The County will reserve the right to determine "non-performance" or "poor quality" of service and further reserves the right to cancel any or all of this contract at any time should the Proponent's performance not meet the terms and conditions of the RFP upon 30 days written notification to the Proponent.

"Non-performance" shall mean the failure to meet the complete terms and conditions of this Contract including, but not limited to, the response time. In the event of such cancellation, the County retains the right to claim damages as a result of such default.

If the County terminates the Contract, it is entitled to:

- a) withhold any further payment to the Proponent until the completion of the work and the expiry of all obligations under the Contract; and
- b) recover from the Proponent any loss, damage and expense incurred by the County by reason of the default (which may be deducted from any monies due or becoming due to the Proponent).

REQUEST FOR PROPOSAL NO. 2019-40
Community Safety and Well-Being Plan**SECTION 5.0 - FORM OF PROPOSAL****DECLARATION**

I/We the undersigned authorized signing officer of the Proponent, HEREBY DECLARE that no person, firm or Corporation other than the one represented by the signature (or signatures) of proper officers as provided below, has any interest in the proposal.

I/We further declare that all statements, schedules and other information provided in this proposal are true, complete and accurate in all respects to the best knowledge and belief of the Proponent.

I/We declare that this proposal is made without connection, knowledge, comparison of figures or arrangement with any other company, firm or persons making a proposal and is in all respects fair and without collusion for fraud.

I/We further declare that no employee of the County is or will become interested, directly or indirectly as a contracting party or otherwise in the supplies, work or business to which it relates or in any portion of the profits thereof, or in any such supplies to be therein or in any of the monies to be derived there from.

I/We further declare that the undersigned is empowered by the Proponent to negotiate all matters with the County or its representatives, relative to this proposal.

I/We further declare that the agent listed below is hereby authorized by the Proponent to submit this proposal and is authorized to negotiate on behalf of the Proponent.

I/We further agree in submitting this proposal, we recognize the County may accept any proposal in whole or in part, or elect to reject all proposals.

ACKNOWLEDGEMENT OF ADDENDA

I/We have received and allowed for **ADDENDA NUMBER** _____ in preparing my/our proposal.
Insert #'s or "none"

Company Name

Signature

Print Name

NOTE: Failure to sign this page and return with your submission in the sealed envelope will result in non-acceptance of your submission.

REQUEST FOR PROPOSAL NO. 2019-40
Community Safety and Well-Being Plan**APPENDIX A – SAMPLE AGREEMENT**

THIS AGREEMENT made in duplicate this _____ day of _____ 2019.

- BETWEEN -

CORPORATION OF THE COUNTY OF ELGIN
450 Sunset Drive, St. Thomas, Ontario N5R 5V1

Hereinafter called the "County" (of the first part)

- AND -

< CONSULTANT NAME >

Address

Hereinafter called the "Consultant" (of the second part)

WHEREAS on **(date)**, the County, on its own behalf and on behalf of associated municipalities as described below, issued Request for Proposal # **(insert number)** *(if applicable)* and Addendum # **(insert number)** dated **(date)** for **(enter the description of work)** (the "RFP");

AND WHEREAS on **(enter date of Consultant's proposal)** the Consultant submitted a proposal in response to the RFP (the "proposal");

AND WHEREAS the County, on its own behalf, wishes to enter into an agreement with the Consultant for the services, as more particularly described in the RFP and the proposal, attached hereto as Schedule "A" and forming part of this Agreement (the "Services");

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the premises and other good and valuable consideration, the sufficiency whereof is acknowledged hereby by the parties, the parties hereto agree with each other as follows:

1. For purposes of this Agreement:

"Associated Municipalities" or "associated municipalities" collectively refers to the City of St. Thomas, Town of Aylmer, Municipality of Bayham, Municipality of Central Elgin, Municipality of Dutton Dunwich, Township of Southwold, Township of Malahide, and Municipality of West Elgin

"County" refers to the Corporation of the County of Elgin.

2. The Consultant shall provide the Services pursuant to all the terms and specifications set out in Schedule "A". If there should be any conflict between the provisions of this Agreement and the provisions of Schedule "A", the provisions of this Agreement shall prevail.

REQUEST FOR PROPOSAL NO. 2019-40
Community Safety and Well-Being Plan

3. The term of this Agreement shall commence _____.
4. If either party, acting reasonably, determines that the other party has failed to perform its obligations pursuant to this Agreement, then such party may terminate this Agreement upon giving at least thirty (30) days' written notice to the other party.
5. The Consultant shall indemnify and save harmless the County and all associated municipalities, their elected officials, officers, employees and agents from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest, or damages of every nature and kind whatsoever arising out of the negligence, errors, omissions, fraud or willful misconduct of the Consultant its officers, employees, agents and sub-consultants, or any of them, attributable to or connected with the performance, non-performance or purported performance of the Consultant obligations pursuant to this Agreement, except to the extent that same is attributable or caused by the negligence of the County and/or the associated municipalities, including their officers, employees and agents, or any of them. Further, this indemnity shall survive the expiration or early termination of this Agreement and continue in full force and effect.
6. This Agreement together with its schedule constitutes the entire understanding between the parties. Any change, addition to, or waiver of the terms hereof must be specifically agreed upon, in writing, and signed by both parties. Failure on the part of either party to insist upon the strict observance of any of the terms and/or conditions herein shall not operate as a waiver of such party's right to require the future observance of any such terms or conditions.
7. This Agreement shall not be assigned, in whole or in part, by either party hereto without the prior written consent of the other party. This Agreement, all its covenants, promises and conditions shall ensure to the benefit of and be binding upon the parties hereto and their respective permitted successors and assigns.
8. Either party may terminate this Agreement at any time, without notice, for just cause which shall include, without limitation, dishonesty, fraud, willful deceit or failure to properly fulfill the obligations hereunder where such failure is not remedied within ten (10) days after notice of same is given.

(Balance of page left blank intentionally)

REQUEST FOR PROPOSAL NO. 2019-40
Community Safety and Well-Being Plan

9. This Agreement shall be construed and interpreted in accordance with the laws of the Province of Ontario, Canada.

IN WITNESS WHEREOF the parties hereto have duly executed this Agreement.

DATE

“Consultant’s name

Per: _____

Name: _____

Position: _____

I have the authority to bind the corporation”

DATE

“Corporation of the County of Elgin

Per: _____

Name: Julie Gonyou

Position: Chief Administrative Officer

Per: _____

Name: Duncan McPhail

Position: Warden

We have the authority to bind the corporation”

RETURN ADDRESS LABEL

Place this label on the front of the sealed envelope containing your proposal.

FROM:



Contact:

DELIVER PROPOSAL TO:

**County of Elgin
450 Sunset Drive
2nd Floor, Financial Services
St. Thomas, ON N5R 5V1
Attn: Mike Hoogstra, Purchasing Coordinator**

RFP No.: 2019-40
Description: Community Safety and Well-Being Plan
Closing Date: December 10, 2019 @ 3:00 p.m. (local time)

Late proposals will NOT be accepted!



Addendum No. 1

Request for Proposal No. 2019-40 Community Safety and Well-Being Plan

The addendum forms part of the contract documents and is to be read, interpreted and coordinated with all other parts of the RFP.

The following questions have been received; the County's response follows each question.

Question 1:

Could you kindly inquire into the budget allocated for this RFP?

Answer 1:

The project does not currently have a budget. The budget will be decided once the proposals are received and a successful Proponent is identified.

Question 2:

On Page 17 of the RFP, when outlining the method of describing the project team, the RFP states, "It is important that your Project Team show a proven track record in designing and detailing similar facilities and show foresight in resolving problems before construction starts." Should that be adjusted based on the nature of this RFP?

Answer 2:

Yes, please revise the wording as follows: "It is important that your Project Team show a proven track record in developing successful community safety and well-being plans."

Question 3:

Given the detailed requirements of the RFP and our approach to providing the requested services, 15 single sided pages could prevent us from including important information about our approach and experience. Is it possible to increase the page allotment to 20 or 30 pages?

Addendum No. 1
RFP No. 2019-40

Answer 3:

Page allotment will be increased to **20** pages.

End of Addendum No. 1

Issued: December 4, 2019

Total Pages: Two (2)

Please **ACKNOWLEDGE** receipt of **ADDENDUM # 1** in the appropriate space on **PAGE 28** of the Request for Proposal or include a copy of this Addendum with your submission.

Regards,



Mike Hoogstra, CPPB | Purchasing Coordinator
P: 519-631-1460, extension 129 | E: mhoogstra@elgin.ca

View Details

Return to the Bids Homepage (<https://elgincounty.bidsandtenders.ca/Module/Tenders/en>)

Bid Details

Bid Classification:	Services
Bid Type:	Request For Proposal
Bid Number:	2019-40
Bid Name:	Community Safety and Well-Being Plan
Bid Status:	Closed
Bid Closing Date:	Tue Dec 10, 2019 3:00:59 PM (EST)
Question Deadline:	Tue Dec 3, 2019 12:00:00 PM (EST)
Time-frame for delivery or the duration of the contract:	Refer to bid document
Negotiation Type:	Refer to bid document
Condition for Participation:	Refer to bid document
Electronic Auctions:	Not Applicable
Language for Bid	English unless specified in the bid document
Submissions:	
Submission Type:	Hard Copy Submissions Only
Submission Address:	450 Sunset Drive, St. Thomas, ON N5R 5V1
Public Opening:	No
Description:	The purpose of this Request for Proposal is to solicit proposals from qualified Proponents to develop a Community Safety and Well Being (CSWB) Plan in accordance with the <i>Police Services Act</i> for the municipalities noted in the RFP documents.
Bid Document Access:	Bid document preview, bid opportunity, and award notices are available on the site free of charge. Proponents are not required to register for a bid opportunity prior to previewing the bid documents. To obtain an unsecured version of the bid document and/or to participate in this opportunity, an annual or a per bid fee must be paid (annual fee - \$169.95, per bid fee - \$50.85).
Trade Agreements:	Not Applicable
Categories:	Show Categories [+]

Documents	
File Name	Attachment 2
RFP Document Monday November 18, 2019 03:59 PM	
Attachment - Coordinating Committee Terms of Reference Monday November 18, 2019 04:00 PM	
Attachment - Advisory Committee Terms of Reference Monday November 18, 2019 04:00 PM	

Addenda
File Name
Addendum No. 1 Wednesday December 4, 2019 10:18 AM

Purchasing Representatives
Employee
Hoogstra, Mike

Bids Submitted

The following are the unofficial bid results

Company	Contact	Result
StrategyCorp Inc.	Perenack, John 145 King Street East, 2nd Floor, Toronto Ontario, Canada M5C2Y7	--
Consilium Public Sector Services Inc.	Cristofaro, Angelo 301 St. John Street West, Whitby Ontario, Canada L1N 1N6	--
Mischevious Cat Productions Inc.	Kirkham, Jennifer 17 Rockford Crescent, London Ontario, Canada N6K 3B5	--
Helpseeker	Hansen, Chantal 22 Sunvale Mews SE, Calgary AB, Canada T2X 2P5	--

Plan Takers

The following are the plan takers for the bid:

Company	Contact	Result
Calian Ltd	Braun, Bethany 770 Palladium Drive, 4th Floor, Kanata Ontario, Canada K2V 1C8	
Consilium Public Sector Services Inc.	Cristofaro, Angelo 301 St. John Street West, Whitby Ontario, Canada L1N 1N6	61

Helpseeker

Hansen, Chantal
22 Sunvale Mews SE, Calgary
AB, Canada
T2X 2P5

Attachment 2

Mischevious Cat Productions Inc.

Kirkham, Jennifer
17 Rockford Crescent, London
Ontario, Canada
N6K 3B5

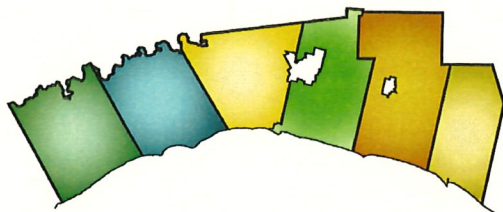
Optimus SBR Inc.

Proposals, Optimus SBR
33 Yonge Street, Toronto
Ontario, Canada
M5E 1G4

StrategyCorp Inc.

Perenack, John
145 King Street East, 2nd Floor, Toronto
Ontario, Canada
M5C2Y7

Evaluation Team Member	Position	Evaluation Complete	Conflict of Interest
Julie Gonyou	Chief Administrative Officer	Yes	No
Amy Thomson	Director of Human Resources	Yes	No
Mike Hoogstra	Purchasing Coordinator	Yes	No



ELGIN GROUP POLICE SERVICES BOARD

Chair Sally Martyn

Tel. 519-631-1460

450 Sunset Drive

St. Thomas, ON N5R 5V1

Municipality of Bayham | Municipality of Central Elgin | Municipality of Dutton Dunwich
Municipality of West Elgin | Township of Malahide | Township of Southwold

January 15, 2020

Mrs. Bonnie Vowel
259 Mary Street
Dutton ON
N0L 1J0

Dear Mrs. Vowel,

On behalf of the Elgin Group Police Services Board, I would like to take this opportunity to thank you for your hard work, commitment and years of service not only to the Police Services Board, but to our community in general. Your work on the Board over the past 8 years setting objectives and priorities for our local OPP detachment as well as your work advocating for appropriate policing levels and crime prevention in Elgin County has directly contributed to the safety and well-being of Elgin County.

Your energy and commitment to the role will be difficult to match. I hope that as you look back on your time serving on the Board, you know that the achievements of the Police Services Board would not have been possible without your active participation and longstanding dedication to the community. Thank you for your commitment to the principles and values of public service and for delivering services and decisions in a professional, ethical and competent manner.

Yours very truly,

Sally Martyn
Chair, Elgin Group Police Services Board

cc. Elgin Group Police Services Board
Detachment Commander Inspector Fishleigh
Municipality of Bayham, Municipality of Central Elgin, Municipality of Dutton Dunwich,
Municipality of West Elgin, Township of Malahide, Township of Southwold



Meeting Date: October 30, 2019

Meeting Location: Lambton College Event Centre, 1457 London Road, Sarnia, ON

Attendees: Paul Wiersma (Sarnia), Mike Stark (Sarnia), Joan Knight (Sarnia), Ruth Pedler (Sarnia), Joanne Rogers (Sarnia), Ida McCallum (Elgin Group), Sally Martyn (Elgin Group), Jim Maudsley (Thames Centre), Julie Gonyou (Elgin Group)

Chair: J. Maudsley (alternate)

1. Call to Order:

The Chair called the meeting to Order at 11:15 a.m.

2. Declaration of Pecuniary Interest:

None.

3. Appointment of Secretary-Treasurer:

THAT Ms. Julie Gonyou, County of Elgin Chief Administrative Officer and Elgin Group Police Services Board Secretary-Administrator be appointed to the position of Secretary-Treasurer for the Ontario Association of Police Services Boards Zone 6; and

THAT the Secretary-Treasurer be directed to provide additional information with respect to the Mandate and Procedures for Zone 6 Meetings to members of Zone 6 Boards.

Moved by: M. Stark, Sarnia Police Services Board

Seconded by: P. Wiersma, Sarnia Police Services Board

Carried

4. Approval of the Agenda:

THAT the Agenda of the October 30, 2019 meeting be approved as presented.

Moved by: S. Martyn, Elgin Group Police Services Board

Seconded by: M. Stark, Sarnia Police Services Board

Carried

5. Approval of the Minutes:

THAT minutes of the May 9, 2018 meeting be approved as presented.

Moved by: M. Stark, Sarnia Police Services Board

Seconded by: I. McCallum, Elgin Group Police Services Board

Carried

6. Chair's Report:

J. Maudsley provided a verbal update with respect to the activities of the Ontario Association of Police Services Board (OAPSB) and committees. The OAPSB met with OPP to discuss strategic planning. J. Maudsley noted that Bill 68 will be coming into force soon and was discussed at the OAPSB Labour Conference held in October 2019. J. Maudsley also noted that there is a desire among the membership to enhance training available for Police Services Board Members to ensure consistency across Boards.

THAT the Chair's verbal report be received and filed.

Moved by: M. Stark, Sarnia Police Services Board

Seconded by: S. Martyn, Elgin Group Police Services Board

Carried

7. Treasurer's Report:

WHEREAS the responsibilities of OAPSB Secretary-Treasurer have been transferred from Strathroy-Caradoc Police Services Board to the Elgin Group Police Services Board as of October 30, 2019;

THEREFORE BE IT RESOLVED THAT the Secretary-Treasurer be directed to arrange for a transfer of OAPSB funds from the Strathroy-Caradoc Police Services Board to the Elgin Group Police Services Board; and

THAT the OAPSB Membership rates be set at the following rates and that the Secretary-Treasurer be directed to send the 2020 Membership Directory Form and 2020 Membership Dues Form to all Zone 6 Member Police Services Boards:

- 3 Member Board - \$30.00
- 5 Member Board - \$55.00
- 7 Member Board - \$75.00

Moved by: M. Stark, Sarnia Police Services Board

Seconded by: P. Wiersma, Sarnia Police Services Board

Carried

8. Items for Information:

- OAPSB Spring Conference Information
- Ministry of the Solicitor General ZONE update, Dated October 11, 2019

THAT the OAPSB Spring Conference Information and Ministry of the Solicitor General ZONE update, dated October 11, 2019 be received for information.

Moved by: I. McCallum, Elgin Group Police Services Board

Seconded by: S. Martyn, Elgin Group Police Services Board

Carried

9. New Business:

At 11:45 am, Members received an update from Tom Gervais, Zone 6 Advisor, Ministry of Community Safety and Correctional Services – T. Gervais discussed the general purpose of Zone 6 Meetings, to include the discussion of matters of interest locally to policing in the area, sharing information, techniques, and advocating for issues that are important locally and province-wide.

10. Scheduling of Meetings:

The next Zone 6 Meeting is scheduled for April 22nd, 2020, to be held in Strathroy Caradoc and the group is scheduled to meet again on October 28th, 2020 in St. Thomas.

11. Adjournment:

THAT the Meeting of the OAPSB Zone 6 adjourn at 11:57 a.m.

Moved by: S. Martyn, Elgin Group Police Services Board

Seconded by: I. McCallum, Elgin Group Police Services Board

Carried

Secretary J. Gonyou

Chair J. Maudsley (alternate)



2020 MEMBERSHIP DIRECTORY FORM
(January 1 – December 31, 2020)

We want to ensure that we have the most up-to-date information for your Board. Please complete this form and send it with your 2020 Membership Dues to:

*Ms. Julie Gonyou, OAPSB Zone 6 Secretary-Treasurer
c/o Elgin Group Police Services Board
450 Sunset Drive, St. Thomas, ON N5R 5V1*

BOARD INFORMATION:

Board Name:	
Address:	
Contact (Staff person):	
Phone:	
Fax:	
Email:	

MEMBER INFORMATION:

Board Member Name: (and e-mail if they wish to be on the e-mail list)	Position (Chair, Vice Chair, Member):	Municipal or Provincial Appointee:



2020 MEMBERSHIP DUES FORM

(January 1 – December 31, 2020)

Annual Dues, as determined by the Zone 6 Board of Directors, are based on the size of the local police services boards. The annual fee structure is listed below. Please check the appropriate box.

- ☐ 3 Member Board.....\$30.00
- ☐ 5 Member Board.....\$55.00
- ☐ 7 Member Board.....\$75.00

NAME OF POLICE SERVICES BOARD:

Please indicate if the police services board is a municipal (Section 31) OPP (Section 10) or First Nations police governance body:

- ☐ OPP (Section 10) ☐ Municipal (Section 31) ☐ First Nations

2020 Annual Membership Dues Enclosed:

\$

Please return a copy of this notice with a cheque made payable to "OAPSB Zone 6" to:

Ms. Julie Gonyou, OAPSB Zone 6 Secretary-Treasurer
c/o Elgin Group Police Services Board
450 Sunset Drive, St. Thomas ON N5R 5V1

Thank you for your support of the OAPSB Zone 6!

MEMORANDUM TO: Marc Bedard
Assistant Deputy Minister
Public Safety Division

FROM: Kevin Byrnes
Assistant Deputy Minister
Road User Safety Division

SUBJECT: **New Pilot Project Regulation under the Highway Traffic Act to Permit Electric Kick-Style Scooters (also known as E-Scooters) on Ontario's Roads**

The purpose of this memorandum is to advise the policing community across the province about a new 5-year pilot program that allows e-scooters on road subject to a municipal by-law.

Effective January 1, 2020, a new pilot regulation made under the Highway Traffic Act (HTA), [O. Reg.389/19: Pilot Project - Electric Kick-Scooters](#) establishes a pilot project to allow the use of electric kick-style scooters (e-scooters) on Ontario's roads (see Attachment for Regulation).

Under the pilot, the province has set out the broad rules and requirements for e-scooters such as helmet requirements and minimum age. It is now up to the municipalities to pass by-laws and develop operating parameters for e-scooter companies and riders to allow their use and determine where they can operate most safely in their municipality.

Municipalities should clearly define where e-scooters can park (e.g. setting up designated parking locations). The regulation also requires that e-scooters should not be left in a location that is intended for the passage of vehicles and pedestrians. This will help prevent them from being left on the road and sidewalk obstructing traffic or being a nuisance to road users.

The pilot is intended to assess these vehicles over a period of five years in order to examine their ability to safely integrate with other vehicle types and road users.

The authority to conduct such pilot projects is provided under section 228 of the HTA. This pilot authority has been used previously for e-bike, segway, three-wheeled vehicles, low speed vehicles and autonomous vehicle pilots.

Pilot Project Framework – effective January 1, 2020

- 5-year pilot;
- Permitted by municipal by-law;
- Minimum operating age 16;

- Maximum power output 500W and can provide a maximum speed of 24 km/h;
- Maximum weight 45kg;
- No passengers allowed;
- No baskets allowed;
- Bicycle helmet required for those under 18 years old;
- No pedals or seat allowed;
- Must have 2 wheels;
- Must have horn or bell;
- Must have one white light on front, one red light on rear and reflective material on sides;
- Must have brakes: on both wheels if tire diameter is greater than 150 mm, otherwise, must have a brake on at least one wheel;
- Maximum wheel diameter 17 inches;
- All HTA rules of the road will apply to the operation of e-scooters similar to bicycles;
- Not allowed on controlled access highways.

Anyone that contravenes the conditions of the pilot can be charged under HTA s. 228(8), which states that every person who contravenes a pilot regulation is liable to a fine of not less than \$250 and not more than \$2,500, on conviction. All other existing HTA rules of the road and penalties also apply to the operation of e-scooters.

I would ask that you please bring this memorandum to the attention of the appropriate members of your service. If members of the law enforcement community would like to discuss these changes, they may contact Ryan Bailey at 416 894-7910 or ryan.bailey@ontario.ca.

Thank you for your assistance in communicating this change.



Kevin Byrnes
Assistant Deputy Minister
Road User Safety Division

Attachment: Highway Traffic Act Regulation [389/19: Pilot Project - Electric Kick-Scooters](#)

ONTARIO REGULATION 389/19

made under the

HIGHWAY TRAFFIC ACT

Made: November 6, 2019

Filed: November 27, 2019

Published on e-Laws: November 27, 2019

Printed in The Ontario Gazette: December 14, 2019

PILOT PROJECT - ELECTRIC KICK-SCOOTERS

Definitions

1. (1) In this Regulation,

“electric kick-scooter” means a vehicle that has,

- (a) two wheels placed along the same longitudinal axis, one placed at the front of the kick-scooter and one at the rear,
- (b) a platform for standing between the two wheels,
- (c) a steering handlebar that acts directly on the steerable wheel, and
- (d) an electric motor not exceeding 500 watts that provides a maximum speed of 24 kilometres per hour; (“trottinette électrique”)

“public park” means a provincial park or land designated by a municipality for use as a park. (“parc public”)

(2) An electric kick-scooter is deemed not to be a motor vehicle under the Act.

(3) Despite subsection (2), any municipal by-law that governs or prohibits the operation of a motorized vehicle applies to an electric kick-scooter unless the by-law provides otherwise.

Pilot project re electric kick-scooters

2. A pilot project to evaluate the use and operation of electric kick-scooters is established.

Prohibition

3. No person shall operate an electric kick-scooter on a highway, sidewalk, trail, path or walkway or in a public park or exhibition ground unless,

- (a) such operation is permitted by and in accordance with this Regulation; and
- (b) where the highway, sidewalk, trail, path, walkway, public park or exhibition ground is under the jurisdiction of a municipality, such operation is permitted by and in accordance with a municipal by-law.

Where electric kick-scooters permitted

4. (1) Subject to subsection (2), a person may operate an electric kick-scooter on a roadway or on the shoulder of a highway.

(2) An electric kick-scooter shall not be operated on,

- (a) those parts of the controlled-access highways described in Schedule 1 to Regulation 627 of the Revised Regulations of Ontario, 1990 (Use of Controlled-Access Highways by Pedestrians) made under the Act;
- (b) those parts of the controlled-access highways described in Schedule 1 to Regulation 630 of the Revised Regulations of Ontario, 1990 (Vehicles on Controlled-Access Highways) made under the Act; or
- (c) any highway to which access by pedestrians or bicycles is prohibited under any Act, regulation or municipal by-law.

Roadway use

5. (1) Where bicycle lanes are provided on a highway, an electric kick-scooter shall only be operated in the bicycle lanes.

(2) Despite subsection (1), where the highway is located in a tunnel or underpass, an electric kick-scooter may be operated on a sidewalk in the tunnel or underpass rather than the bicycle lane except where such operation is prohibited by municipal by-law.

(3) Where bicycle lanes are not provided on a highway or where the operation of electric kick-scooters in bicycle lanes is prohibited by municipal by-law, an electric kick-scooter shall only be operated,

- (a) if there is a shoulder on the highway, on the shoulder as close to the right edge of the shoulder as possible; or
- (b) if there is no shoulder on the highway, on the right side of the roadway as close to the edge of the roadway as possible.

Application of the Act

6. (1) Parts II, IV, VI and X.3, sections 179 and 199 and subsection 214 (2) of the Act do not apply to the operation of an electric kick-scooter or to a person who operates an electric kick-scooter.

(2) Sections 140 and 144 of the Act apply to an electric kick-scooter as if the electric kick-scooter were a bicycle.

(3) When an electric kick-scooter is being operated on a sidewalk, trail, path or walkway or in a public park or exhibition ground, the provisions of the Act, other than the Parts and sections listed in subsection (1), apply to the operation of the electric kick-scooter and to the operator of the electric kick-scooter as if the electric kick-scooter were a bicycle and the operator a cyclist.

(4) When an electric kick-scooter is being operated on a roadway or on the shoulder of a highway, the provisions of the Act, other than the Parts and sections listed in subsection (1) or the provisions listed in subsection (2), apply to the operation of the electric kick-scooter and to its operator as if the electric kick-scooter were a bicycle and the operator a cyclist.

Safe operation

7. (1) The operator of an electric kick-scooter shall keep a safe distance from pedestrians and other users of the roadway, shoulder, sidewalk, trail, path, walkway, public park or exhibition ground at all times and shall give way to a pedestrian or bicycle by slowing or stopping, as necessary, where there is insufficient space for the pedestrian or bicycle and the electric kick-scooter to pass.

- (2) An electric kick-scooter shall not be operated on a sidewalk, trail, path or walkway or in a public park or exhibition ground at a speed that is markedly greater than the speed of the pedestrians who are proximate to the electric kick-scooter.
- (3) Every electric kick-scooter shall be equipped with a bell or horn which shall be kept in good working order and sounded whenever it is reasonably necessary to notify cyclists, pedestrians or others of its approach.
- (4) When operated at any time from one-half hour before sunset to one-half hour after sunrise and at any other time when, due to insufficient light or unfavourable atmospheric conditions, persons and vehicles are not clearly discernible at a distance of 150 metres or less, every electric kick-scooter shall carry a lighted lamp displaying a white or amber light at the front and a lighted lamp displaying a red light at the rear.
- (5) The lamps referred to in subsection (4) may be attached to the electric kick-scooter or may be carried or worn by the operator on his or her person.
- (6) An electric kick-scooter shall not be operated in such a manner that it may harm, injure or damage, either directly or indirectly, any person or property.

General rules re operation

8. (1) No person under the age of 16 years shall operate an electric kick-scooter.
- (2) No person operating an electric kick-scooter shall carry any other person thereon.
- (3) No person operating an electric kick-scooter shall tow another person, vehicle or device.
- (4) No person operating an electric kick-scooter shall attach himself or herself to another electric kick-scooter, vehicle or device for the purpose of being drawn or towed.
- (5) No person operating an electric kick-scooter shall operate it in any position other than while standing at all times.
- (6) No cargo may be carried on an electric kick-scooter.
- (7) No person operating an electric kick-scooter shall leave it in a location that is intended for the passage of vehicles or pedestrians.

Equipment

9. (1) An electric kick-scooter shall have one or more electric batteries that are the sole source of power to the motor.
- (2) An electric kick-scooter shall not have,
- (a) a seat, surface or structure that could be used as a seat;
 - (b) pedals attached to it;
 - (c) a basket attached to it;
 - (d) wheels with a diameter of more than 430 millimetres; or
 - (e) any structure to enclose the electric kick-scooter.
- (3) The weight of an electric kick-scooter, including the weight of the battery but otherwise unladen, shall not exceed 45 kilograms.
- (4) The battery and motor of an electric kick-scooter shall be securely fastened to the electric kick-scooter to prevent them from moving while the electric kick-scooter is in motion.
- (5) All electric terminals on an electric kick-scooter shall be completely insulated and covered.

(6) An electric kick-scooter shall not be modified after its manufacture in any way that may result in increasing its power or its maximum speed beyond the limits set out in the definition of “electric kick-scooter”.

(7) The motor of an electric kick-scooter shall cease to propel the electric kick-scooter forward if the accelerator is released or the brakes are applied.

(8) The braking system of an electric kick-scooter must be capable of bringing the electric kick-scooter, while being operated at a speed of 24 kilometres per hour on a clean, paved and level surface, to a full stop within nine metres from the point at which the brakes were applied.

(9) An electric kick-scooter and all of its components shall be maintained in good working order at all times.

Helmets

10. A person who is under 18 years old shall wear a helmet that complies with the requirements of subsection 104 (1) or (2.1) of the Act when operating an electric kick-scooter.

Operator to stop for police officer

11. Every operator of an electric kick-scooter shall stop when required to do so by a police officer and shall, on the demand of the police officer,

(a) surrender his or her driver’s licence, if he or she has one and has it in his or her possession, for reasonable inspection by the officer; or

(b) provide the officer with his or her correct name, address and date of birth.

Duty to report accident

12. (1) Where an electric kick-scooter is involved in an accident with a pedestrian, animal or vehicle that results in personal injury or property damage, the operator of the electric kick-scooter shall forthwith report the accident to a police officer and furnish him or her with the information concerning the accident as may be required by the officer under subsection (2).

(2) A police officer receiving a report of an accident, as required by this section, shall secure from the person making the report, or by other inquiries where necessary, the particulars of the accident, the persons involved, the extent of the personal injuries or property damage, if any, and the other information that may be necessary to complete a written report concerning the accident and shall forward the report to the Registrar within 10 days of the accident.

(3) The report of a police officer under subsection (2) shall be in the form that is approved by the Minister.

Reports to Minister

13. Any municipality in which electric kick-scooters are being used shall, if requested by the Minister, report to the Minister on the use of electric kick-scooters in the municipality, or on any aspect of such use as may be specified by the Minister.

Revocation

14. This Regulation is revoked on the fifth anniversary of the day it is filed.

Commencement

15. This Regulation comes into force on the later of January 1, 2020 and the day it is filed.

SUBSCRIBE



- 
Latest
- 
Radio
- 
Watch
- 
Local
- 
Menu

AI

CRIME

48 more charges laid in connection with Ontario homes broken into during funerals: OPP

BY [KELLY WANG](#) - GLOBAL NEWS

Posted December 12, 2019 6:50 pm
Updated December 13, 2019 1:44 pm



— OPP recommend those who plan on being away from home for an extended period of time to let a trusted neighbour or family member know. **980 CFPL**

Further charges have been laid regarding residences being broken into during funeral services throughout Southwestern Ontario.

On Nov. 7, Elgin County OPP charged a 45-year-old of Dutton-Dunwich with 47 counts, including 18 counts of possession of a firearm obtained by crime and 16 counts of possession of property obtained by crime.

A 55-year-old, also from Dutton-Dunwich, faced charges as well.

READ MORE: [Two people face charges in connection with Ontario homes broken into during funerals: OPP](#)

Ontario Provincial Police announced Thursday the 45-year-old is now facing an additional 48 charges, including 23 counts of break and enter and 7 counts of motor vehicle theft.

OPP are recommending that those who plan to be away from home for an extended period of time let a trusted neighbour or family member know.

Any suspicious activity should be reported to police immediately.

STORY CONTINUES BELOW ADVERTISEMENT

0:51

Arrests made in alleged ‘high-end’ auto theft ring in ...

— Arrests made in alleged ‘high-end’ auto theft ring in Hamilton

© 2019 Global News, a division of Corus Entertainment Inc.

 JOURNALISTIC STANDARDS

 REPORT AN ERROR

- Crime
- Ontario
- Police
- OPP
- +9

SPONSORED STORIES

Woman, man charged in rash of London-area break-ins while families at funerals

DAN BROWN ([HTTPS://LFPRESS.COM/AUTHOR/DANBROWNPOSTMEDIA](https://lfpres.com/author/danbrownpostmedia)) Updated: November 8, 2019



OPP investigators recovered stolen property, including firearms, after a man and woman from Dutton-Dunwich were charged with breaking in to homes in Elgin and Middlesex counties while the owners were at funerals. (OPP photo)

As far as crime goes, it doesn't get much lower than stealing from the homes of grief-stricken families while they're burying their dead relatives.

Elgin County OPP announced Thursday two people are charged in a string of 36 break-ins across Southwestern Ontario, from Stratford to Strathroy, Huron to Elgin.

The M.O. of the thieves: Scanning websites for death notices announcing funeral details, then targeting families while they were out of their homes – in the depths of grief, when their minds aren't on protecting their possessions while sharing raw emotions with other family members and friends at a church, funeral home or graveside, police said.

“This is when people are in the lowest lows,” Elgin County OPP Const. Adam Crewdson said of the victims whose homes were ransacked.

In September, OPP warned residents of Elgin and Middlesex counties of a “sudden increase” in break-ins while residents were attending funerals. Police cautioned the public to avoid including addresses in funeral information.

STORY CONTINUES BELOW

“We were urging people to really think twice about posting funeral information online,” Crewdson said.

Among other charges, the two people arrested face 18 counts each of possession of a weapon obtained by crime. A photo released by police shows many of the items seized by investigators: 26 rifles and a crossbow – weapons that can be sold with no questions asked.


"There's certainly a black market to them, organized crime. That does exist," Crewdson said.

"I wouldn't say it's a new trend," he said of stealing from the grief-stricken while they're at funerals. Thieves prefer no one be home when they call, he said, however, it's the first Crewdson has heard about it happening in Southwestern Ontario in seven or eight years.

Other items stolen include jewelry, silverware, tool and electronics. Crewdson said this was definitely a case where OPP crime analysts noticed a similarity in the many cases being reported.

"There's lots of feedback from victims that come (to police). They're tearful," because they've been kicked when they're down, he said.

"We still have the potential for more charges."

 *We were urging people to really think twice about posting funeral information online - Elgin County OPP Const. Adam Crewdson*

Krystle Oag, 45, of Dutton-Dunwich is charged with breaking and entering, possessing break-in instruments, obstructing a police officer, removing a vehicle identification number, two counts of assaulting a police officer, 16 counts of possessing property stolen by crime, 18 counts of possessing a firearm obtained by crime, four counts of careless storage of a firearm obtained by crime and three counts of possession of a prohibited device.

Ian Scott, 55, of Dutton-Dunwich is charged with 16 counts of possession of property obtained by crime, 18 counts of possession of a firearm obtained by crime, four count of careless storage of a firearm obtained by crime, three counts of possessing a prohibited device and removing a vehicle identification number.

danbrown@postmedia.com (<mailto:danbrown@postmedia.com>)

[Twitter.com/DanatLFPress](https://twitter.com/DanatLFPress) (<http://Twitter.com/DanatLFPress>)

Investing in Community Safety Across the Province*New grant program to support police services and local priorities*

December 11, 2019 9:16 A.M.

CAMBRIDGE — The Ontario government is providing police services across the province with the resources they need to combat crime and keep communities safe by investing \$195 million through the province's new [Community Safety and Policing \(CSP\) Grant program](#) over the next three years.

Through the local priorities funding stream, 89 police services boards will be allocated a total of \$181 million to address issues that were identified by their communities as local areas of focus. These include collaboration between the police and community organizations to help individuals suffering from mental health issues and addictions (e.g., mobile crisis response teams), as well as programs to combat impaired driving, property crime and other public safety concerns. In addition, approximately \$14 million will be allocated to 18 police services boards under the provincial priorities funding stream to address gun and gang violence, sexual violence and harassment, and human trafficking.

"Our police services and their partners know best what they need to combat crime in their communities," said Sylvia Jones, Solicitor General. "The investment we are making today will help deploy additional frontline officers and take action where and when it is needed most."

Of the \$195 million investment, approximately \$8.5 million will help Waterloo Regional Police Service expand its Community Oriented Response and Enforcement Teams and set up a new team under its Gang Intelligence and Enforcement Initiative. These teams will play a crucial role in strengthening community safety in the Waterloo Region and in ramping up the fight against gun and gang violence.

"We are grateful that the Ontario government recognizes the need to fund and support public safety here in Waterloo Region," said Bryan Larkin, Chief of Police for the Waterloo Regional Police Service. "This funding will allow us to continue combating violent crime in our community and allow us to ensure the individuals responsible are brought to justice."

"Crime, and especially gun and gang violence, knows no geographical boundaries," said Jones. "That's why it is so important that we continue putting resources directly into the hands of police services across the province. They are the experts in maintaining public safety and our primary partners in keeping Ontario communities safe."

This investment builds on the \$105.4 million both the provincial and federal governments have invested to date to combat gun and gang violence across the province through the Ontario Guns, Gangs and Violence Reduction Strategy.

QUICK FACTS

- Police services will be required to report annually on the outcomes of their initiatives, such as an increase in support for front-line officers and/or an increase in community safety and well-being, for both the local and provincial priorities funding streams of the CSP grant program.
- The grant funding will help police services pay for personnel, training, equipment, engagement and education as well as research and analysis.

LEARN MORE

- [Successful 2019-20 – 2021-22 CSP grant recipients and project descriptions](#)
- [New resources to local police, prosecutors and community partners provincewide](#)
- [More funding for Toronto Police in response to gun violence](#)
- [Statement from Premier Doug Ford on the fight against gun and gang violence](#)
- [Learn more about the government's actions to boost local efforts to stop gun violence and prevent violence before it starts provincewide](#)
- [Read more about Ontario's investment to crack down on gun and gang violence in Toronto](#)

Marion Isabeau-Ringuette Solicitor General's Office
Marion.IsabeauRinguette@ontario.ca
Brent Ross Communications Branch
416-314-7024

[Available Online](#)
[Disponible en Français](#)



Greetings from OPP Municipal Policing Bureau!

We are pleased to present you our News Bulletin for Ontario Provincial Police (OPP)-policed municipalities.

The results of the survey, we sent you in Spring 2019, indicated your interest for enhanced communication with more frequent updates on OPP municipi-

pal policing. You spoke and we listened.

We will issue publications as news on OPP innovations, efficiencies and updates on municipal policing matters become available.

Now that your municipality has

received the 2020 Annual Billing Statements, we encourage you to visit www.opp.ca/billingmodel and review our updated documents.

Should you require additional information or wish to send us feedback please contact us at (705) 329 6200 or OPP.MunicipalPolicing@opp.ca

2020 Annual Billing Highlights

2019 was the last year of the phase-in strategy that capped cost increases and decreases

The 2020 estimated Base Services cost is the lowest since 2015 at \$183.23 per property

Almost $\frac{3}{4}$ of all OPP-policed municipalities under the current billing model pay less than the average cost per property of \$358 in 2020

The average cost per property has been relatively stable and overall cost recovery has increased by approximately 1% since 2015

Come visit us at booth 414 at 2020 ROMA conference

The OPP Municipal Policing Bureau actively participates in events and conferences that add value to our relationships with our municipal policing partners. We would like to remind you that Municipal Policing Bureau representatives will be available to meet with you at the Rural Ontario Municipal Association (ROMA) Conference held in Toronto, ON, January 19-21, 2019. We will be at booth #414 in the Lower Concourse, Sheraton Centre Toronto Hotel. Drop in to have a casual discussion and meet Municipal Policing Bureau members.

Should you wish to have a more formal discussion in relation to the billing model, your municipality's Annual Billing Statement or municipal policing arrangement with the OPP, please contact us at OPP.MunicipalPolicing@opp.ca. Submit your request along with a brief description of the topic you wish to discuss, and specify any time you are not available on January 21, 2019.



Happy Holidays

WARMEST WISHES FOR 2020

ONTARIO ASSOCIATION OF POLICE SERVICES BOARDS

AMO Update not displaying correctly? [View the online version](#)
Add Communicate@amo.on.ca to your safe list



January 15, 2020

Government announces consultation on re-composition of OPP Detachment Boards

On January 15th, the Honourable Sylvia Jones, Ontario's Solicitor General, wrote to Heads of Council to announce province-wide consultations on the drafting of regulations needed to support the establishment of new OPP detachment boards. These discussions will include changes to the billing framework allocating costs between municipalities with a shared OPP detachment board. AMO strongly encourages the participation of local elected officials in these discussions.

For municipalities, the goal of this engagement is a regulatory framework that supports successful and effective governance and delivers strong local civilian oversight of policing by the OPP. This should include mechanisms for every municipal council to be represented on an OPP detachment board and the equitable distribution of costs between municipalities.

The need for new OPP governance regulations is as a result of the new *Community Safety and Policing Act, 2019*. Key governance-related changes include:

Structure of Boards and Local Say

- There shall be one OPP detachment board per detachment (with flexibility for unique circumstances/geography). A board's composition, terms of office, and remuneration will be provided for in regulations and has yet to be determined.
- In effect, these changes extend police governance to about 200 municipalities (which do not have a board, ie. Section 5.1) but will consolidate multiple existing boards within a detachment.

Activity of Boards

- Boards shall determine local objectives, priorities, and policies in consultation with the Detachment Commander, consistent with the Solicitor General's strategic plan for the OPP.
- Boards shall consult with the Commissioner of the OPP regarding the selection of the Detachment Commander.

- The Detachment Commander shall prepare and adopt a local action plan in consultation with the board.
- Training for board members will become mandatory (Ministry support and funding is needed).

Financial Considerations

- There will be no distinction between contract and non-contract in the future. Effectively all policing will become contract.
- The focus of the billing related regulations will be to address transition matters and to account for service differences between municipalities as well as existing contracts expiring at the end of 2020.
- It should be noted, billing model changes will not lower the overall cost of policing for the municipal sector.

OPP Governance Advisory Council (Provincial)

- The establishment of this Council is to provide advice to the Solicitor General with respect to the use of the Solicitor General's powers related to the OPP.
- More generally, this change will enhance civilian governance of the OPP.

AMO Advocacy

AMO has impressed upon the Ministry of the need for:

- open and transparent discussions;
- a recognition that policing is fundamentally local (ie. it is important to maintain the close proximity of a community to its board and the police);
- locally workable governance arrangements; and
- the representation of every municipal council.

Key Municipal Considerations

For local elected officials participating in the government's consultation, here are some key considerations:

1. For communities without existing police service or detachment boards: boards are an opportunity to expand the democratic oversight and governance of policing. In the words of Sir Robert Peel, the father of modern policing, "the police are the public and the public are the police." A detachment board helps to align policing objectives, priorities, and policies with community expectations.
2. For communities with existing OPP boards: the legislation aims to consolidate existing municipal board boundaries with OPP detachment board boundaries (thus potentially including multiple neighbouring municipalities in the same detachment). However, the legislation provides for flexibility to address unique

geographic circumstances. If you feel your area's needs are unique, help the Ministry understand that uniqueness in a province-wide context.

3. The size and composition of detachment boards have not been determined. This is your opportunity to inform the regulations which will determine board composition.
4. On the issue of policing costs, speak to your local circumstances. Highlight areas where your property taxpayers would benefit from greater transparency or illustrate steps that could be taken to improve the efficiency and effectiveness of policing in your community (ie. shift scheduling). This should include highlighting the need that all new policing regulations (governance and operations) should aim to improve the efficiency and effectiveness of policing and not drive policing costs even higher.
5. On the issue of OPP billing, note that billing changes alone will not lower the overall cost of policing by the OPP. The equitable distribution of costs across the detachment is a key goal of all municipalities.

The Solicitor General has advised that regional roundtable meetings will be taking place in Kenora, Thunder Bay, Sudbury, Timmins, London, Brockville, and Orillia. The Ministry will communicate the dates and times of these meetings shortly in separate correspondence.

In addition, the Ontario Association of Police Service Boards is convening an [OPP Governance Summit](#) on January 30, 2020 which will include a presentation by the Ministry.

AMO will continue to engage the Ministry in discussions related to OPP detachment boards and other regulations which affect policing (OPP and own-force) in all municipalities in the months ahead. Please feel free to relay any positions or concerns of sector-wide interest to AMO.

AMO Contact:

Matthew Wilson, Senior Advisor, mwilson@amo.on.ca, 416-971-9856 ext. 323.

*Disclaimer: The Association of Municipalities of Ontario (AMO) is unable to provide any warranty regarding the accuracy or completeness of third-party submissions. Distribution of these items does not imply an endorsement of the views, information or services mentioned.



Please consider the environment
before printing this.

Association of Municipalities of Ontario
200 University Ave. Suite 801, Toronto ON Canada M5H 3C6

Wish to Adjust your AMO Communication Preferences ? [Click Here](#)