

**AGENDA**  
**ELGIN OPP Detachment Board**

**Tuesday, May 5, 2025**  
**9:00 a.m.**

**Virtual - Zoom**

**Call to Order** the Interim Board Administrator (Elgin County) shall preside.

**Approval of Agenda**

**Adoption of Minutes** – March 4, 2025

**Disclosure of Pecuniary Interest and the General Nature Thereof**

**Delegations – None.**

**Reports**

- 1) Approval of Recommendations from Previous Meeting – Elgin County Manager of Administrative Services
- 2) Direction Regarding Budget Preparation - Elgin County Manager of Administrative Services (Verbal)
- 3) Bank Account Information – Elgin County Director of Financial Services/  
Treasurer

**Closed Session Items**

**Closed Meeting Item #1 – Personnel Matter – Dave Jenkins**

(b) personal matters about an identifiable individual, including members of the police service or any other employees of the board.

**Rise and Report**

**Correspondence** (ATTACHED)

- 1) Elgin OPP Detachment Board Request – Appointment of Members – Township of Southwold

**Other Items**

**New Business**

**Adjournment**

**Next Meeting:** To be determined.

**DRAFT Minutes**  
**ELGIN OPP DETACHMENT BOARD**  
**March 4, 2025**

The Elgin OPP Detachment Board met in the Council Chambers at the Elgin County Administration Building, 450 Sunset Drive, St. Thomas, with the following in attendance:

Andrew Sloan, Board Member  
Dominique Giguère, Board Member  
Ida McCallum, Board Member  
Dave Jenkins, Board Member  
Tyler Holmes, Interim Elgin County OPP Detachment Commander  
Trudy Kanellis  
Blaine Parkin, Elgin County Chief Administrative Officer  
Jennifer Ford, Elgin County Director of Financial Services/Treasurer  
Carolyn Krahn, Elgin County Manager of Economic Development, Tourism and Strategic Initiatives  
Katherine Thompson, Elgin County Manager of Administrative Services/Deputy Clerk

**Call to Order:**

The County of Elgin called the meeting to order at 2:00 p.m.

**Oath of Office:**

K. Thompson administered the Oath of Office for D. Jenkins.

**Election of Chair and Vice Chair**

K. Thompson called for nominations for the position of Chair of the Elgin OPP Detachment Board for 2025.

D. Giguère nominated D. Jenkins for Chair. I. McCallum seconded the nomination. D. Jenkins accepted the nomination.

Moved by: D. Giguère  
Seconded by: I. McCallum

RESOLVED THAT nominations for the position of Chair be closed; and

THAT Dave Jenkins be appointed as Chair of the Elgin OPP Detachment Board.

Motion Carried.

K. Thompson called for nominations for the position of Vice Chair of the Elgin OPP Detachment Board for 2025.

I. McCallum nominated A. Sloan for Vice Chair. A. Sloan declined the nomination.

K. Thompson called for additional nominations for the position of Vice Chair.

I. McCallum nominated D. Giguère for the position of Vice Chair. D. Jenkins seconded the nomination. D. Giguère accepted the nomination for Vice Chair.

Moved by: I. McCallum  
Seconded by: D. Jenkins

RESOLVED THAT nominations for the position of Vice Chair be closed; and  
THAT D. Giguère be appointed as Vice Chair of the Elgin OPP Detachment Board.

Motion Carried.

**Approval of the Agenda:**

Moved by: D. Giguère  
Seconded by: I. McCallum

RESOLVED THAT the agenda for the March 4, 2025, Elgin OPP Detachment Board meeting be approved as presented.

Motion Carried.

**Adoption of Minutes:**

Moved by: I. McCallum  
Seconded by: D. Giguère

RESOLVED THAT the minutes of the meeting held on November 13, 2024 be approved.

Motion Carried.

**Disclosure of Pecuniary Interest and the General Nature Thereof:**

None.

**Delegations**

Rien VanBrenk – OPP Response Southwold Township and Municipality of Dutton Dunwich

Mr. VanBrenk recounted several situations in the Township of Southwold and Municipality of Dutton Dunwich where response from the OPP was, in his opinion, concerning. Elgin County OPP Interim Detachment Commander Tyler Holmes will contact Mr. VanBrenk directly to discuss his concerns.

Moved by: I. McCallum  
Seconded by: D. Giguère

RESOLVED THAT the presentation titled "OPP Response Southwold Township and Municipality of Dutton Dunwich" from Rien VanBrenk, be received and filed.

Motion Carried.

**Reports:**

**Elgin OPP Detachment Board Quarterly Report – Interim Detachment  
Commander, Tyler Holmes**

Moved by: D. Giguère  
Seconded by: I. McCallum

RESOLVED THAT the Quarterly report from the Interim Detachment Commander be received and filed.

Motion Carried.

**Closed Session**

Moved by: I. McCallum  
Seconded by: D. Giguère

RESOLVED THAT we do now proceed into closed meeting session in accordance with the Community Safety and Policing Act to discuss the following matters under Community Safety and Policing Act Section 44 (2)

(g) information explicitly supplied in confidence to the board by Canada, a province or territory or a Crown agency of any of them, a municipality or a First Nation;

Motion Carried.

**Rise and Report**

Moved by: A. Sloan  
Seconded by: D. Giguère

RESOLVED THAT we do now rise and report.

Motion Carried.

**Closed Session Item #1: Police Call Response – Interim Detachment Commander,  
Tyler Holmes**

Moved by: A. Sloan  
Seconded by: I.McCallum

RESOLVED THAT the confidential report from the Interim Detachment Commander be received for information.

Motion Carried.

### **Reports Continued**

#### **Elgin OPP Detachment Board Items for Immediate Consideration (Insurance, OAPSB Membership, Conference Reimbursement – Manager of Administrative Services/Deputy Clerk**

K. Thompson delivered a presentation that included options for Board insurance, information about the OAPSB Membership renewal, a request to approve the reimbursement of those who attended the OAPSB Conference in 2024, and information about the upcoming 2025 OAPSB Conference and AGM.

Moved by: D. Giguère  
Seconded by: A. Sloan

RESOLVED THAT funds coming in from participating municipalities be used to reimburse the costs of those who attended the OAPSB Conference and AGM in 2024.

Motion Carried.

Moved by: D.Giguère  
Seconded by: A. Sloan

RESOLVED THAT the Elgin OPP Detachment Board authorize staff to enter into the OAPSB Group Insurance Plan; and

THAT the Chair be authorized to obtain independent legal advice regarding an Abuse Prevention Plan that is a requirement of the OAPSB Group Insurance Plan.

Motion Carried.

Moved by: A. Sloan  
Seconded by: I.McCallum

RESOLVED THAT the Elgin OPP Detachment Board defer consideration of the renewal of the Board's membership in the OAPSB.

Motion Carried.

Moved by: D. Giguère

Seconded by: I.McCallum

RESOLVED THAT one member of the Elgin OPP Detachment Board attend the 2025 OAPSB Conference and AGM.

Motion Carried.

Elgin OPP Detachment Board Administration Proposal from Elgin County – Chief Administrative Officer

B. Parkin presented Elgin County's proposal for providing administrative Services to the Elgin OPP Detachment Board and the costs associated with this proposal.

Moved by: D. Giguère  
Seconded by: I.McCallum

RESOLVED THAT the Elgin OPP Detachment Board request Elgin County to draft a one-year contract for administrative services; and

THAT the Board authorize the Chair to seek independent legal counsel to review said contract; and

THAT the contract be presented to Elgin County Council for consideration.

Motion Carried.

I.McCallum left the meeting at 3:38 p.m.

**Correspondence:**

- 1) Memorandum #2: Changes to the Community Safety and Policing Act, 2019 and Revised Advisory Bulletin 1.1 - Inspector General of Policing of Ontario
- 2) Interim OPP Detachment Board Administration - Elgin County Warden Ketchabaw
- 3) Request for Contribution to the Elgin OPP Detachment Board During Inaugural Phase - Municipality of Dutton Dunwich
- 4) Request for Contribution to the Elgin OPP Detachment Board During Inaugural Phase - Township of Southwold
- 5) Request for Contribution to the Elgin OPP Detachment Board During Inaugural Phase - Township of Malahide
- 6) Request for Contribution to the Elgin OPP Detachment Board During Inaugural Phase - Municipality of Bayham
- 7) Membership Renewal Invoice - OAPSB
- 8) Elgin OPP Detachment Board Request - Appointment of Members - Township of Southwold
- 9) OAPSB Zone 6 Notice of Meeting

Moved by: D. Giguère  
Seconded by: J. Jenkins

RESOLVED THAT Correspondence Items #1-7 & 9 be received and filed.

Motion Carried.

Moved by: A. Sloan  
Seconded by: D. Giguère

RESOLVED THAT Correspondence Item #8, from the Township of Southwold be deferred to the next meeting of the Elgin OPP Detachment Board.

Motion Carried.

**Other Items:**

None.

**New Business:**

None.

**Next Meeting:**

**Adjournment:**

Moved by: D. Giguère  
Seconded by: D. Jenkins

RESOLVED THAT we do now adjourn at 3:39 p.m. to meet again at the call of the Chair.

- Motion Carried.

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Secretary/Administrator.

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Chair.





## Report to Elgin OPP Detachment Board

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**From:** Katherine Thompson, Manager of Administrative Services/Deputy Clerk

**Date:** May 5, 2025

**Subject:** Consideration of Previous Resolutions

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### **Recommendation(s):**

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THAT nominations for the position of Chair be closed; and

THAT Dave Jenkins be appointed as Chair of the Elgin OPP Detachment Board; and

THAT nominations for the position of Vice Chair be closed; and

THAT D. Giguère be appointed as Vice Chair of the Elgin OPP Detachment Board; and

THAT the minutes of the meeting held on November 13, 2024 be approved; and

THAT the presentation titled "OPP Response Southwold Township and Municipality of Dutton Dunwich" from Rien VanBrenk be received and filed; and

THAT the Quarterly Report from the Interim Detachment Commander be received and filed; and

THAT we do now proceed into closed session meeting in accordance with the Community Safety and Policing Act to discuss the following matters under Community Safety and Policing Act Section 44(2):

(g) information explicitly supplied in confidence to the board by Canada, a province or territory or a Crown agency or any of them, a municipality or a First Nation; and

THAT we do now rise and report; and

THAT the confidential report from the Interim Detachment Commander be received for Information; and

THAT funds from participating municipalities be used to reimburse the costs of those who attended the OAPSB Conference and AGM in 2024; and

THAT one member of the Elgin OPP Detachment Board attend the 2025 OAPSB Conference and AGM; and

THAT the Board provide direction as to which member will attend the OAPSB Conference and AGM in 2025; and

THAT the Elgin OPP Detachment Board request Elgin County to draft a one-year contract for administrative services; and

THAT the contract be presented to Elgin County Council for consideration; and

THAT Correspondence Items #1-7 & 9 be received and filed, and

THAT Correspondence Item #8, from the Township of Southwold be deferred to the next meeting of the Elgin OPP Detachment Board; and

THAT the Elgin OPP Detachment Board provide direction regarding the OAPSB Membership for 2025; and

THAT the Elgin OPP Detachment Board provide direction regarding the OAPSB Group Insurance Plan; and

THAT the Elgin OPP Detachment Board authorize the Chair to seek independent legal advice regarding a draft Abuse Prevention Policy, should the Board decide to enter into the OAPSB Group Insurance Plan.

### **Introduction:**

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This report serves to formally adopt the recommendations discussed at the previous meeting, which can now be adopted as quorum has been achieved and all mandatory training requirements for Board members have been satisfied. In addition to confirming these resolutions, the Board is asked to give further consideration to matters relating to insurance coverage and potential membership in the Ontario Association of Police Services Boards (OAPSB). Lastly, the Board is requested to provide direction regarding which member will attend the upcoming OAPSB Conference in June.

### **Discussion:**

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Following the Board meeting held on March 4, 2025, Elgin Staff were contacted by the Inspectorate of Policing and informed that quorum had not been achieved due to outstanding training deficiencies among Board members. These deficiencies have since been resolved, and as a result, the recommendations discussed at the March 4 meeting must now be formally adopted by the Board. These recommendations are included in the "Recommendations" section of the report.

In addition, after the March 4 meeting, staff contacted the Ontario Association of Police Services Boards (OAPSB) to inquire about joining the OAPSB Group insurance plan. Staff were informed that participation in the group insurance plan is contingent upon the Board's membership in the OAPSB. At the March 4 meeting, the Board resolved to

defer a decision on OAPSB membership until the budget was developed. Consequently, the previous recommendations regarding both the insurance plan and OAPSB membership have not been included above. Staff are now seeking direction from the Board on how to proceed in light of the new information linking insurance eligibility to OAPSB membership.

Finally, while the Board expressed interest in sending a representative to the OAPSB Conference in June, no specific individual was designated to attend. Staff are requesting clarification so that the appropriate arrangements and registration can be made for the selected Board member.

**Conclusion:**

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The recommendations from the meeting on March 4, 2025 must be adopted now that quorum can be achieved. Additionally, staff are seeking clarification on several of these recommendations.

All of which is Respectfully Submitted

Katherine Thompson  
Manager of Administrative Services/Deputy Clerk



## Report to OPP Detachment Board

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**From:** Jennifer Ford, Director of Financial Services/Treasurer

**Date:** May 5, 2025

**Subject:** Bank Account Information

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### **Recommendation(s):**

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THAT the report titled "Bank Account Information" from the Director of Financial Services/Treasurer dated May 5<sup>th</sup>, 2025 be received and filed, and;

THAT Staff be directed to proceed to set up Account (s), Business number and payroll as outlined in this report, and;

THAT \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ be named as signing authorities on the account with any two to sign.

### **Introduction:**

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The Elgin OPP Detachment Board (the Board) will have financial requirements that will include making deposits and issuing payments for invoices. It is necessary for the Board to have a separate bank account as it now is to be identified as a separate legal entity. This report serves to update the Board on a bank account option as well as some of their immediate financial needs required at this time.

### **Background and Discussion:**

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As a newly recognized separate entity, the Board must make the necessary decisions related to its own financial affairs. Members of the Board will have to serve as signatories on their own bank account. Currently there are some cheques that need to be deposited from member municipalities. Due to timeliness, there are some items to be reimbursed back to the County related to payments made on the Board's behalf as decisions were still pending related to the setup of a bank account.

At a previously held meeting, members of the Detachment Board had indicated that they would like the County of Elgin to look into possible options for a bank account that would be suitable for the detachment board business. The County has reached out to

our service provider, the Bank of Montreal, to review possibilities as there could be some efficiencies gained within the current relationship with that financial institution.

### **Financial Implications:**

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The County is a client in good standing and maintains a good working relationship with the Bank of Montreal who has a local presence close to our facilities. After discussing the Board's needs with our account representatives, they indicated that there would be little issue setting up a chequing account and if required a savings account in the name of the Board that was separate from the County accounts.

Since the County will be administering the account, the benefit of using this Bank is that the County's existing relationship with the Bank can be leveraged. As administrators of the Board's affairs, it is being recommended that the account be provided to the Board using the County's good standing as support. This could result in the account being a no fee chequing account.

This seems like a very positive solution for the Board, so this option is being provided as the best option at this time by way of this report. Should this recommendation be approved by the bank, the Board would save approximately \$25 per month. If the Board should decide at a future date to separate administratively from the County, this rate reduction may be discontinued and an alternative solution could be reviewed at that time. Also, if this savings does not come to fruition for any reason, staff will advise and could reach out to any other institutions that the Board may provide as a preference.

It is recommended by staff that the Board choose three signatories for their account and that the account be set up for any TWO to sign. Signatories will be required to provide two pieces of ID which generally is a valid passport and a valid Driver's license. Signatories will also have to sign a signature card. This can be facilitated at a date that is convenient for both signatory and staff.

Going forward, Invoices will be presented to the signatories for approval with an initial when signatures are required to be attached. It is anticipated that attendance to County offices would be required once or twice per month depending on the need.

Payroll can be accommodated using the County's payroll system so that T-4's can be issued. We will bill costs of Payroll back to the Board as is necessary on our Quarterly invoice. Members will need to provide their payroll information to Payroll and will be required to fill out TD1 forms. Further to this, staff are reviewing whether the Board needs to obtain a Business Registration Number for the purposes of Payroll and HST. If it does, we ask that the Board provide approval to proceed to attempt to obtain this business number on behalf of the Board. We will report back results at a subsequent meeting. Board members may be required to provide ID for this purpose.

## **Advancement of the Board's Initiatives:**

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The banking solutions suggested can be set up immediately and leverages an existing known service provider of the County of Elgin.

## **Local Municipal Partner Impact:**

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The Bank is locally located and is easy for County representatives to manage and attend. The signatories will be separate and the Board can leverage an existing relationship to effectively reduce costs.

## **Decision Considerations within this report include:**

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- Bank Account solution meet current needs of board
  - o If no, please advise of next steps
  - o If yes,
    - chequing account
    - savings account
    - Both a chequing account and savings account
    - who will be the signatories, three preferred
- Signatories will need to provide their information and signatures before account can be open
- Is AP cycle suggested satisfactory – Staff will reach out as needed and signatories will attend as needed with expected frequency to be no more than twice per month – Signatories to provide active emails and phone numbers for communication purposes to finance.
- Payroll will be administered by the county and billed back to the Board
- Requirement to have a Business Number is being investigated by Finance staff
  - o Report to be provided in the future about this item
  - o Permission for staff to obtain this BN if possible.

## **Conclusion:**

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While there is no formal agreement set up between the Board and the County at this time, the County suggests that, with Board approval, that County staff begin to act in the best interests of the Board to advance forward some of the Board's immediate financial needs.

All of which is Respectfully Submitted

Approved for Submission

Jennifer Ford  
Director of Finance/Treasurer

Blaine Parkin  
Chief Administrative Officer/Clerk



# Client Onboarding Readiness Checklist — Corporation

## Welcome to BMO Commercial Bank!

This checklist was developed to ensure a smooth setup of your new account(s). It serves as a client readiness document listing all<sup>1</sup> necessary information and documentation required to help prepare for your upcoming call with our Documentation Team.

As part of that conversation, the BMO representative will complete an Electronic Smart Form on your behalf. Most of the information and documentation required as part of this process is based on regulatory requirements, mandating Banks to collect this information.

We look forward to the conversation and to continue servicing your banking needs.

## Next step — Call with BMO's Documentation Team

Please ensure you have the following information and documentation ready for this call to help facilitate the process:

- **Proof of Identity** — The required Proof of identity documentation is based on the country where the entity is registered:
  - **Canada**
    - Certificate of Incorporation or Articles of Incorporation
  - **U.S.**
    - Certificate of Incorporation or equivalent
    - Certificate of Good Standing
    - Copy of board resolution confirming the appointment of Directors and Officers
- **Industry** — Required documentation is based on the Business industry as follows:
  - **Financial Institutions**
    - Proof showing that the entity is regulated from the appropriate Financial authority
  - **Property Management**
    - Articles of Incorporation
    - Certificate of Incorporation
  - **Condominium Corporation**
    - Land Titles Office or Land Registry Registration (Declaration of Registration) and By-laws
    - For Quebec Syndicates: Quebec Corporate Registry — Declaration of Registration



- **Business Sub Types** — Be ready to confirm which of the following Sub Type category the entity falls under:
  - Charity
  - Financial Institutions
  - Holding Company
  - Non-Profit Corporation
  - Private
  - Public
- **Trade Name Registration Document** — A copy of any Trade Name registration document (if the Legal Entity Name has a separate Corporate registration document).
- **Detailed Nature of Business** — Brief Description (10-15 words) detailing the nature of your business.
- **Directors** — Names of all the Directors and their positions
- **Officers** — Names of the Officers and their positions
- **Authorized Signers** — List of individuals authorized to sign cheques, perform inquiries, and initiate account transfers.
  - If the intent is to mirror signatories of another account with BMO, please provide that account number.
  - If no existing accounts exist, please provide two forms of identity<sup>2</sup> for each of the signatories (see [Proof of Identity Documentation Options](#) for options).
- **Signature Card** — Please provide a wet signature specimen for each of the signatories along with their name and title
  - A [blank Signature card](#) has been included with this checklist for this purpose (not required if already on file with BMO).
- **Ownership Attestation** — A list of individuals/entities who, directly, indirectly, or through aggregate ownership, own 25% or more of the entity. Refer to the [Ownership Attestation document](#) for reference.
  - Alternatively, provide a copy of the Organizational Chart illustrating the ownership structure of the entity.
  - If the ownership structure mirrors the ownership structure of an existing entity already on file, please provide the name of that entity.
- **RC519 form<sup>3</sup>** — Declaration of Tax Residence for Entities.
  - A blank [RC519](#) form has been provided for your reference.



<sup>1</sup> Based on your required services, additional documentation may be required beyond what is stated here.

<sup>2</sup> Photocopies of two pieces of Government ID are required – one must show name and date of birth, and the other must reflect name and address. **NOTE:** The best combination is Driver's License and the Passport (See [Proof of Identity Documentation Options](#) for other options). Please ensure the front and back of the Driver's License is in full view, not folded and no cut off. The passport is in full view, not folded, no corners cut off and both top and bottom must be in view in the same picture. For instances with more than 3 signatories, IDs are required for at least 3 of the signatories.

<sup>3</sup> CRA requires that we obtain Form RC519 Declaration of Tax Residence for Entities. Completing this form will ensure we hold accurate and up-to-date information about your tax residency. Document to be signed by authorized signatory for individual or entity. Please reach out to your accountant or lawyer for further assistance with gathering the information to complete the form.

BMO Commercial Bank is a trade name used in Canada by Bank of Montreal, a CDIC member.

Banking products are subject to approval and are provided in Canada by Bank of Montreal, a CDIC Member.



February 24, 2025

Elgin OPP Detachment Board  
450 Sunset Drive  
St. Thomas, ON  
N5R 5V1

Attention: Andrew Sloan, Chair, Elgin OPP Detachment Board

### **Options to Appoint Board Members**

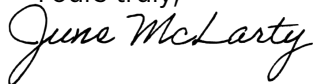
Dear Mr. Sloan:

The Council of the Township of Southwold is inquiring about the process to appoint a new public member or a council member to the Elgin OPP Detachment Board.

Currently, the appointment process involves the passing of a Council resolution to appoint a public member that represents the Municipality of Dutton Dunwich, the Municipality of West Elgin and the Township of Southwold. This member has been appointed until the end of the current council term. However, Council believes that exploring alternative options to appoint a new member who is from the public or a member of municipal council should be considered.

Thank you for your consideration on this subject matter. Council looks forward to a response from you.

Yours truly,



June McLarty  
Deputy Clerk