

OPEN SESSION AGENDA
January 9, 2018 @ 10:00 hours

- | | | |
|-----|------------------------------------------------------------------|----------------|
| 1. | Approval of Agenda | Chair |
| 2. | Approval of Minutes of Open Session meeting of December 11, 2017 | Chair |
| 3. | MADD Officer of the Year | Chair |
| 4. | Business Arising: nil | Chief |
| 5. | Correspondence | Chief |
| 6. | Contingency Requests | Chief |
| 7. | Taxi Business: Taxi Licences | Chief |
| 8. | Reports: | |
| | Chief's Monthly Activity | Chief |
| | Chief's Expenses | Chief |
| | Stats | Deputy Chief |
| 9. | New/Amended SOPs | Chief |
| 10. | New Business:
Fee Schedule By-Law | Chief |
| 11. | Association Report: | NBPA Designate |



**MINUTES OF OPEN MEETING
North Bay Police Services Board
December 11, 2017**

Present:

Board Members: Dennis O'Connor, Chair, William Hagborg, Vice-Chair, Allan McDonald, Tiziana Silveri

Police Service: Chief Shawn Devine, Deputy Chief Scott Tod

Board Solicitor:

Ministry Representative:

Association: Peter Brunette

Guests: The Media

Regrets: Mac Bain, Peter Leckie

Secretary: Carol Miller

Call to Order

The Chair, Dennis O'Connor, called the meeting to order at 1000 hours.

Approval of Agenda:

Resolution: #164-2017

Moved by Allan McDonald, Seconded by William Hagborg

The North Bay Police Services Board hereby resolves to:

"Accept the Agenda as amended for the Open Session Meeting to be held on December 11, 2017".

Carried

Note: There was an addition to the Agenda – 2018 Operating Budget

Approval of Minutes:

Resolution: #165-2017

Moved by William Hagborg, Seconded by Allan McDonald

The North Bay Police Services Board hereby resolves to:

"Adopt the Minutes of the Open Meeting held on November 21, 2017".

Carried

Business Arising from Previous Meeting

There was no business brought forward from the previous meeting.

Correspondence:

There was no correspondence presented at this meeting.

Contingency Requests

22 Wing CFB North Bay

Resolution: #166-2017

Moved by Tizianna Silveri, Seconded by Allan McDonald

The North Bay Police Services Board hereby resolves to:

"Donate \$150.00 from the contingency line in the Board's 2017 Budget to support the 22 Wing Coach4Food Traffic Stop".

Carried

Moose FM Christmas Radiothon

Resolution: #167-2017

Moved by Tizianna Silveri, Seconded by William Hagborg

The North Bay Police Services Board hereby resolves to:

"Donate \$150.00 from the contingency line in the Board's 2017 Budget to support the Annual Moose FM Christmas Radiothon".

Carried

Community Christmas Day Dinner

Resolution: #168-2017

Moved by Allan McDonald, Seconded by William Hagborg

The North Bay Police Services Board hereby resolves to:

"Donate \$150.00 from the contingency line in the Board's 2017 Budget to support the Community Christmas Day Dinner".

Carried

Salvation Army North Bay

Resolution: #169-2017

Moved by Allan McDonald, Seconded by Tizianna Silveri

The North Bay Police Services Board hereby resolves to:

"Donate \$150.00 from the contingency line in the Board's 2017 Budget to support the Salvation Army North Bay Christmas Cheer Appeal".

Carried

Low Income People Involvement (LIPI) of Nipissing

Resolution: #170-2017

Moved by William Hagborg, Seconded by Tizianna Silveri

The North Bay Police Services Board hereby resolves to:

"Donate \$150.00 from the contingency line in the Board's 2017 Budget to support their 23rd Annual Santa Needs Help Campaign".

Carried

Coach4Food

Resolution: #171-2017

Moved by Allan McDonald, Seconded by William Hagborg

The North Bay Police Services Board hereby resolves to:

"Donate \$150.00 from the contingency line in the Board's 2017 Budget to support the Coach4Food Program".

Carried

North Bay Santa Fund

Resolution: #172-2017

Moved by William Hagborg, Seconded by Allan McDonald

The North Bay Police Services Board hereby resolves to:

"Donate \$150.00 from the contingency line in the Board's 2017 Budget to support the North Bay Santa Fund".

Carried

Taxi Business:

Resolution: #173-2017

Moved by William Hagborg, Seconded by Tizianna Silveri

The North Bay Police Services Board hereby resolves to:

"Approve the (2) two taxi license applications for November 2017 as recommended by the Chief of Police in his letter dated December 1, 2017".

Carried

Reports:

Chief and Deputy Chief's Monthly Activity Report – November 17 – December 11, 2017

Monthly activities attended by the Chief and / or the Deputy Chief since the last Board meeting included - Local events: media launch for the Salvation Army Kettle Drive kick-off; media MADD Christmas RIDE kick-off; Special Olympics OHL puck drop at Memorial Gardens fundraiser; funeral for Cst. Gerry Martin's father; Festive RIDE media kick-off with partners, OPP, Ambulance Service North Bay Fire and Military Police; meeting with North Bay Fire and Rescue Chief and Deputy with regard to partnership and budget discussions; White Water Gallery World AIDS Day, Red Scarf media kick-off; Ms. Susan Cousineau's father's funeral; and 106 The Moose Santa Fund fundraiser.

Out of town events included: Graduation of Cadet Cole Oerton, who will be sworn in on December 23, 2018.

North Bay Police Service 2018 Operating Budget

Resolution #174-2017

Moved by Allan McDonald, Seconded by William Hagborg

The North Bay Police Board hereby resolves to:

"accept a 3.63% increase to the Operating Budget for 2018".

Carried

At the request of the Chair, a recorded vote was held:

Yeas: Dennis O'Connor

Nays:

William Hagborg

Allan McDonald

Tizianna Silveri

Absent: Mac Bain

Chief's Personal Expenses

Resolution: #175-2017

Moved by Tizianna Silveri, Seconded by William Hagborg

The North Bay Police Services Board hereby resolves to:

"Acknowledge receipt of the Chief's personal expenses from November 2017".

Carried

Association Update:

The President, Peter Brunette shared that the Executive of the Association support the Chief's rebuttal in the media to comments made by Councillor Mark King regarding OPP services to replace the North Bay Police Service. The staff has been adversely affected by Councillor King's comments. During the Christmas Season, the minor hockey team will be taking part on the Parliament Hill Canada 150 hockey celebration. The Annual Awards Luncheon will be held on December 15th.

The Mayor reminded the group that a survey held recently, showed 90% confidence in the North Bay Police Services. He thanked the staff for their support of the community.

The Chair indicated that he had sanctioned the Chief's rebuttal and was very pleased with his response.

The Chair thanked the President for his report and for the support that the Service contributes to the community.

Adjournment:

Resolution: #175-2017

Moved by William Hagborg, Seconded by Allan McDonald

The North Bay Police Services Board hereby resolves to:

"Adjourn the Open Portion of the meeting held on December 11, 2017 at 1017 hours."

Carried

Chair

December 11, 2017

Secretary



North Bay Police Service

P.O. Box 717, 135 Princess Street West, North Bay, ON P1B 8J8

705-497-5555 FAX 705-497-5591

Website: www.northbaypolice.on.ca

Shawn Devine
Chief of Police

Scott Tod
Deputy Chief of Police

Board Report

Date of Report: January 7, 2018

Date of Meeting: January 9, 2018

Mr. D. O'Connor, Board Chair
and members of the North Bay Police Services Board

Subject: MADD "Officer of the Year" 2017

Recommendation: Information Item

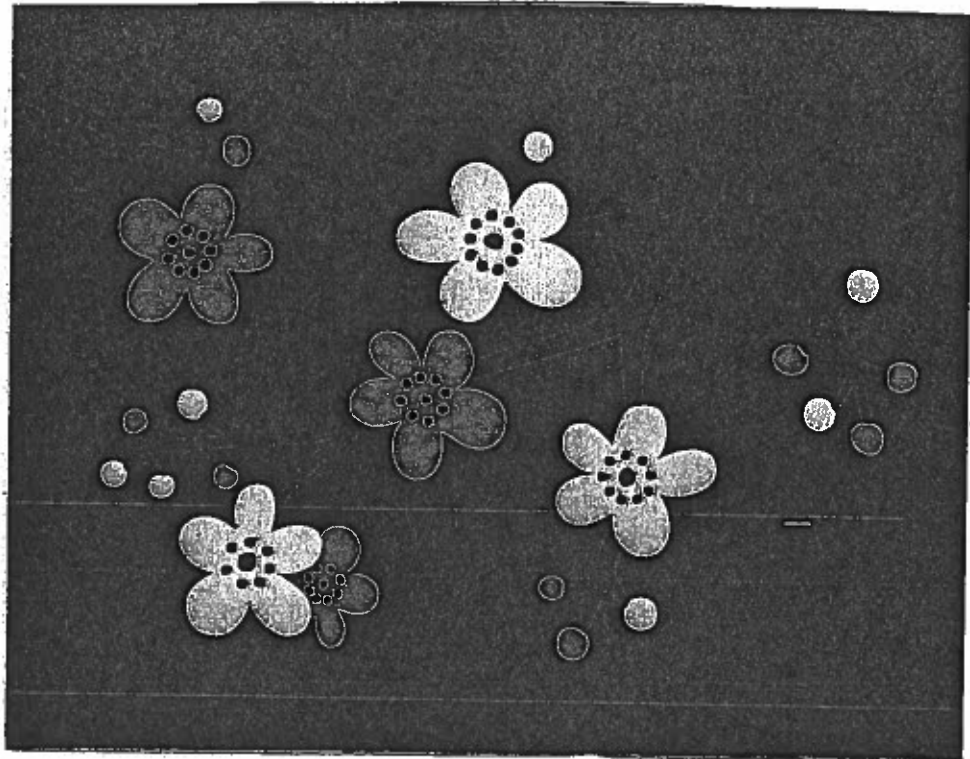
Constable Mitchell Thomas is the MADD Officer of the Year for 2017 having led the way last year with four impaired driving arrests.

Ms. Erin Celebre from the MADD Nipissing Chapter has been invited to recognize Constable Thomas for his outstanding efforts this past year.

I invite any comments or questions from the Board.

Sincerely,


Shawn Devine
Chief of Police



Cot Eric. Krompotic.

Dear Eric,

My apologies for the delay in sending you a note to thank you so much for the care and compassion you provided to me, my mom and my family in [redacted] when my [redacted] died. I want you to know how much I appreciated you giving us the extra time that we needed. We were so thankful to have you there with us during that difficult time and your sincere kindness and support did not go unnoticed.

Thank you from the bottom of my heart.
Warm regards, [redacted]

Cst Joshua Bechholz

From: [REDACTED]
Sent: Wednesday, December 20, 2017 5:14 PM
To: nbps
Subject: Officer Josh Buchholz

Hi there!

Just wanted to say thank you so much to Josh for making sure I was ok yesterday after being rear-ended by a [REDACTED] truck.

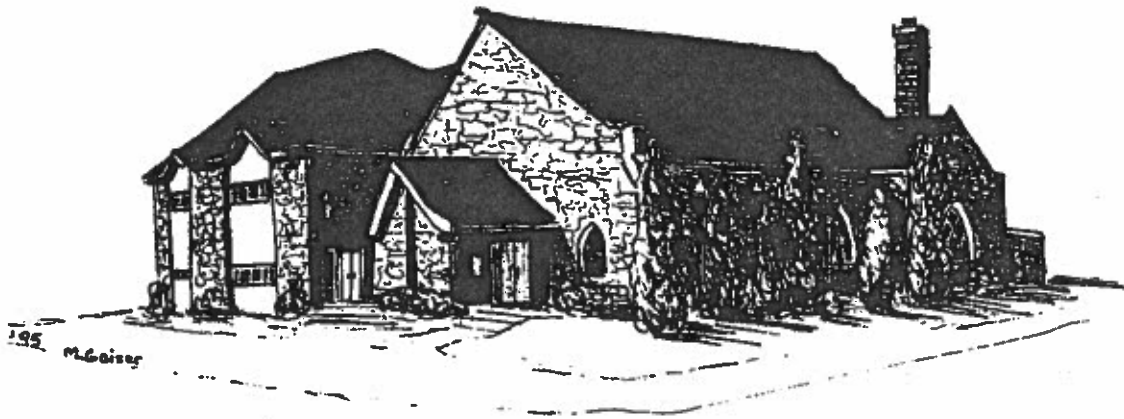
I was with a client from the psychiatric hospital at the time and Josh was so calm and considerate of everyone involved and made sure we were ok.

You can't fake concern! Josh certainly went above and beyond!

Good job Josh! Keep it up!

Thanks again!

[REDACTED]



Calvin Presbyterian Church.
North Bay, Ont.

~~A/Inspector Dan Weber~~
Mr. Adam Sandula :IT

4 Dec 17

Dear Chief Devine,

Recently Adam Sandula, Information Systems Tec, and Acting Inspector Dan Weber visited Calvin Church to assist in getting our digital surveillance recorder system working.

Adam was knowledgeable and efficient. He showed us how to have the system work to best fit our needs.

We greatly appreciate the time and energy they shared with us in helping to make Calvin Church safer and more secure.

With gratitude,

Rev. Frances Awill

on behalf of Calvin Presbyterian Church

Thank you

Est mark
mhead

Dear North Bay Police Force [redacted]

On [redacted] (Chop) I got the date correct) you were called to find a missing youth, my [redacted] [redacted]. You spent the next 4-5 hours searching for him and the other [redacted] who called you ([redacted] i) and myself also searched.

I want to thank you from my heart for helping us that day. I know it put your force in a tight situation as there are so many other needs for to be attended to.

Also the constable who returned [redacted] to his home did a wonderful job of speaking to [redacted] and explaining to him to think about how his actions can affect others.

I really appreciate the words for your kindness! he spoke.

Thanks again for all you do for our communities. I truly appreciate our police men & women who do so much to keep us safe.

Thanks again. Sincerely
[redacted]

Cst Robin Baedher

Shawn Devine

From: Jackie Young [REDACTED]
Sent: Tuesday, October 24, 2017 11:31 AM
To: Shawn Devine
Cc: [REDACTED]
Subject: [REDACTED]

Just arrived back in the office after attending the OTC Bullying Awareness presentation at the Western where Robin was part of the panel.

I wanted to simply reach out and say that he is such an incredible partner to us (and to the other boards I am sure). His presence on the panel was very much appreciated and the comments he made demonstrated the alignment of how we work together to proactively deal with situations as much as possible.

I was so very proud of him [REDACTED] our panel rep!!

What a team!

Jackie

Jackie Young

Director of Education- Near North School Board

Our mission is to educate learners to their fullest potential in preparation for life-long learning.

If serving others is beneath you, leadership is beyond you.



North Bay Police Service

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Shawn Devine
Chief of Police

Scott Tod
Deputy Chief of Police

Board Report

Date of Report: January 7, 2018

Date of Meeting: January 9, 2018

Mr. D. O'Connor, Board Chair
and members of the North Bay Police Services Board

Subject: Contingency Account

Recommendation: That the Board hereby resolves to, "Provide \$150.00 in sponsorship to support the Nipissing Lakers "Support the Troops" hockey game vs. RMC from the contingency line of the Board's 2018 Operating Budget."

Please find attached an email from Retired Chief Paul Cook regarding the annual "Support the Troops" hockey game between the Lakers & RMC on Jan. 27th. Monies raised go towards the local MFRC.

I am requesting \$150.00 to help sponsor this event from the contingency line in the Board's 2018 Operating Budget. The Board has provided similar support to this event As a result of our ongoing partnership with the University and the Lakers' Varsity Athletics Department.

I invite any comments or questions from the Board.

Sincerely,


Shawn Devine
Chief of Police

Shawn Devine

From: Paul Cook [pcookrbci@gmail.com]
Sent: Tuesday, January 02, 2018 8:42 AM
To: Shawn Devine
Subject: Lakers Hockey

Hi Shawn. I hope all is well & you were able to get some time away from the office to enjoy the holiday season. All the best to you & your family in 2018. I am following up on a letter I sent regarding possible sponsorship from the board for the annual support the Troops hockey game between the Lakers & RMC on Jan. 27th. Monies raised go towards the local MFRC. Is the board in a position to help out this year? I sent a similar letter to the Association & was hoping they would match the board. Let me know one way or the other. Thanks in advance for your consideration of this request. Have a great day!

Sent from Paul Cook's iPhone
705-303-7224
Pcookrbci@gmail.com



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Shawn Devine
Chief of Police

Scott Tod
Deputy Chief of Police

January 1, 2018

CHAIR AND MEMBERS
North Bay Police Service Board

Re: Taxi Driver Licence Applications – December 2017

Dear Sir:

The following individual was issued with a Taxi License. It is recommended that this License Application be approved.

BADGE #	DRIVER NAME	TAXI STAND
74	Carl Cipriano	UNION

Sincerely,


Shawn Devine
Chief of Police

/kp



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Shawn Devine
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Scott Tod
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Board Report

Date of Report: January 7, 2018

Date of Meeting: January 9, 2018

Mr. D. O'Connor, Chair
and members of the North Bay Police Services Board

Subject: Chief and Deputy Chief Monthly Activity Report – December 2017 to January 8, 2017.

Recommendation: Information Item

The following are items of interest and special events that Deputy Chief Scott Tod and I represented the North Bay Police Service at since our last Board meeting that does not merit separate reporting:

- 11/12/13 DEC17 – The Chief attended the OACP Meeting in Hamilton
- 14DEC17 – The Chief attended the Good Neighbour Project Meeting at Nipissing U.
- 17DEC17 – The Chief attended the North Stars hockey game – Puck Drop
- 15DEC17 – The Chief and Deputy presided over the NBPS Awards and Recognition Luncheon
- 20DEC17 – The Deputy Chief attended the CYAC Meeting
- 20DEC17 – The Chief attended an Amelia Rising meeting
- 23DEC17 – The Chief assisted with the Food Bank Christmas Basket Delivery
- 04JAN18 – The Chief attended the funeral of Retired Firefighter C. Elliot
Community Safety

I invite any comments or questions from the Board.

Sincerely,


Shawn Devine
Chief of Police



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Shawn Devine
Chief of Police

Scott Tod
Deputy Chief of Police

Board Report

Date of Report: January 7, 2018

Date of Meeting: January 9, 2018

Mr. D. O'Connor, Chair
and members of the North Bay Police Services Board

Subject: Personal Expenses

Recommendation: That the Board hereby resolves to, "Acknowledge receipt of the Chief's personal expenses from December 11-13, 2017."

Board By-law #05/01 directs the Chief of Police to submit personal expenses to the Board on a quarterly basis. The expenses reported on should include credit card invoices and per diem expenses. Enclosed are Visa statements outlining my expenses for the dates stated. The table below breaks out these expenditures.

Date	Comments	Accommodation	Per Diem	Mileage
Dec. 11/12/13, 2017	OACP Executive Meeting- Hamilton		\$32.00	\$366.70

I invite any questions or comments from the Board.

Sincerely,


Shawn Devine
Chief of Police



North Bay Police Service Expense Report

Employee Name: Shawn Devine **Employee/Badge #** 5614
Details of Travel, Event or Item: OACP Executive Meeting Hamilton **Date(s):** 11-13Dec2017
Investigation Occurrence # _____

Transportation	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Total (B)
Total Mileage @ .45 /km		\$182.25		\$184.05				\$366.30
Fuel, Oil, Maintenance								\$0.00
Parking & Tolls								\$0.00
Auto Rental								\$0.00
Taxi, Shuttle, Air, Rail, Bus								\$0.00
Transportation Total	\$0.00	\$182.25	\$0.00	\$184.05	\$0.00	\$0.00	\$0.00	\$366.30
Meals & Lodging								
Hotel, (including Parking, etc)								\$0.00
Breakfast \$12 /day								\$0.00
Lunch \$21.00 /day								\$0.00
Dinner \$32.00 /day		\$32.00						\$32.00
Prisoner Meals								\$0.00
Meals & Lodging Total	\$0.00	\$32.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$32.00
Miscellaneous								
Daily Training Allowance								\$0.00
Miscellaneous/Other								\$0.00
Registration								\$0.00
*Hospitality/Other(see below)								\$0.00
Miscellaneous Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Per Day Total (A)								
	\$0.00	\$214.25	\$0.00	\$184.05	\$0.00	\$0.00	\$0.00	\$0.00
Column (A) & (B) must cross total							Total Expenses Above:	
							\$398.30	
TMAAR Issued							Subtract payment advances:	
Subtract amounts charged to Dept. Visa # _____ :								
Subtract amounts charged to Dept. Visa # _____ :								
Balance owing to member/ Refund to the North Bay Police Service(\$):							398.30	
Course Registration to be Invoiced:								

*Explanation of Hospitality/Other Charges:

Crown Bill Back: Y <input type="checkbox"/>	Itemized Receipts required	Additional information required for Crown Bill Back		
Prisoner Name	Location	Occurrence #	Escorting Officers	Warrant #
Departure Date	Departure Time		Return Date	Return Time
Odometer Start	Odometer Finish			

Submitted By: _____ Date: _____ Advance Request

Approved by Supervisor: _____ Date: _____

Chief's Office Approval: _____ Date: _____

2017-12-11

*** R E V I S E D ***
 NORTH BAY POLICE SERVICE
 CONDENSED MONTHLY STATISTICAL REPORT

MONTH OF OCTOBER

During the month of October 2017, police activity for the North Bay Police Service resulted in 2747 calls as compared to 2483 calls in 2016.

Of these calls, 101 were to investigate motor vehicle accidents. Nine of these accidents involved injuries, with 15 persons injured.

The following is a list of some of the criminal occurrences investigated during the month, with comparative figures for 2016.

			Year to Date		Cleared to Date	
	2017	2016	2017	2016	2017	2016
Homicide	-	-	-	-	-	-
Sexual Offences	-	6	67	77	45	43
Assault	27	29	331	364	291	295
Robbery	-	1	11	17	9	7
Break, Enter & Theft	11	18	175	170	34	19
Stolen Vehicles	5	5	36	28	5	5
Stolen Bicycles	12	9	102	93	4	5
Recovered Bicycles	9	8	64	71	3	3
Theft Under	68	121	927	876	110	131
Theft Over	-	1	15	5	2	1
Wilful Damage	18	20	274	270	60	64
Drug Charges	5	15	112	146	116	148
Criminal Offences Total			2786	2964		
Calls for Service			22610	22060		
Police Activity			24599	25386		

Additional detailed statistics are available through the Office of the Chief of Police.

*Note - Year to Date statistics will change due to adjustments.

Shawn Devine
 Chief of Police

**NORTH BAY POLICE SERVICE
CONDENSED MONTHLY STATISTICAL REPORT**

MONTH OF OCTOBER

During the month of October 2017, police activity for the North Bay Police Service resulted in 2738 calls as compared to 2483 calls in 2016.

Of these calls, 101 were to investigate motor vehicle accidents. Nine of these accidents involved injuries, with 15 persons injured.

The following is a list of some of the criminal occurrences investigated during the month, with comparative figures for 2016.

	Year to Date		Cleared to Date	
	2017	2016	2017	2016
Homicide	-	-	-	-
Sexual Offences	-	6	54	77
Assault	22	29	303	364
Robbery	-	1	9	17
Break, Enter & Theft	8	18	155	170
Stolen Vehicles	5	5	31	28
Stolen Bicycles	11	9	101	93
Recovered Bicycles	8	8	63	71
Theft Under	46	121	791	876
Theft Over	-	1	12	5
Wilful Damage	12	20	242	270
Drug Charges	5	15	100	146
Criminal Offences Total			2433	2964
Calls for Service			22626	22060
Police Activity			24590	25386

Additional detailed statistics are available through the Office of the Chief of Police.

*Note - Year to Date statistics will change due to adjustments.

2018-01-02

*** REVISED ***

**NORTH BAY POLICE SERVICE
CONDENSED MONTHLY STATISTICAL REPORT**

MONTH OF NOVEMBER

During the month of November 2017, police activity for the North Bay Police Service resulted in 2393 calls as compared to 2356 calls in 2016.

Of these calls, 153 were to investigate motor vehicle accidents. Thirteen of these accidents involved injuries, with 16 persons injured.

The following is a list of some of the criminal occurrences investigated during the month, with comparative figures for 2016.

	Year to Date		Cleared to Date	
	2017	2016	2017	2016
Homicide	-	-	-	-
Sexual Offences	3	7	72	84
Assault	28	36	368	400
Robbery	4	2	15	19
Break, Enter & Theft	5	16	184	186
Stolen Vehicles	1	1	38	29
Stolen Bicycles	4	4	106	97
Recovered Bicycles	8	5	72	76
Theft Under	56	69	997	946
Theft Over	1	-	16	5
Mischief	11	14	292	284
Drug Charges	6	13	121	159
Criminal Offences Total			3012	3223
Calls for Service			24810	24115
Police Activity			26992	27742

Additional detailed statistics are available through the Office of the Chief of Police.

*Note - Year to Date statistics will change due to adjustments.

Shawn Devine
Chief of Police

2017-12-13

NORTH BAY POLICE SERVICE CONDENSED MONTHLY STATISTICAL REPORT

MONTH OF NOVEMBER

During the month of November 2017, police activity for the North Bay Police Service resulted in 2391 calls as compared to 2356 calls in 2016.

Of these calls, 153 were to investigate motor vehicle accidents. Thirteen of these accidents involved injuries, with 16 persons injured.

The following is a list of some of the criminal occurrences investigated during the month, with comparative figures for 2016.

	Year to Date		Cleared to Date	
	2017	2016	2017	2016
Homicide	-	-	-	-
Sexual Offences	3	7	70	84
Assault	26	36	361	400
Robbery	4	2	15	19
Break, Enter & Theft	5	16	183	186
Stolen Vehicles	-	1	36	29
Stolen Bicycles	4	4	106	97
Recovered Bicycles	8	5	72	76
Theft Under	55	69	992	946
Theft Over	1	-	16	5
Mischief	11	14	289	284
Drug Charges	6	13	118	159
Criminal Offences Total			2982	3223
Calls for Service			24810	24115
Police Activity			26990	27742

Additional detailed statistics are available through the Office of the Chief of Police.

*Note - Year to Date statistics will change due to adjustments.

Shawn Devine
Chief of Police



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Shawn Devine
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Scott Tod
Deputy Chief of Police

Board Report

Date of Report: January 7, 2018

Date of Meeting: January 9, 2018

Mr. D. O'Connor, Board Chair
and members of The North Bay Police Services Board

Subject: New and/or Amended Standard Operating Procedures

Recommendation: Information Item

Please see attached reports submitted by Sergeant McFarlane which outlines all service SOPs that have either been newly created or amended since September 29, 2016.

I invite any comments or questions from the Board.

Sincerely,


Shawn Devine
Chief of Police



NORTH BAY POLICE SERVICE

MEMORANDUM

DATE: November 15, 2017
TO: Chief Devine
FROM: Sergeant McFarlane
SUBJECT: Board Reporting of SOP's

Sir,

Please be advised that since September 29th 2016 we have put out the following SOP's. Please note that some have been put out twice or more as legislative and case law changes come up.

1. AI-003-6 Equal Opportunity, Discrimination And Workplace Harassment Prevention
2. AI-003-7 Equal Opportunity, Discrimination And Workplace Harassment Prevention
3. AI-004-6 Communicable Diseases
4. AI-007-1 Management of Police Records
5. AI-010-6 Police Uniforms, Dress and Appearance
6. AI-012-13 Use of Force
7. AI-012-14 Use Of Force
8. AI-012-15 Use Of Force
9. AI-016-2 Workplace Violence Prevention
10. AI-NBPS-006-7 Expense Claims Submissions
11. AI-NBPS-017-9 Recording of Attendance
12. AI-NBPS-017-10 Recording of Attendance
13. AI-NBPS-032-2 Public Complaints And The Office Of The Independent Police Review Director
14. AI-NBPS-036 Damage to Private Property
15. AI-NBPS-037-1 Discipline – Police Officers
16. AI-NBPS-038-1 Civilian Discipline
17. AI-NBPS-039 Opioid Overdose Response – Naloxone
18. HR-NBPS-002 Recruitment and Selection
19. HR-NBPS-006-4 Acting Rank
20. HR-NBPS-009-2 Reporting Sick and Sick Leave
21. HR-NBPS-009-3 Reporting Sick and Sick Leave
22. HR-NBPS-010-4 Occupational Injury and Illness Reporting
23. HR-NBPS-013-2 Education Subsidies

24. HR-NBPS-023 Civilian Training
25. LE-001-6 Community Patrol
26. LE-002-9 Communications and Dispatch
27. LE-005-5 Arrest
28. LE-006-5 Criminal Investigation Management and Procedures
29. LE-012-2 Search of Persons
30. LE-014-5 Court Security
31. LE-019-3 Stolen or Smuggled Firearms
32. LE-020-7 Collection, Preservation And Control Of Evidence And Property
33. LE-024-7 Domestic Violence Occurrences
34. LE-024-8 Domestic Violence Occurrences
35. LE-026-6 Missing Persons
36. LE-026-7 Missing Persons
37. LE-037-7 Sudden Death And Found Human Remains
38. LE-040-2 Parental and Non-Parental Abductions, Attempts, and Amber Alert
39. LE-044-3 Youth Crime
40. LE-046-2 Sex Offender Registry
41. LE-048 Collection of Identifying Information in Certain Circumstances (CIICC)

Respectfully,

Scott McFarlane,
Sergeant,
Quality Assurance



NORTH BAY POLICE SERVICE


MEMORANDUM

DATE: January 6th 2018
TO: Chief Devine
FROM: Sergeant McFarlane
SUBJECT: Board Reporting of SOP's

Sir,

Since my last update on November 15th 2017 we have amended, changed or issued only 1 SOP, LE-017-10 – Traffic Management and Road Safety.

Respectfully,


Scott McFarlane,
Sergeant,
Quality Assurance



North Bay Police Service

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Website: www.northbaypolice.on.ca

Shawn Devine
Chief of Police

Scott Tod
Deputy Chief of Police

Board Report

Date of Report: January 5, 2018

Date of Meeting: January 9, 2018

Mr. D. O'Connor, Board Chair
and Members of the North Bay Police Services Board

Subject: North Bay Police Services Board Fee Schedule By-law #22-2018

Recommendation: That the Board hereby resolves to "enact and pass the North Bay Police Services Board Fee Schedule By-Law #22-2018."

The North Bay Police Service Standard Operating Procedure AI-NBPS-005-12 will be changed in 2018 to include an updated version of Board By-Law #22/2018 Fee Schedule.

Please find enclosed the updated 2018 Fee Schedule.

I invite any questions or comments from the Board.

Sincerely,


Shawn Devine
Chief of Police

**NORTH BAY POLICE SERVICES BOARD
BY-LAW # 22-2018
FEE SCHEDULE**

WHEREAS the North Bay Police Services Board (the Board) is responsible for the provision of adequate and effective police service and the members of the police service through the Chief of Police are subject to the government of the Board and shall obey its lawful direction; and

WHEREAS the Board recognizes the need to establish a schedule of fees to provide equitable service and allow for cost recovery.

THEREFORE the Board hereby enacts as follows:

The following fees shall be applicable for the North Bay Police Service.

READ a 1st time this 9th day of January 2018.

READ a 2nd time this 9th day of January 2018.

READ a 3rd time and passed this 9th day January of 2018.

This By-Law comes into force and effect January 9, 2018.

Signed: _____

Signed: _____

Dennis O'Connor
Chair

Carol Miller
Secretary

2018 Fees

Service	Cost	HST	Total
(a) Form letter for police clearance for employment (Non-criminal record check)	\$35.50	\$4.60	\$40.10
Form letter for police clearance for volunteer (Non-criminal record check)	\$20.45	\$2.65	\$23.10
Record Check copies- at original time of application	\$0.95	\$0.10	\$1.05
Form letter for police clearance (police initiated program)	No Charge		
(b) Parole Board local police records check (applicants for Pardon)	\$10.40	\$1.35	\$11.75
(c) Fingerprinting persons for civil purposes (i.e. VISA, job clearance)	\$8.30	\$1.10	\$9.40
Fingerprinting persons for police initiated program	No Charge		
(d) Photocopies of motor vehicle collision reports, complete M.T.O. form	\$8.20	\$1.05	\$9.25
Witness statement preparation (criminal, civil, traffic) – Minimum charge ⁽¹⁾ ⁽²⁾	\$26.60	\$3.45	\$30.05
Officer's Notes (per officer) – Minimum charge ⁽¹⁾ ⁽²⁾	\$11.10	\$1.45	\$12.55
(e) Form letter (Summary /	\$42.80	\$5.55	\$48.35

Service	Cost	HST	Total
Occurrence Report) – Minimum charge ⁽¹⁾			
Response to inquiry regarding previously supplied form letter	\$8.20	\$1.05	\$9.25
(f) Search of file for requested information other than (d) to (e) – Minimum charge ^{(1) (2)}	\$17.62	\$2.28	\$19.90
(g) Photographs – Colour or Black & White			
5 x 7 or smaller (per print)	\$4.80	\$0.60	\$5.40
Larger than above	\$19.05	\$2.50	\$21.55
Proof Sets (each)	\$19.05	\$2.50	\$21.55
(h) Video recording DVD/CD	\$43.75	\$5.70	\$49.45
(i) Audio recording CD	\$23.80	\$3.10	\$26.90
(j) Interview with member of Service that is on duty (per hour or any portion thereof, members current hourly rate) ^{(1) (4)}	Contact the North Bay Police Service Office Manager for a quote.		
Interview with member of Service that is off duty (minimum cost up to 3 hours based on members current overtime hourly rate) ^{(1) (4)}	Contact the North Bay Police Service Office Manager for a quote.		
(k) Alarms	\$61.90	\$8.05	\$69.95
(l) Photographic CD's / DVD's Note: \$2.00 per additional image to a maximum of \$100.00	\$32.75	\$4.25	\$37.00
<ol style="list-style-type: none"> 1. All citations in pricing indicating minimum charge shall mean that additional resources spent on accumulating information to process a request shall be billed per quarter hour of the prescribed rate. 2. Photocopies charged per copy or per page at a rate of \$0.25 plus HST (\$0.05), for a total of \$0.30. 3. Copy of Record Check at a rate of \$0.95 plus HST (\$0.05), for a total of \$1.05. 4. Cost for postage and shipping of orders shall be billed in accordance with rates set by Canada Post. 5. For estimates of these services and requests for scanning of documents that can be sent as a PDF by e-mail please contact the North Bay Police Service - Office Manager at 705-497- 5587 for an estimate of additional services. 			