



# **NORTH BAY POLICE SERVICES BOARD**

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



## **OPEN SESSION AGENDA October 8, 2013 1100 Hours**

- |  |              |
|--|--------------|
| 1. Approval of Agenda  | Chair        |
| 2. Approval of Minutes of Open Session Meeting of September 10, 2013 | Chair        |
| 3. Business Arising:<br>Nil  | Chair        |
| 4. Correspondence  | Chief        |
| 5. Taxi Business:<br>Taxi Licences                                   | Chief        |
| 6. Reports:  |              |
| Chief's Monthly Report   | Chief        |
| Stats August/August Revised  | Deputy Chief |
| Firearms Audit   | Chief        |
| General Property Audit   | Chief        |
| Drugs Audit  | Chief        |
| 7. New Business:   |              |
| Environmental Committee Update                                       | Vice-chair   |
| 2014 Proposed Operating Budget                                       | Chief        |
| Contingency – Families First   | Chief        |
| Contingency – 1 <sup>st</sup> Annual Easter Seals Gala               | Chief        |
| 8. Association Report:   | President    |



**MINUTES OF OPEN MEETING  
North Bay Police Services Board  
September 10, 2013**

**Present:**

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

**Police Service:** Chief Paul Cook and Deputy Chief Shawn Devine

**Board Solicitor:**

**Association:** S/Sgt. M. Tarini, President

**Guests:** The Media

**Secretary:** Carol Miller

**Regrets:** Peter Leckie, Board Solicitor

The Chair, Dennis O'Connor, called the meeting to order at 1105 hours.

**Approval of Agenda:**

Resolution: #114-2013:

Moved by Tiziana Silveri, Seconded by William Hagborg

The North Bay Police Services Board hereby resolves to:

"Accept the Agenda as presented for the Open Meeting to be held on September 10, 2013".

Carried

**Approval of Minutes:**

Resolution: #115-2013:

Moved by Sean Lawlor, Seconded by Tiziana Silveri

The North Bay Police Services Board hereby resolves to:

"Adopt the Minutes of the Open Meeting held on June 11, 2013".

Carried

**Business Arising:**

Not applicable at this meeting.

**Presentations:**

**Mr. Robin Osborne – Board Commendation**

The Chief stated that it is an honour and a rarity to present a Board Commendation. He then turned the meeting over the Deputy Chief Devine who outlined the action taken by Mr. Osborne to save a pedestrian from a possible motor vehicle accident on Lakeshore Drive on May 13, 2013. Mr. Osborne's selfless act alleviated a possible tragedy.

Chair Dennis O'Connor presented Mr. Osborne with a plaque to honour his courage and compassion in this difficult and dangerous situation.

#### OraclePoll North Bay and Callander Residential Survey Reports:

The Chief shared that this survey would be one of the instruments used to prepare a new Business plan for the Police Service as this is the last year for the current plan. Dr. Paul Seccaspino, the CEO for Oraclepoll lead the discussion. He shared the very positive results of the survey which was completed in June of 2013. Completely random, there were 400 completed telephone surveys conducted in North Bay and 386 completed surveys in Callander. Town Hall meeting will be conducted later in the fall to complete the survey. The dominant trend in the top of mind crime issues for both communities was drugs, which is the standard response across the province. This trend was followed by break and enters, and safety in North Bay with Callander reporting, break and enters and more visibility and vandalism as the next most important issues related to crime. There was an overwhelming sense of safety in both communities. Overall the survey indicates that both communities are very safe and inviting. The Chair thanked Dr. Seccaspino for his presentation and invited members to ask questions. When asked if there was any surprise in the satisfaction factor, Dr. Seccaspino said definitely that the high numbers in both communities only served to validate the satisfaction of citizens. He further stated that the results indicate that crime in the area under the jurisdiction of the North Bay Police Service is under control and he is confident that although there are issues, most people are confident in the safety of their community.

The survey will be available on the intranet and the internet for all to view.

#### **Correspondance:**

Correspondence presented this month included: request to have Cst. Merv Shantz attend the International Law Enforcement Torch Run Conference; an Extra Mile Award for Excellent Customer Service awarded to Cst. Mark Ethier; congratulations to Chief Paul Cook on his installation as President of the Ontario Association of Chiefs of Police (OACP) from Chris D. Lewis, Commissioner of the Ontario Provincial Police, Al Frederick, Chief, Windsor Police Service, Vic Fedeli MPP, Jacques Lacourse and Nicole Bamford of Clairon Resort, Daniel Hafkey, Commissioner, Ministry of Community Safety and Correctional Services, and a citizen; appreciation for finding an individual who was lost in the bush; appreciation for hosting the English as a Second Language Summer Camp participants from Xi'an International Studies University, China; a letter of praise for the CORE unit which was active in the downtown area; congratulatory letter to Sgt. Mike Hunter on his appointment as a Member of the Order of Merit of the Police Forces; appreciation for the duties undertaken by Insp. Rob Jerome's involvement in the Armed Forces Day 2013 Planning Committee; thank you from the YAC ESCA for the work and support of Cst. Bedard; appreciation by the Manager of Emergency Services for support by Mr. Brian Solmes with the use of a forensic photography kit with the Sexual Assault and Domestic Violence Team at the North Bay Regional Health Centre; appreciation for Chief Cook's participation in the Celebrity Jailathon; appreciation to the Chair of the NBPSB for sponsorship offered for Armed Forces Day; appreciation for several officers who participated through their support for the annual Ride for Dad; and a letter of appreciation for the services offered by Cst. Erin Racicot with the Nipissing Transition House.

Member, Bill Hagborg commented on the CORE Unit and their ability to reach more people and places while on bike patrol this past summer. Councilor Sean Lawlor stated

that many positive comments had been heard with respect to the CORE Unit. Their presence was appreciated.

Resolution: #116-2013:

Moved by Allan McDonald , Seconded by William Hagborg

The North Bay Police Services Board hereby resolves to:

"Note and file the correspondence received".

Carried

**Taxi Business:**

Resolution: #117-2013:

Moved by William Hagborg , Seconded by Tiziana Silveri

The North Bay Police Services Board hereby resolves to:

"Approve the five (5) New Taxi Driver Licence Applications for July / August 2013 as recommended by the Chief of Police in his letter dated August 28, 2013".

Carried

**Reports:**

Chief's Monthly Activity Report – June/July/August/September

The Chief outlined the monthly activities either he or the Deputy Chief attended since the last Board meeting.

The local events included: COP Talk; Grand Entry Pow Wow; JDRF Walk; Nipissing Transition House Board Meeting and AGM; DVCC Meeting; Relay for Life; CIBC "Real Men Wear Pink" Hockey Game Media Launch; Canada Day Festivities in Callander; Canada Day 5km Road Race and Festivities at the Waterfront; McDonalds/Bike Patrol Ice Cream Coupon Media Launch; Patriot Day Golf; Kids and Cops Soccer; Change of Appointment Col. Godbout; Tim Hortons Earn a Bike Program; Gateway HUB Meeting; Emergency Management Meeting – Callander Micro Blast; City/DIA Public Camera Meeting; Amelia Rising Sexual Assault Centre Interview Panel; YIPI Luncheon; Meet Team Canada – World Ringuette Championship; and Heroes in the Sky held in Callander.

Out of town commitments included: Assistance with Inspector's Promotional Process in Timmins; OACP Board Meetings, Annual Conference & AGM in Peterborough; Opening Ceremonies Special Olympics Summer Games – York Regional Police; PAO President's Banquet in Burlington; CACP Annual Conference and AGM in Winnipeg; Press Conference CEW's Toronto; and Small/Mid-size Police Services Meeting held in Gananoque.

Since the last Board meeting there have been amendments made to Standard Operating Procedures for Recording of Attendance, Paid Duties, ViCLAS, Bail and Violent Crime and Sexual Assault Investigations. An amendment has also been made to the existing MOU with the Ministry of Natural Resources in relation to Bear Management.

#### Statistical Reports

The Deputy Chief presented the Condensed Monthly Statistical and Revised Reports for May, June and July 2013. He spoke of fewer charges being laid overall although calls for service are up and overall activity is down. These statistics are positive.

In response to a question regarding drug use, the Deputy clarified that the drug charges are for higher level drugs.

Resolution: #118-2013:

Moved by Sean Lawlor, Seconded by Allan McDonald

The North Bay Police Services Board hereby resolves to:

"Accept the Condensed Monthly Statistical and Revised Statistical Reports for the months of May, June and July 2013 as presented".

Carried

#### Chief's Expenses Report

Resolution: #119-2013:

Moved by Tiziana Silveri, Seconded by William Hagborg

The North Bay Police Services Board hereby resolves to:

"Acknowledge receipt of the Chief's personal expenses from May 6 to August 17, 2013".

Carried

#### Quarterly 2013 Budget Report – Third Quarter

The Chief provided the Board with the third quarterly budget report for this year. This method of presentation dates back to a resolution in 2004 which requires quarterly updated accurate budgets be presented as information to City Council. The Chief discussed an area of concern – part time civilian employee overtime costs have risen due to the shortage of two civilian employees to the compliment along with a number of maternity leaves. He also shared that with the help of the Association there is a new process in place being piloted to address overtime costs to sworn staff. This initiative would not be possible without the leadership and supported by S/Sgt. Tarini and the executive of the Association.

#### Liquor Audit

Resolution: #120-2013:

Moved by Tiziana Silveri, Seconded by Allan McDonald

The North Bay Police Services Board hereby resolves to:

"Accept the 2013 Liquor Audit Report as presented by the Chief of Police."

Carried

#### **New Business:**

#### Re-appointment to Board 2013-2016

Correspondence from Geraldine Tai, A/Appointment Officer of the Ministry of Community Safety and Correctional Services confirming the Order in Council No. 812/2013 to re-appoint Mr. Bill Hagborg as a member of the North Bay Police Services Board for a period of three years, effective June 12, 2013.

#### OACP Resolutions

Copies of resolutions approved at the 62<sup>nd</sup> Annual General Meeting of the Ontario Association of Chief of Police in Peterborough were provided to the Board. These resolutions pertain to: E-Bikes; Commercial Motor Vehicle Speed Regulations; Ontario Tri-Service Public Safety Communications Interoperability; Provincial Victim Assistance Ontario Modernization Proposal; Sustainability of Grant Funding; Training for Ontario Police Officers; and Front Line Supervisor Training for Ontario Police Officers

The Chief was asked if OACP were looking into the payment of wages to officers, while on off duty conduct related charges. A common concern for all Services and Boards, the Chief noted that the cost is not just in dollars and cents, but the loss of public trust and confidence in the Service must be included in the damages.

#### Multi-Year Accessibility Plan 2013-2017

The Chief presented the Multi-Year Accessibility Plan developed for the North Bay Police Service. This Plan will be posted internally and to the Board website.

#### 2012 Crime Severity Index (CSI)

This report was presented by the Deputy-Chief. He noted that these results are similar to the previous index. It is the Deputy's interpretation, that North Bay remains a safer community to live in when compared to National and Provincial VCSI standings..

#### Next Generation 911 (NG911)

This information item outlines the mandated changes which will come forward beginning in 2014. There are many unknowns as to costs associated with NG911. The Board will be kept apprised as this project unfolds and more information becomes available.

#### Expansion of Conducted Energy Weapons (CEWs)

The Chief outlined the reasons for expanding the use of Conducted Energy Weapons (CEWs). The Ministry will be amending the current Use of Force Guideline to provide police services the discretion to determine which officers should be permitted to carry CEWs based on local needs. The Chief indicated that at this point, he is looking to supplement the existing inventory and has budgeted \$35,000.00 into the 2014 budget. More information will be forthcoming.

#### Contingency Account – Seized and Unclaimed Monies

Resolution: #121-2013:

Moved by William Hagborg, Seconded by Allan McDonald

The North Bay Police Services Board hereby resolves to:

"Deposit \$5,602.55 in seized and unclaimed monies into the contingency line in the Board's 2013 Operating Budget".

Carried

#### Contingency Account - Annual Dave Dunmore Memorial Baseball Tournament

Resolution: #122-2013

Moved by Allan McDonald, Seconded by Tiziana Silveri

The North Bay Police Services Board hereby resolves to:

"donate \$350.00 from the contingency line in the Board's 2013 Budget to support our members who will be participating in the Annual Dave Dunmore Memorial Baseball Tournament".

Carried

Contingency Account – 9<sup>th</sup> Annual Police Memorial Run

Resolution: #123-2013:

Moved by William Hagborg, Seconded by Allan McDonald

The North Bay Police Services Board hereby resolves to:

"donate \$250.00 from the contingency line of the Board's 2013 Operating Budget to support Ms. Major's participation in the 9<sup>th</sup> Annual Police Memorial Run".

Carried

Contingency Account – Kidney Foundation

Resolution: #124-2013:

Moved by Sean Lawlor, Seconded by Allan McDonald

The North Bay Police Services Board hereby resolves to:

"donate \$250.00 from the contingency line of the Board's 2013 Operating Budget to support the Kidney Foundation of Canada".

Carried

Contingency Account – World Ringuette Championship: 2013-2014

Resolution: #125-2013:

Moved by Allan McDonald, Seconded by William Hagborg

The North Bay Police Services Board hereby resolves to:

"donate \$250.00 from the contingency line of the Board's 2013 Operating Budget to support the World Ringuette Championship 2013-2014 which is taking place in North Bay".

Carried

Contingency Account – Heros in the Sky

Resolution: #126-2013:

Moved by Tiziana Silveri, Seconded by William Hagborg

The North Bay Police Services Board hereby resolves to:

"donate \$250.00 from the contingency line of the Board's 2013 Operating Budget to support the "Heros in the Sky" Callander Fire Rescue Fundraiser".

Carried

Contingency Account – Near North Crime Stoppers

Resolution: #127-2013:

Moved by Allan McDonald, Seconded by William Hagborg

The North Bay Police Services Board hereby resolves to:

"donate \$1,000.00 from the contingency line of the Board's 2013 Operating Budget to support the 10<sup>th</sup> Annual Near North Crime Stoppers Gala".

Carried

**Association Update:**

President Mike Tarini reported that the North Bay Police Association hosted a very successful golf tournament last Thursday to raise funds for the North Bay Regional Health Centre. Overall, Associations have raised \$1.5 million for Special Olympics. There will be 15 members participating in the Ottawa Police Memorial. Both sworn and civilian staff will be receiving training in the future. Mike congratulated Chief Paul Cook on his appointment as President of the Ontario Police Chiefs Association. He also thanked Bill Hagborg for riding along and support for with the CORE Unit,

**Adjournment:**

Resolution: #128-2013:

Moved by Tiziana Silveri, Seconded by Sean Lawlor

The North Bay Police Services Board hereby resolves to:

"Adjourn the Open Portion of the meeting held on September 10, 2013 at 1230 hours".

Carried

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Chair

September 10, 2013

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Secretary



September 18, 2013

Sgt. Dan Webber  
Quality Assurance  
North Bay Police Service  
P.O. Box 717  
135 Princess Street West  
North Bay, ON P1B 8J8

*Dan*  
Dear Sgt. Webber

Thank you for your letter received September 16 concluding this matter. Your work resolving this complaint via Informal Resolution is commendable.

Yours truly,

*Gerry*  
Gerry McNeilly  
Independent Police Review Director



RIDEAU HALL

September 17, 2013

Chief Paul Douglas Cook, O.O.M.  
North Bay Police Service  
135 Princess Street West  
North Bay ON P1B 8J8

Dear Chief Cook:

On behalf of Their Excellencies the Right Honourable David Johnston, Governor General of Canada and Mrs. Sharon Johnston, I am pleased to enclose your official invitation to the Order of Merit of the Police Forces to be held at La Citadelle of Québec on Friday, October 4, 2013 at 10:30 a.m.

Also enclosed is a briefing note outlining the details of the event. Please review this document carefully and feel free to contact me if you have any questions or concerns.

A few days before the ceremony, you can consult the governor general's website at [www.gg.ca](http://www.gg.ca) to learn about all of your fellow recipients.

It will be a pleasure to meet you and your guests on this memorable occasion.

Yours sincerely,

Jaanu Varaprasatham  
Events Coordinator  
(613) 993-9398 or 1 800 263-0816  
[jaanu.varaprasatham@gg.ca](mailto:jaanu.varaprasatham@gg.ca)



**Thank You for Stepping Up as Team Captain!**

August 30, 2013

Paul Cook  
135 Princess St W  
North Bay, ON P1B 8J8

Dear Paul Cook,

On behalf of JDRF, I would like to personally thank you for the important role that you played in the 2013 TELUS Walk to Cure Diabetes. A successful community fundraising event depends upon strong Team Captains to lead their teams to fundraising success! North Bay has currently raised \$55,000 and we hope to see this total continue to rise, throughout the summer and into the fall, as more post-event funds continue to trickle in.

Since its inception in Canada in 1994, the Walk has raised more than \$100 million for diabetes research and it remains one of JDRF's signature fundraising events. Driven by passionate, grassroots volunteers connected to children, adolescents, and adults with this disease, JDRF is the largest charitable supporter of type 1 diabetes (T1D) research. The goal of JDRF remains to improve the lives of every person affected by T1D by accelerating progress on the most promising opportunities for curing, better treating, and preventing the disease.

Thanks to your support:

- Currently JDRF is funding more than **50 human clinical trials**, up from five in 2001.
- JDRF collaborates on over **25 industry partnerships**, in every area of research from stopping the immune response to regenerating and replacing beta cells to developing an artificial pancreas.
- JDRF is improving lives today by working on the **development of an artificial pancreas**. This device combines continuous glucose monitors with insulin pumps, joined by a computer algorithm, to deliver insulin when needed.

We have never before been so successful in diabetes research, but we need your help to continue advancing towards a cure. We can achieve our mission, and you can be a part of it. Partnering with JDRF holds the opportunity to create a world without diabetes. Thank you for your support and we hope that you will join us again in 2014!

Sincerely,

Shanda White,  
Fundraising & Development Coordinator, North Eastern Ontario Region  
1600 Merivale Road, Suite 206, Ottawa, ON K2G 5J8  
613-244-4818 x 221 | [swhite@jdrf.ca](mailto:swhite@jdrf.ca)





## **Callander Firefighters Association**

September 9, 2013

North Bay Police Services Board

Recently, the Callander Firefighter's Association hosted an event called "Hero's in the Sky". This event is an annual fundraiser for the local fire department, so that we may enhance our training and equipment, as well as provide an avenue for public education.

It is because of your generous donation that made this event possible. Items such as the hotdog BBQ, pancake breakfast, movie in the park, fire pumper pull, kids smokehouse trailer, and the kids fire hose, all provided opportunities for public education and plenty of fun!

We are already planning for next year, and with your help, this event will continue to be a huge success.

With sincere thanks,

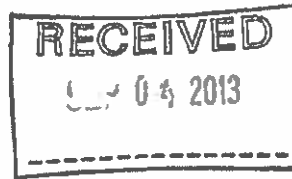
Brian Dreany  
Sponsorship chair.

The Premier  
of Ontario

Legislative Building  
Queen's Park  
Toronto, Ontario  
M7A 1A1

La première ministre  
de l'Ontario

Édifice de l'Assemblée législative  
Queen's Park  
Toronto (Ontario)  
M7A 1A1



August 30, 2013

Chief Paul D. Cook  
Chief of Police, North Bay Police Service  
President, Ontario Association of Chiefs of Police  
605-40 College Street  
Toronto, Ontario  
M5G 2J3

Dear Chief Cook:

Thank you for your letter and for sharing the Ontario Association of Chiefs of Police's 2013 resolutions. I am pleased to hear of a successful and fruitful Annual General Meeting, and I would like to extend my congratulations to you on your new position as President of OACP.

Our government looks forward to continuing our collaborative relationship with you and your colleagues to address community safety issues in Ontario. As your letter would also interest my colleague the Honourable Madeleine Meilleur, Minister of Community Safety and Correctional Services, I have forwarded a copy of your correspondence to her for her information. I trust that she will also give OACP's resolutions her consideration.

Chief Cook, thank you again for writing, and congratulations once more on your new position. Please accept my best wishes.

Sincerely,

A handwritten signature in cursive script that reads "Kathleen Wynne".

Kathleen Wynne  
Premier

c: The Honourable Madeleine Meilleur



## 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](http://www.northbaypolice.on.ca)

Paul D. Cook  
Chief of Police

Shawn E. Devine  
Deputy Chief of Police

September 30, 2013

### CHAIR AND MEMBERS

North Bay Police Service Board

Re: Taxi Driver Licence Applications – September 2013

Dear Sir:

The two listed individuals have applied for Taxi Licences. It is recommended that these Taxi Licence Applicants be approved.

162	Silver	Dale	U-Need-A-Cab
163	Robarts	John	Union

Sincerely,

P.D. Cook  
Chief of Police

/am



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Paul D. Cook  
Chief of Police

Shawn E. Devine  
Deputy Chief of Police

### Board Report

Date of Report: October 1, 2013  
Date of Meeting: October 8, 2013

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

**Subject: Chief's Monthly Activities Report – June/July/August/September**

**Recommendation: Information Item**

The following are items of interest and/or special events that Deputy Chief Devine and I have represented the Police Service at since the last Board meeting that does not merit separate reporting:

Sept. 10

- "Cop Talk"

Sept. 11

- Ontario Police College Advisory Committee Meeting – Toronto
- Meeting OACP and Toronto Police Association Executive – Toronto

Sept. 12

- OACP Justice Committee Meeting – Brampton
- OACP Risk Management Committee Meeting – Brampton

Sept. 13/14

- OACP Board Meetings - Sudbury
- Greater Sudbury Police Service 40<sup>th</sup> Anniversary Gala - Sudbury

Sept. 15

- Terry Fox Run
- Battle of Britain Ceremony

Sept. 16

- CIBC "Think Pink" Launch of Run for the Cure

Sept. 18

- Opening Remarks OACP/PAO Police Discipline Conference - Mississauga

Sept. 19

- Cogeco TV New Season Launch

Sept. 20

- Flag Raising Event – CIBC Run for the Cure
- 51 Squadron Meeting
- "Blue Jean" Ball Food Bank Fundraiser

Sept. 21

- Trojan Alumni Golf Tournament

Sept. 23

- Business Planning Town Hall Meeting – Callander

- Business planning Town Hall Meeting – North Bay
- Sept. 24
- Business Planning Town Hall Meeting – North Bay
- Sept. 25/26
- OACP Zone 1A Meetings – Timmins
- Sept. 26
- Open House 40<sup>th</sup> Anniversary Nipissing Transition House
- Sept. 27
- Air Weapons Controller Graduation Ceremony
- Sept. 29
- Final 7 km Leg of the Run to Remember
- National Police and Peace Officers Memorial - Ottawa
- Sept. 30
- Meeting with Attorney General Gerretson and MAG – Toronto
- Amelia Rising Sexual Assault Centre Board Meeting
- Oct. 3-5
- Officer of the Order of Merit Medal Ceremony – Quebec City
- Oct. 7
- Opening Remarks – Arrive Alive Conference

Since the last Board meeting we have amended our Standard Operating Procedures in relation to Employment Related Injuries and Sickness.

We have also replaced an existing MOU with the Northeast Mental Health Centre with an MOU with the North Bay Regional Health Centre.

I invite any comments or questions from the Board.

Sincerely,

  
Paul D. Cook  
Chief of Police





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Paul D. Cook  
Chief of Police

Shawn E. Devine  
Deputy Chief of Police

### Board Report

Date of Report: October 1, 2013

Date of Meeting: October 8, 2013

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

**Subject: Statistical Reports**

**Recommendation: The Board resolves to, "Accept the Condensed Monthly Statistical and Revised Statistical Reports for the month of August 2013 as presented."**

Find attached the Condensed Monthly and Revised Monthly Reports for August 2013.

I invite any questions or comments from the Board.

Sincerely,

Paul D. Cook  
Chief of Police

2013-09-09

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

**MONTH OF AUGUST**

During the month of August 2013, police activity for the North Bay Police Service resulted in 2358 calls as compared to 2467 calls in 2012.

Of these calls, 80 were to investigate motor vehicle accidents. Thirteen 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 2012.

	Year to Date		Cleared to Date	
	2013	2012	2013	2012
Homicide	-	-	1	-
Sexual Offences	3	-	33	37
Assault	21	41	266	298
Robbery	4	3	22	17
Break, Enter & Theft	25	29	117	186
Stolen Vehicles	1	3	22	30
Stolen Bicycles	7	13	45	94
Recovered Bicycles	2	10	37	60
Theft Under	81	116	587	979
Theft Over	1	1	8	8
Wilful Damage	45	79	278	451
Drug Charges	13	12	114	97
Criminal Offences Total			1957	2644
Calls for Service			15124	15016
Police Activity			17527	17787

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

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



P.D. Cook  
Chief of Police

/sc

2013-09-25

\*\*\* REVISED \*\*\*

# NORTH BAY POLICE SERVICE CONDENSED MONTHLY STATISTICAL REPORT

## MONTH OF AUGUST

During the month of August 2013, police activity for the North Bay Police Service resulted in 2358 calls as compared to 2467 calls in 2012.

Of these calls, 80 were to investigate motor vehicle accidents. Thirteen 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 2012.

	Year to Date				Cleared to Date	
	2013	2012	2013	2012	2013	2012
Homicide	-	-	1	-	1	-
Sexual Offences	3	-	33	37	25	31
Assault	18	41	268	298	255	264
Robbery	4	3	22	17	13	9
Break, Enter & Theft	29	29	125	186	25	26
Stolen Vehicles	1	3	22	30	6	12
Stolen Bicycles	7	13	45	94	4	5
Recovered Bicycles	2	10	37	60	2	2
Theft Under	89	116	604	979	173	209
Theft Over	1	1	8	8	-	1
Wilful Damage	49	79	285	451	58	66
Drug Charges	15	12	116	97	125	99
Criminal Offences Total			2006	2644		
Calls for Service			15111	15016		
Police Activity			17527	17787		

Additional detailed statistics are available through the Office of the Chief of Police.  
\*Note - Year to Date statistics will change due to adjustments.

  
P.D. Cook  
Chief of Police

/sc



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Paul D. Cook  
Chief of Police

Shawn E. Devine  
Deputy Chief of Police

### Board Report

Date of Report: September 27, 2013  
Date of Meeting: October 8, 2013

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

**Subject: Firearms Audit**

**Recommendation: that the Board hereby resolves to, "accept the Firearms Audit Report for the year 2013 as presented by the Chief of Police."**

Board By-law LE-020 directs me to ensure that an annual audit takes place of all property/evidence held by our Police Service and the results are reported to the Board.

Attached is a copy of our Firearms Audit Report for the year 2013 as prepared by Sergeant Webber of our Quality Assurance Section.

The Firearms Audit was unremarkable.

All firearms in the custody of the exhibit clerk are subject of a Records Management System (RMS) entry and all of the firearms listed in RMS are accounted for.

There were no recommendations made in this Audit Report.

I invite any questions or comments the Board.

Sincerely,

  
Paul D. Cook  
Chief of Police



# North Bay Police Service Quality Assurance Audit Report Firearms

2013-09-13

Prepared by Sgt. D. Webber

## **Executive Summary**

The focus of the annual audit for the year 2013 was to inventory all non-agency firearms in possession of the North Bay Police Service whether seized or otherwise surrendered to their care, as well as reviews the processes in place for dealing with such items. This was done pursuant to the Standard Operating Procedures LE-019

One of the purposes of the audit was to inventory of all non-agency firearms in the possession of the Police Service to ensure that they are subject of an entry on OPTIC RMS as well as documented in the Firearms Ledger.

On September 12, 2013 the audit was conducted by Inspector Kelusky and me. The Firearms Ledger was utilized for the purpose of inventory control. A total of one hundred and fifty one (151) firearms have been identified as lawfully in inventory at the time of the audit. Of the noted total, seventy four (74) firearms have been identified as being ready for disposal and a request for their destruction has been submitted.

## **Introduction**

Non-agency firearms are received by the North Bay Police Service either as evidence of an offence, an exhibit, turned in for destruction or from time to time, for safe keeping while disposition of the item is being arranged. Those not returned to a lawful owner are incinerated at the Vale Inco smelter in Sudbury.

The documentation of these items includes property tags, Firearms Disposal Forms, RMS entries and a written ledger, which is maintained by the Exhibits Clerk and forms the basis for the annual Firearms Report.

The findings and recommendations contained in the following pages are intended to assist the Service in developing an efficient system that clearly meets the needs of the organization, without impacting in a significant manner on the resources available.

## **Audit Objective**

To determine if all non-agency firearms in the possession of the Service were properly documented pursuant to the *Police Services Act* and Service Procedures.

## **Audit Scope**

The purpose of this audit is to inventory all non-agency firearms in the possession of the Service and review the documentation supporting the maintenance or destruction of the firearms.

## **Methodology**

The audit was conducted in the following manner:

- a. Compare Ledger Entries to the firearms in inventory; and
- b. Review the affected SOP's and suggest changes as required.

## **Audit Findings and Recommendations**

### **Findings**

- All ledger entries corresponded to the firearms in inventory.
- All RMS entries corresponded to the Firearms Ledger.
- All firearms in the custody of the Service were stored appropriately and were easily located within the facility.

### **Recommendations:**

None

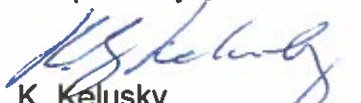
### **Management Response:**


Acknowledged

## **Conclusion**

The current system maintained by the Exhibit Clerk is effective in capturing the required information under the *Police Services Act* and Standard Operating procedure LE – 019.

Respectfully submitted;

  
K. Kelusky  
Inspector Administration

  
D. E. Webber  
Sgt. Quality Assurance



## 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](http://www.northbaypolice.on.ca)

Paul D. Cook  
Chief of Police

Shawn E. Devine  
Deputy Chief of Police

### Board Report

Date of Report: September 27, 2013  
Date of Meeting: October 8, 2013

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

**Subject: General Property Audit**

**Recommendation: The Board hereby resolves to, "accept the General Property Audit Report for the year 2013 as submitted by the Chief of Police."**

Board By-law LE-020 directs me to ensure that an annual audit takes place of all property/evidence held by the Police Service and report the results of these audits to the Board.

Attached is a copy of the General Property Audit Report for the year 2013 as prepared by Sergeant Weber of our Quality Assurance Section.

During this audit Sergeant Webber noted we currently are in possession of property associated to 3,347 occurrences. A random sample of 25 occurrences was taken and all items of property were readily located and documented on our Records Management System.

As noted in Sergeant Webber's audit report we conducted a review of our property section with this assistance of the Greater Sudbury Police Service in October of 2012. The recommendations from this review resulted in several changes to our Standard Operating Procedure and to a number of our processes. We continue to monitor the impact these changes are having within our property section.

The findings of this audit and recommendations have been shared with our command staff and we will be moving forward as recommended in this report.

I invite any questions or comments from the Board.

Sincerely,  
Paul D. Cook  
Chief of Police





North Bay Police Service

Quality Assurance

Audit Report

General Property

September 10, 2013

Prepared by Sgt D. Webber

## **Executive Summary**

Auditing a public business has two primary principles. First, auditing should be conducted in a way that it identifies the best possible use of public funds and second, those who conduct public business should be accountable for the prudent and effective management of the resources entrusted to them. Both of these principles are achieved by means of providing unbiased assessments of findings.

The purpose of the audit of "General Property" is to provide an objective examination of items secured under the care of the North Bay Police Service and to provide an assessment on its control and continued retention. The secondary purpose of an audit is to assist the organization by identifying and evaluating significant exposures to risk and contributing to the improvement of risk management.

An audit of general property in the control of the North Bay Police Service is a requirement as set forth in the Standard Operating Procedure on the Collection, Preservation and Control of Evidence and Property (LE-020). General property includes, articles seized as contraband, evidence in an investigation, found property, and articles turned over for destruction. The handling of these items by Service personnel is outlined in the procedure. Other legislative requirements also impact the requirements for proper property control.

On September 6, 2013 an audit of three thousand three hundred and forty seven (3,347) occurrences with associated property items in the control of the North Bay Police Service was conducted. The audit examined seized articles such as contraband, evidence in an investigation, found property, and articles turned over for destruction. The handling of these items by Service personnel is outlined in Standard Operating Procedures on the Collection, Preservation and Control of Evidence and Property (LE-020).

This audit focused on the accuracy of records with respect to the inventory and the requirements in paragraph 132(6) (1) of the *Police Services Act*, which reads: "The description and location of every item of property shall be recorded."

## **Introduction**

Subsection 132(6) of the *Police Services Act* requires that the Police Service keep a Register of Property and that the following rules be followed:

1. The description and location of every item of property shall be recorded.
2. If the property is sold, full particulars shall be recorded.
3. If the property is returned to its owner, his or her name, address and telephone number shall be recorded.

As well this same section provides direction on the sale of items at auction. Previous audits have dealt with other issues in relation to property. Future audits will focus on other

areas of these requirements. In the case of this audit, the requirements outlined in section 132 (6) 1. of the *Act* were given particular attention.

The findings and any recommendations contained in the following pages are intended to assist the Service in developing an efficient system that clearly meets the needs of the organization, without impacting in a significant manner on the resources available.

### **Audit Objective**

To determine if records of property retained by the Service meet with the requirements of the *Police Services Act* and whether there was compliance with SOP LE-020.

### **Audit Scope**

The purpose of this audit is to ensure that when property is retained by the Service, the associated records kept meet the requirements of the *Police Services Act* and to assess whether the further retention of items is necessary.

### **Methodology**

The audit was conducted in the following manner:

1. A detailed printout was generated with respect to all General Property in the possession of the North Bay Police Service.
2. A random sample of twenty-five (25) occurrences and associated property items was selected from the Records Management System. The items selected for audit were identified by dividing 3,347 by 25. Therefore an item was chosen in 133 increment intervals.
3. Once identified by printout the items were located in stores with the assistance of the Exhibit Clerk, Mrs. Brogan and Cst. E. Pemberton who has been temporarily assigned to the Exhibits Section.
4. While conducting the first phase of the audit described as above, an item adjacent of that selected item was then identified. These twenty-five (25) additional occurrences were then examined as per steps noted above.
5. Each property item was researched as accuracy in its' documentation into the section and to the current disposition of the associated occurrence. i.e. charges pending, withdrawn, conviction, etc.,.

## **Audit Findings and Recommendations**

### **Finding**

As reported in the General Property Audit dated May 31, 2011, there was evidence or items associated to three thousand two hundred and forty five (3,245) occurrences in the control of the Service. Within the last 15 months there has been a slight increase of occurrences with associated property by three hundred and eighty four occurrences as there is now property associated to 3,347 occurrences.

Over the last five (5) years property related occurrences that were subject to retention by the Exhibits Section were as follows:

2009 – 3,042 occurrences  
2010 – 3,042 occurrences  
2011 – 3,245 occurrences  
2012 – 3,629 occurrences  
2013 – 3,347 occurrences

It is evident that since 2009 fluctuations in property related occurrences have been somewhat consistent. All of the items selected for the 2013 audit were readily located and documented on our records management system.

The Exhibits Clerk has advised from June 2012 to September 2013, 1,438 pieces of property have been either returned owners or have been destroyed, 363 items have been auctioned and 142 compact disks/video tapes have been destroyed. It must be noted that these numbers do not reflect the number of occurrences as in some instances several pieces of property are attributed to one occurrence.

On October 23 and 24, 2012 a property clerk and property supervisor from the Greater Sudbury Police Service conducted a site visit of the North Bay Police Service Exhibits Section. Their purpose was to observe, assess and offer suggestions to streamline and/or improve effective management with the functionality of the Section. A report was presented to our Service in January 2013. Some of the recommendations have resulted in amendments to our Standard Operating Procedure LE-020, Collection, Preservation and Control of Evidence and Property, which was released on April 5, 2013.

Unnecessary property retention has been addressed several previous general property audits, which addressed property in the possession of the Service that was no longer required for evidentiary purposes. The timelines depicted were as follows: from 0 to 6 months, 6 to 12 months, 12 to 24 months, 24 to 60 months and over 60 months. In order to provide an opportunity to adopt and implement some of the recommendations identified in the Greater Sudbury Police Service report this audit report will not address the component of unnecessary property retention.

## **Recommendations**

1. Allow those recommendations identified from the Greater Sudbury Police Service and adopted by the North Bay Police Service to have time to yield results and in 2014 review unnecessary property retention.
2. Similar to the language in the 2012 General Property Audit the following is recommended:

Immediately instruct supervisors to ensure their subordinate's property lists on RMS are reviewed on annual basis. Officers will identify property for return and or disposal and will submit a supplementary report under the original occurrence.

After clearing the supplementary report the supervisor will task the Exhibit Clerk on RMS Niche with a task that identifies the occurrence with associated property that is no longer required.

This will assist the Exhibit Clerk in expediting the process of identifying property for disposal.

## **Management Response**

Acknowledged

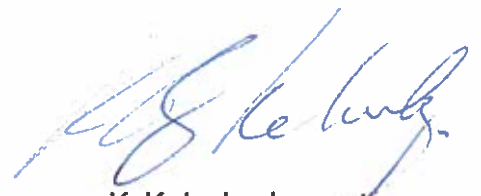
## **Conclusion**

The area identified as the scope of this audit indicates that items are being properly documented and logged. RMS entries have sufficient detail and accessing the item(s) is quite easy.

The report and recommendations identified the Greater Sudbury Police Service coupled with the Service's changes is a commitment of working towards an efficient and effective Exhibits Section.

Respectfully.

D. Webber, Sergeant  
Quality Assurance



K. Kelusky, Inspector  
Administration



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Paul D. Cook  
Chief of Police

Shawn E. Devine  
Deputy Chief of Police

### Board Report

Date of Report: September 27, 2013

Date of Meeting: October 8, 2013

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

**Subject: Audit Report - Drugs**

**Recommendation: that the Board hereby resolves to, "accept the 2013 Audit Report for Drugs as submitted by the Chief of Police."**

Board By-law LE-020 directs me to ensure that an annual audit takes place of all property/evidence held by our Police Service and the results are reported to the Board.

Enclosed is a copy of the 2013 Drug Audit Report as prepared by Sergeant Webber.

The Drug Audit was for the most part unremarkable with only two drug envelopes out of 1,132 not showing up on our Records Management System (RMS). Sergeant Webber and our Property Clerk are following up with OPTIC on this discrepancy.

The audit team recommended we continue with our existing process as it is proven Reliable and I concur with this recommendation.

I invite any questions or comments the Board may have in relation to this Drug Audit Report.

Sincerely,

Paul D. Cook  
Chief of Police



North Bay Police Service  
Quality Assurance  
Audit Report  
Drugs Seized Pursuant to CDSA

2013-09-09

Prepared by Sgt D. Webber

## **Executive Summary**

The audit team was tasked to inventory all drugs in the possession of the North Bay Police Service and review the processes in place for dealing with such seizures/exhibits. This was done pursuant the Standard Operating Procedures on the Collection, Preservation and Control of Evidence and Property (LE-020).

As part of the process, the team had conducted an inventory of all drugs in our possession to ensure that they were subject of an entry in the written ledger and that the appropriate RMS entry was accurate.

On June 18, 2013 members of the team commenced the audit by segregating drug envelopes that had been authorized for destruction by Health Canada from those that required further retention.

At the time of the audit there were one thousand one hundred and thirty two (1,132) separate drug envelopes in possession of the Service. A request to Health Canada for an "Authorization for Disposal Order" had been made and members of the Audit Team segregated three hundred and eleven (311) separate drug envelopes for the purposes of destruction by incineration at a later date. These items have been also authorized for destruction by Chief P.D. Cook dated June 20, 2013.

The second component of the audit is to ensure the remaining drug envelopes have been accounted for and have been properly entered on our Records management System (RMS). This was completed on September 4, 2013. The result was a complete cross-referencing of seizures/exhibits in our possession as they pertained to RMS, hand-written ledger and drug control envelope entries to ensure accuracy.

## **Introduction**

The findings and recommendation contained in the following pages are intended to assist the Service in developing an efficient system that clearly meets the needs of the organization, without impacting in a significant manner on the resources available.

## **Audit Objective**

To determine if all drug exhibits are properly documented and accounted and that unnecessary items being inventoried are disposed of in accordance to procedures.



## **Audit Scope**

The purpose of this is to inventory all drug exhibits under the *CDSA* and review the procedures surrounding those seizures.

## **Methodology**

The audit team did the following:

- a. Inspected all control number exhibits kept in the drug seizure room and compared them to the hand-written ledgers.
- b. Examined each occurrence on RMS Niche as submitted by the Exhibits Clerk, to ensure each hand-written drug ledger entry, drug control envelope entry and each RMS entry were identical.
- c. Interviewed the Exhibit Clerk to obtain more information on process and suggestions for improvements.
- d. Reviewed the SOP and suggested changes as required.

## **Audit Findings and Recommendations**

### **Finding**

Upon conclusion of the audit process discovered all drug envelopes were accounted for.

In addition the auditors found two (2) drug envelopes that had initially been inventoried by the Exhibit Clerk, however due to a problem with RMS they were not showing at audit time.

The Clerk has opened a ticket with the RMS/OPTIC Help Desk for investigation. At this point she has spoken with the area representative who is now checking into the reason for the discrepancy in our RMS inventory.

When it has been explained and corrections made supplemental report will be submitted to this audit.

### **Recommendation**

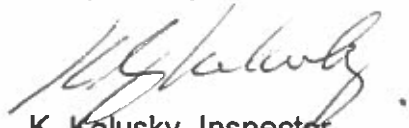
Proven reliable, this practice should continue.

### **Conclusion**

The current method of documenting drug exhibits has accurately recorded all evidence

currently in possession of our Service.

Respectfully submitted;

A handwritten signature in cursive script, appearing to read "K. Kelusky".

K. Kelusky, Inspector  
Administration

A handwritten signature in cursive script, appearing to read "D. Webber".

D. Webber, Sgt.  
Quality Assurance



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Paul D. Cook  
Chief of Police

Shawn E. Devine  
Deputy Chief of Police

### Board Report

Date of Report: October 2, 2013

Date of Meeting: October 8, 2013

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

**Subject: Proposed 2014 Operating Budget**

**Recommendation: Information Item**

Find attached the Boards' proposed 2014 Operating Budget. This Budget totals \$16,813,973.00 which translates to a 3.3% increase from the 2013 Operating Budget.

Salary, benefits and overtime account for approximately 90% of this Budget.

The remaining 10% of the Board's Operating Budget is divided into the following categories:

- Police Services Board
- Administration
- Emergency Law Enforcement
- Traffic
- Communications
- Maintenance of Quarters
- Uniforms and Equipment
- Fleet
- Training
- Information Services

The percentage of the proposed 2013 Operating Budget for each of these categories is detailed in the pie chart found on page 2 of the proposed budget.

As the Board is aware the City has made significant changes to the timelines associated to the budgeting process. One of the challenges this has presented is year-end actuals are not available and therefore year-end projections have been used in this budget.

For the most part we have attempted to maintain or decrease individual budget lines at the 2013 Operating Budget amount. Any increases to individual budget lines are easily

explainable and relate to mission critical items, some of which have been deferred in previous Operating Budgets or increases to contracts.

This proposed budget includes the 3% increase to wages for all our members, which was achieved through Collective Bargaining between the Board and the Association.

This proposed budget is open for discussion by the Board, but the following items are worthy of note:

### **Staffing**

- We have removed salary and benefits for one First Class Constable who is on LTD resulting in savings of approximately \$124,856.00
- We have removed one Civilian Forensic Ident Officer resulting in savings of approximately \$95,565.00.
- We have made a salary adjustment in relation to a First Class Constable on Maternity Leave resulting in savings of approximately \$59,759.00.
- We have made adjustments to salary lines in relation to a two sworn officers and one civilian retirement in 2014 resulting in savings of approximately \$58,439.00.
- We have increased our part-time staffing in our Communications Centre in relation to NG911, which has resulted in an increase of approximately \$66,228.00.

### **Sworn Overtime**

Our sworn overtime in 2011 was \$436,251.00, in 2012 it was \$466,722.00 and we budgeted \$365,000.00 in 2013. Thanks to a number of changes to Standard Operating Procedures and overtime processes this year we are projecting a year-end of \$365,000.00 or lower. As a result we are keeping this line the same in this budget.

### **Vested Sick Banks**

We have added \$55,000.00 to the Budget specific to Vested Sick Banks. This line has been zeroed out in previous budgets.

### **City Services Agreement**

Last year the City invoiced us for \$67,151.00 for City supports. We are involved in negotiations with the City on this and expect this amount will increase in 2014.

### **POA Court Fees**

Last year this was a revenue line of \$33,383.00 and we are hopeful that this line will be increased by the POA Committee based on our actual costs to provide this service. A report has been forward to the City for the POA Committee.

### **Ministry's Court Security Off-set**

This revenue line has increased from \$281,085.00 to \$421,627.00 this year.

### **Conclusion**

As always this Operating Budget is subject ongoing negotiations and discussions, but realistically there is not a lot of room to move this year.

The Board's Operating Budget will be presented to the Board during the November 12<sup>th</sup> meeting to be passed through Resolution.

Once approved through Resolution by the Board the 2014 Operating Budget will be presented to Mayor and Council on November 25th for final approval.

I invite any comments or questions from the Board.

Sincerely,

A handwritten signature in black ink, appearing to read "Paul D. Cook".

Paul D. Cook  
Chief of Police



DEPT. CODE: 100-7000

## RECAP OF BUDGET SUBMISSION:

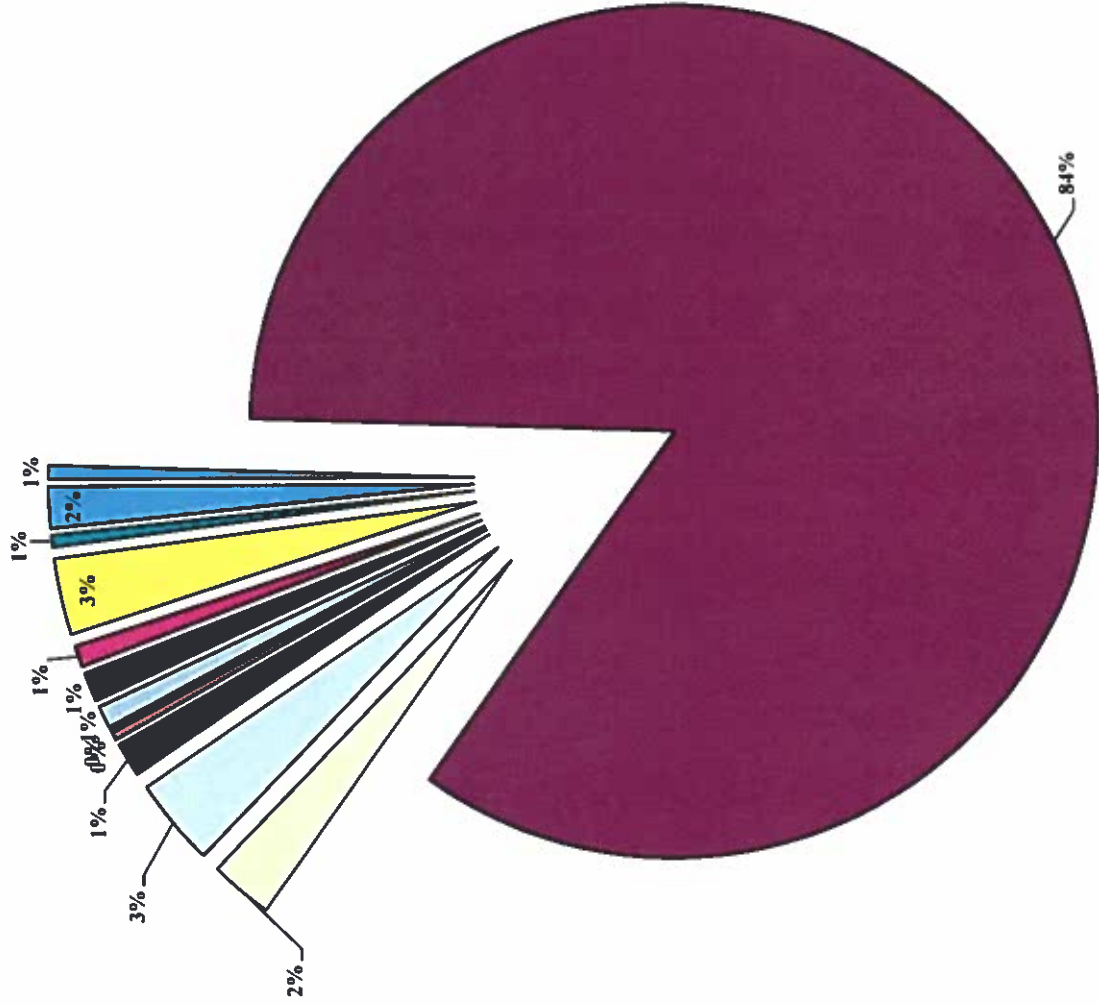
**NOTE:** The totals for Salaries & Benefits are shown as budgeted for separately on the pages that follow to allow the Board to see what is budgeted for each specific type of Salary & Benefit. However, the payroll section of the general ledger is maintained by the City and they charge all full time salaries to 1001 & full time benefits to 1801. Part time Salaries are charged to 1002 and Part time benefits are charged to 1802.

**NOTE:** Included in the Salary/Benefit calculations is HR costs related to Court Security and Prisoner transportation of approximately \$730,453

Version 6 @ 3% wage

	2013 Budget	2013 Actual	2014 Budget
<b>Police Services Board</b>			
Full-Time & Part-Time Salary/Benefits	\$98,820	\$60,012	\$99,102
Overtime	\$15,400,157	\$11,755,925	\$15,835,326
City of North Bay 911 & Fire Dispatch	\$450,000	\$365,717	\$450,000
Administration	\$482,383	\$433,561	\$626,089
Emergency Law Enforcement	\$182,891	\$168,213	\$244,890
Traffic	\$60,277	\$48,599	\$54,560
Communications	\$18,114	\$12,038	\$18,114
Maintenance of Quarters	\$144,625	\$129,833	\$157,675
Uniforms & Equipment	\$198,711	\$139,797	\$207,882
Fleet	\$154,800	\$132,302	\$153,600
Training	\$535,050	\$377,737	\$542,650
Information Services	\$85,000	\$40,714	\$85,000
Revenue	\$298,216	\$223,489	\$299,116
<b>Budget Totals</b>	<b>(\$1,838,314)</b>	<b>(\$1,262,715)</b>	<b>(\$1,959,428)</b>
	\$16,270,730	\$12,625,222	\$16,814,576

# 2014 How the Money Will be Spent



- Police Services Board
- Full-Time & Part-Time Salary/Benefits
- Overtime
- City of North Bay 911 & Fire Dispatch
- Administration
- Emergency Law Enforcement
- Traffic
- Communications
- Maintenance of Quarters
- Uniforms & Equipment
- Fleet
- Training
- Information Services



**PURPOSE OF ACTIVITY:**  
 Governing body of the Police Service

**OTHER DETAILS:**

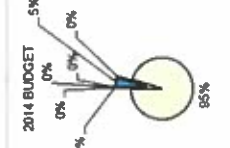
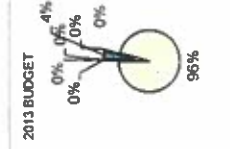
Chair: Dennis O'Connor  
 Mayor: Al McDonald  
 Provincial Appointee: Bill Hagborg (Vice Chair)  
 Provincial Appointee: Tiz Silveri(member)  
 Municipal Appointee: Sean Lawlor(member)  
 Carol Miller (Secretary)

TAG #	ACCOUNT NAME	2013 BUDGET	2013 ACTUAL	2014 BUDGET
1004	SALARY & WAGES			
	Honourarium file-pd#200	\$600	\$600	\$600
	Fringe Benefits	\$257	\$190	\$270
1004	Secretary	\$3,393	\$2,545	\$3,723
<b>TOTAL FWD TO ACTIVITY SUMMARY</b>		<b>\$4,250</b>	<b>\$3,335</b>	<b>\$4,593</b>

TAG #	ACCOUNT NAME	2013 BUDGET	2013 ACTUAL	2014 BUDGET
2000	Office Supplies			
	Meeting supplies, Board Presentations	\$200	\$182	\$200
<b>TOTAL - CARRIED FORWARD TO ACTIVITY SUMMARY</b>		<b>\$200</b>	<b>\$182</b>	<b>\$200</b>
3000	Account Name	2013 BUDGET	2013 ACTUAL	2014 BUDGET
	Board Meeting Supplies	\$969	\$482	\$900
	Memberships	\$3,612	\$3,793	\$3,800
	Training	\$15,000	\$14,318	\$15,000
	CNB Administrative Fee-City Lawyer	\$22,751	\$22,751	\$22,571
	Legal representation by City Solicitor	\$6,038	\$5,657	\$6,038
	Advertising/Sundry Services	\$30,000	\$9,494	\$30,000
	Legal Costs	\$16,000	\$0	\$16,000
	Insurance Deductibles	\$94,370	\$56,495	\$94,309
<b>TOTAL - CARRIED FORWARD TO ACTIVITY SUMMARY</b>		<b>\$94,370</b>	<b>\$56,495</b>	<b>\$94,309</b>

**SUMMARY OF EXPENDITURES AND REVENUES FOR ACTIVITY**

	2013 BUDGET	2013 ACTUAL	2014 BUDGET	2014 ADMIN. RECOMMENDED	% INCREASE	% INCREASE
PERSONNEL COSTS	\$4,250	\$3,335	\$4,593	\$4,593	8.1%	8.1%
PURCHASE OF GOODS	\$700	\$182	\$700	\$700	0.0%	0.0%
SERVICES AND RENTS	\$94,370	\$56,495	\$94,309	\$94,309	-0.1%	-0.1%
FINANCIAL EXPENSES	\$0	\$0	\$0	\$0	#DIV/0!	#DIV/0!
CAPITAL EXPENSES	\$0	\$0	\$0	\$0	#DIV/0!	#DIV/0!
TRANSFERS TO AGENCIES	\$0	\$0	\$0	\$0	#DIV/0!	#DIV/0!
INTERNAL TRANSFERS	\$0	\$0	\$0	\$0	#DIV/0!	#DIV/0!
<b>TOTAL EXPENDITURES</b>	<b>\$98,820</b>	<b>\$60,012</b>	<b>\$99,102</b>	<b>\$99,102</b>	<b>0%</b>	<b>0%</b>
<b>NET COST OF ACTIVITY</b>	<b>\$98,820</b>	<b>\$60,012</b>	<b>\$99,102</b>	<b>\$99,102</b>	<b>0%</b>	<b>0%</b>







<b>NORTH BAY POLICE SERVICES BOARD</b> <b>ANNUAL OPERATING BUDGET - YEAR 2014</b> <b>PERSONNEL COSTS</b>	<b>ACTIVITY: SALARIES/BENEFITS-SWORN &amp; CIVILIAN</b> <b>G.L. NO: 100-7002-472</b>
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	SWORN	FULL TIME	
		2013	2014
Staffing	Chief	1	1
	Deputy Chief	1	1
	Inspectors	2	2
	Staff Sergeants	5	6
	Sergeants	10	9
	1st Class	69	71
	2nd Class	3	1
	3rd Class	2	0
	4th Class	1	3
	Staffing Adjustment		
	<b>TOTAL SWORN</b>	<b>94</b>	<b>94</b>
	<b>CIVILIAN</b>		
	Admin. Assistant	1	1
	Technical Assistant	3	2
	Human Resources	2	2
	Info. Systems	2	2
	Stores	1	1
	Office Manager	1	1
	Custodian	1	1
	Court Coordinator	1	1
	Clerks	12	12
	Communications Superv.	1	1
	Dispatcher Police	5	5
	Dispatcher 911/Fire	5	5
	Special Constable	3	1
	Maintenance Supervisor	1	1
	Exhibit Clerk	1	1
	<b>TOTAL CIVILIAN</b>	<b>40</b>	<b>37</b>
	<b>TOTAL FULLTIME</b>		

TAG #	ACCOUNT NAME	2013 BUDGET	2013 ACTUAL	2014 BUDGET
	<b>SWORN SALARIES</b>			
1001	Chief	\$182,342		\$187,812
	Deputy Chief	\$149,988		\$160,853
	Inspectors	\$253,882		\$267,789
	Staff Sergeants	\$716,716		\$744,059
	Sergeants	\$970,145		\$1,006,156
	Constables	\$6,548,502		\$6,712,925
	Staffing Adjustment			
	<b>TOTAL SWORN SALARIES</b>	<b>\$8,821,575</b>	<b>\$0</b>	<b>\$9,079,594</b>
	<b>CIVILIAN SALARIES</b>			
1001	Admin. Assistant	\$70,088		\$72,181
	Technical Assistants x 2	\$200,578		\$136,881
	Human Resources Coord & Asst.	\$144,959		\$149,444
	Info. Systems Coord.& Technician	\$137,130		\$141,371
	Stores Clerk	\$60,195		\$55,593
	Office Manager	\$72,035		\$74,169
	Custodian	\$52,842		\$54,414
	Court Coordinator	\$59,918		\$61,693
	Clerks	\$661,606		\$661,907
	Communications Superv.	\$79,720		\$82,089
	Dispatcher Police	\$340,891		\$351,073
	Dispatcher 911/Fire	\$289,563		\$351,823
	Special Constable	\$59,618		\$61,393
	Maintenance Supervisor	\$64,977		\$66,912
	Exhibit Clerk	\$53,854		\$55,456
	<b>TOTAL CIVILIAN SALARIES</b>	<b>\$2,347,974</b>	<b>\$0</b>	<b>\$2,376,399</b>
	Contingency	(\$65,000)		
	<b>TOTAL FULLTIME EMPLOYEES</b>	<b>\$11,104,549</b>	<b>\$8,388,813</b>	<b>\$11,455,993</b>

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**NORTH BAY POLICE SERVICES BOARD  
ANNUAL OPERATING BUDGET - YEAR 2014  
ACTIVITY SUMMARY**

**ACTIVITY: BENEFITS  
G.L. NO: 100-7002-472**

**PURPOSE OF ACTIVITY:**

Sworn & Civilian employee benefits, including overtime, Statutory holiday pay, Health care & insurance benefits.  
Also includes Retiree benefits.

**SUMMARY OF EXPENDITURES AND REVENUES FOR ACTIVITY**

	2013 BUDGET	2013 ACTUAL	2014 ADMIN. RECOMMENDED		
			2014 BUDGET	'13 BUDGET vs '14 BUDGET \$ INCREASE	% INCREASE
PERSONNEL COSTS	\$4,339,246	\$3,537,879	\$4,426,361	\$87,115	0.0%
PURCHASE OF GOODS	\$0	\$0	\$0	\$0	0.0%
SERVICES AND RENTS	\$0	\$0	\$0	\$0	0.0%
FINANCIAL EXPENSES	\$0	\$0	\$0	\$0	0.0%
CAPITAL EXPENSES	\$0	\$0	\$0	\$0	0.0%
TRANSFERS TO AGENCIES	\$0	\$0	\$0	\$0	0.0%
INTERNAL TRANSFERS	\$0	\$0	\$0	\$0	0.0%
<b>TOTAL EXPENDITURES</b>	<b>\$4,339,246</b>	<b>\$3,537,879</b>	<b>\$4,426,361</b>	<b>\$87,115</b>	<b>2.0%</b>
<b>NET COST OF ACTIVITY</b>	<b>\$4,339,246</b>	<b>\$3,537,879</b>	<b>\$4,426,361</b>	<b>\$87,115</b>	<b>2.0%</b>



<b>NORTH BAY POLICE SERVICES BOARD</b> <b>ANNUAL OPERATING BUDGET - YEAR 2014</b> <b>PAYROLL EXPENSES DETAIL</b>	<b>ACTIVITY: BENEFITS</b> <b>G.L.#: 100-7002-472</b>
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FULL TIME BENEFITS		DETAIL OF PROPOSED BUDGET		2013 BUDGET	2013 ACTUAL	2014 BUDGET
1103 Overtime Sworn	Staff shortages, events			\$365,000	\$279,110	\$365,000
1101 Overtime Civilian	Staff shortages, events			\$25,000	\$30,914	\$25,000
1102 Overtime Part-time	Civilian			\$60,000	\$55,693	\$60,000
1205 Stat Sworn	Statutory Holidays			\$265,000	\$185,588	\$270,000
1409 Off Duty	Billed back -see corresponding revenue line			\$100,000	\$105,911	\$100,000
TOTAL CARRIED FORWARD TO ACTIVITY SUMMARY				\$815,000	\$657,216	\$820,000

MISC. SWORN		DETAIL OF PROPOSED BUDGET		2013	2013	2014
				BUDGET	ACTUAL	BUDGET
1406	Intoxilyzer Pay	\$500/yr/member (16 members for 2014)		\$9,000	\$0	\$8,000
1407	Acting Rank		Filling of service rank	\$35,000	\$19,740	\$35,000
1408	Coach Officer		Premium for training new officers	\$9,000	\$2,265	\$9,000
1499	Clothing Allowance		Contract	\$17,000	\$11,230	\$17,000
1412	ERT		Contract-\$400/member/annum X 12	\$4,800	\$0	\$4,800
1413	Negotiators		Contract-\$250/annum/negotiator X 12	\$3,000	\$0	\$3,000
1405	Incentive Pay		Incentive bonus upon Promotional exams	\$2,500	\$0	\$2,500
TOTAL CARRIED FORWARD TO ACTIVITY SUMMARY				\$80,300	\$33,235	\$79,300

MISC. CIVILIAN		DETAIL OF PROPOSED BUDGET		2013 BUDGET	2013 ACTUAL	2014 BUDGET
1206 Stat Pay	Contract (included in the wage figure tag 1001)			\$4,200	\$2,836	\$4,200
1403 Service Pay				\$7,000	\$11,100	\$7,000
1003 Shift Premium		Training hours allowance per contract (estimated)		\$3,200	\$1,111	\$3,200
1414 Civilian Coach Training		Contract-\$250/annum X 13		\$3,250	\$0	\$3,250
1411 Commissioner of Oath		offset by revenue line (funded by Reserve)			\$145,686	
1298 Retirement Payout	TOTAL CARRIED FORWARD TO ACTIVITY SUMMARY			\$17,650	\$160,733	\$17,650



<b>NORTH BAY POLICE SERVICES BOARD</b> <b>ANNUAL OPERATING BUDGET - YEAR 2014</b> <b>BENEFIT DETAIL</b>	G.L.#: 100-7002-472
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MISC. PART TIME	DETAIL OF PROPOSED BUDGET	2013 BUDGET	2013 ACTUAL	2014 BUDGET
1802 EHT		\$19,521		\$22,140
WSIB		\$22,423		\$45,432
EI		\$26,282		\$29,689
CPP		\$45,147		\$51,891
1202 5.4% Vac.		\$47,835	\$37,851	\$55,569
1802 12 % Lieu of Benefits	Contract-Applicable to Part-timers	\$67,349		\$78,458
1802 Greenshield/Coop		\$11,168		\$0
<b>TOTAL CARRIED FORWARD TO ACTIVITY SUMMARY</b>		<b>\$239,725</b>	<b>\$177,883</b>	<b>\$283,179</b>

FRINGE BENEFITS-SWORN	DETAIL OF PROPOSED BUDGET	2013 BUDGET	2013 ACTUAL	2014 BUDGET
1801 WSIB		\$171,020		\$171,524
EI		\$115,936		\$118,832
EHT		\$173,592		\$178,446
CPP		\$219,127		\$223,765
OMERS		\$1,101,185		\$1,141,521
Group Insurance		\$72,932		\$76,667
Supplemental Health		\$489,684		\$491,767
<b>TOTAL CARRIED FORWARD TO ACTIVITY SUMMARY</b>		<b>\$2,343,476</b>	<b>\$2,504,996</b>	<b>\$2,402,522</b>

FRINGE BENEFITS-CIVILIAN	DETAIL OF PROPOSED BUDGET	2013 BUDGET	2013 ACTUAL	2014 BUDGET
1801 WSIB		\$52,952		\$53,541
EI		\$46,520		\$46,939
EHT		\$46,083		\$46,625
CPP		\$87,815		\$88,482
OMERS		\$239,927		\$238,135
Group Insurance		\$17,931		\$17,552
Supplemental Health		\$201,519		\$201,161
<b>TOTAL CARRIED FORWARD TO ACTIVITY SUMMARY</b>		<b>\$692,747</b>		<b>\$692,435</b>



**NORTH BAY POLICE SERVICES BOARD  
ANNUAL OPERATING BUDGET - YEAR 2014  
BENEFIT DETAIL**

G.L.#: 100-7002-472

FRINGE BENEFITS-RETIREES		2013 BUDGET	2013 ACTUAL	2014 BUDGET
1801	Supplemental Health Retirees to age 65 per contract	\$148,128		\$129,015
	Group Insurance	\$2,220		\$2,260
1810	Past Service Agreements		\$3,816	
TOTAL CARRIED FORWARD TO ACTIVITY SUMMARY		<b>\$150,348</b>	<b>\$3,816</b>	<b>\$131,275</b>



**NORTH BAY POLICE SERVICES BOARD  
ANNUAL OPERATING BUDGET - YEAR 2014  
ACTIVITY SUMMARY**

**ACTIVITY: ADMINISTRATION  
G.L. NO: 100-7005-472**

**PURPOSE OF ACTIVITY:**

To provide for office supplies, insurance premiums, City administrative fee, transfer to Vested Sick Leave Reserve, Photocopy costs, and costs related to Administrative Support.

**SUMMARY OF EXPENDITURES AND REVENUES FOR ACTIVITY**

	2013 BUDGET	2013 ACTUAL	2014 ADMIN. RECOMMENDED		
			2014 BUDGET	'13 BUDGET vs '14 BUDGET \$ INCREASE	% INCREASE
PERSONNEL COSTS	\$0	\$0	\$0	\$0	0.0%
PURCHASE OF GOODS	\$33,500	\$21,814	\$31,000	(\$2,500)	-7.5%
SERVICES AND RENTS	\$139,391	\$138,344	\$148,890	\$9,499	6.8%
FINANCIAL EXPENSES	\$0	\$0	\$0	\$0	N/A
CAPITAL EXPENSES	\$10,000	\$8,055	\$65,000	\$55,000	550.0%
TRANSFERS TO AGENCIES	\$0	\$0	\$0	\$0	N/A
INTERNAL TRANSFERS	\$0	\$0	\$0	\$0	N/A
<b>TOTAL EXPENDITURES</b>	<b>\$182,891</b>	<b>\$168,213</b>	<b>\$244,890</b>	<b>\$61,999</b>	<b>33.9%</b>
<b>NET COST OF ACTIVITY</b>	<b>\$182,891</b>	<b>\$168,213</b>	<b>\$244,890</b>	<b>\$61,999</b>	<b>33.9%</b>



**NORTH BAY POLICE SERVICES BOARD  
ANNUAL OPERATING BUDGET - YEAR 2014  
PROPOSED BUDGET DETAIL**

**ACTIVITY: ADMINISTRATION  
G.L. NO: 100-7005-472**

2000	TAG #	ACCOUNT NAME	DETAIL OF PROPOSED BUDGET	2013 BUDGET	2013 ACTUAL	2014 BUDGET
Purchase of Goods	2601	Office Supplies	Envelopes, stationary, pens, pencils, printed forms, etc.	\$28,000	\$18,639	\$26,000
	2685	Copier Supplies	Copy charges on Xerox, Staples	\$5,500	\$3,175	\$5,000
<b>TOTAL - CARRIED FORWARD TO ACTIVITY SUMMARY</b>				<b>\$33,500</b>	<b>\$21,814</b>	<b>\$31,000</b>

3000	TAG #	ACCOUNT NAME	DETAIL OF PROPOSED BUDGET	2013 BUDGET	2013 ACTUAL	2014 BUDGET
Services & Rents	3025	Photocopy lease costs & Maintenance	Toners, & Lease Costs	\$12,795	\$10,511	\$11,000
	3005	Postage/Courier		\$9,000	\$6,765	\$9,000
	3601	Insurance Premiums	Property, boiler, general liability	\$39,686	\$49,456	\$49,500
	3101	Service Fee (City)		\$44,400	\$44,399	\$45,730
	3099	Misc. (subscriptions, maintenance)	subscriptions, Criminal Codes, etc	\$13,360	\$14,986	\$13,360
	3961	Health & Wellness	EFAP Quarterly payments, Flu Clinic	\$10,650	\$6,588	\$10,000
	3460	Brinks Courier	Monetary weekly bank deposits picked up for deposit	\$0	\$0	\$1,600
	3065	Memberships	HRPAO, IACP, CACP, OACP, Can. Ident, Credit Bureau, CCIS, APCO, OALEP, C	\$4,000	\$4,243	\$4,200
	3080	Advertising	Job Ads and other media costs	\$500	\$606	\$500
			Promotional/HR/Hiring process costs	\$5,000	\$790	\$4,000
	3027	Interview Expenses		\$139,391	\$138,344	\$148,890
<b>TOTAL - CARRIED FORWARD TO ACTIVITY SUMMARY</b>						

5000	TAG #	ACCOUNT NAME	DETAIL OF PROPOSED BUDGET	2013 BUDGET	2013 ACTUAL	2014 BUDGET
Capital Purchases	5015	Office Furniture & Equipment	Chairs, Fax, Office Equipment	\$10,000	\$7,774	\$10,000
	5115	Transfer to Reserve	S/L Reserve Transfer for vested payouts	\$0		\$55,000
	4101-15	Bank fees/exchange/over & short		\$0	\$281	
<b>TOTAL - CARRIED FORWARD TO ACTIVITY SUMMARY</b>				<b>\$10,000</b>	<b>\$8,055</b>	<b>\$65,000</b>





**NORTH BAY POLICE SERVICES BOARD  
ANNUAL OPERATING BUDGET - YEAR 2014  
ACTIVITY SUMMARY**

**ACTIVITY: EMERGENCY  
LAW ENFORCEMENT  
G.L. NO: 100-7006-472**

**PURPOSE OF ACTIVITY:**

Travel related to investigations, investigative costs, prisoner costs and other miscellaneous enforcement or incident related costs.

**SUMMARY OF EXPENDITURES AND REVENUES FOR ACTIVITY**

	2013 BUDGET	2013 ACTUAL	2014 ADMIN. RECOMMENDED		
			2014 BUDGET	'13 BUDGET vs '14 BUDGET \$ INCREASE	% INCREASE
PERSONNEL COSTS	\$0	\$0	\$0	\$0	0.0%
PURCHASE OF GOODS	\$0	\$0	\$0	\$0	#DIV/0!
SERVICES AND RENTS	\$60,277	\$48,599	\$54,560	(\$5,717)	-9.5%
FINANCIAL EXPENSES	\$0	\$0	\$0	\$0	0.0%
CAPITAL EXPENSES	\$0	\$0	\$0	\$0	#DIV/0!
TRANSFERS TO AGENCIES	\$0	\$0	\$0	\$0	N/A
INTERNAL TRANSFERS	\$0	\$0	\$0	\$0	N/A
<b>TOTAL EXPENDITURES</b>	<b>\$60,277</b>	<b>\$48,599</b>	<b>\$54,560</b>	<b>(\$5,717)</b>	<b>-9.5%</b>
<b>TOTAL REVENUES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.0%</b>
<b>NET COST OF ACTIVITY</b>	<b>\$60,277</b>	<b>\$48,599</b>	<b>\$54,560</b>	<b>(\$5,717)</b>	<b>-9.5%</b>

	<p align="center"><b>NORTH BAY POLICE SERVICES BOARD</b>  <b>ANNUAL OPERATING BUDGET - YEAR 2014</b>  <b>PROPOSED BUDGET DETAIL</b></p>	<p>ACTIVITY: EMERGENCY  LAW ENFORCEMENT  G.L. NO: 100-7006-472</p>
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3000	TAG #	ACCOUNT NAME	DETAIL OF PROPOSED BUDGET	2013 BUDGET	2013 ACTUAL	2014 BUDGET
Services & Rents	3030	Travel/Investigations	Prisoner Escorts or Costs related to Incidents being invest. *	\$20,000	\$13,226	\$20,000
	3060	Prisoner Meals	For prisoners in custody at the court house, or NBPS HQ *	\$7,565	\$4,907	\$7,560
	3999	Sundry Services	Costs related to occurrences, OPM, CPM, etc	\$16,000	\$15,128	\$16,000
	3307	Equipment Maintenance/Services	Intelligence equipment and maintenance	\$8,712	\$6,653	\$3,000
	3160	Informant Fees		\$8,000	\$8,685	\$8,000
			* NOTE: These line costs are relative to the number of prisoners and incidents in any given year.			
			<b>TOTAL - CARRIED FORWARD TO ACTIVITY SUMMARY</b>	<b>\$60,277</b>	<b>\$48,599</b>	<b>\$54,560</b>



**PURPOSE OF ACTIVITY:**  
 Costs related to operating the Traffic Section

**SUMMARY OF EXPENDITURES AND REVENUES FOR ACTIVITY**

	2013 BUDGET	2013 ACTUAL	2014 ADMIN. RECOMMENDED		
			2014 BUDGET	'13 BUDGET vs '14 BUDGET \$ INCREASE	% INCREASE
PERSONNEL COSTS	\$0	\$0	\$0	\$0	0.0%
PURCHASE OF GOODS	\$0	\$0	\$0	\$0	#DIV/0!
SERVICES AND RENTS	\$18,114	\$12,038	\$17,511	(\$603)	-3.3%
FINANCIAL EXPENSES	\$0	\$0	\$0	\$0	0.0%
CAPITAL EXPENSES	\$0	\$0	\$0	\$0	#DIV/0!
TRANSFERS TO AGENCIES	\$0	\$0	\$0	\$0	N/A
INTERNAL TRANSFERS	\$0	\$0	\$0	\$0	N/A
<b>TOTAL EXPENDITURES</b>	<b>\$18,114</b>	<b>\$12,038</b>	<b>\$17,511</b>	<b>(\$603)</b>	<b>-3.3%</b>
<b>TOTAL REVENUES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.0%</b>
<b>NET COST OF ACTIVITY</b>	<b>\$18,114</b>	<b>\$12,038</b>	<b>\$17,511</b>	<b>(\$603)</b>	<b>-3.3%</b>

	<p><b>NORTH BAY POLICE SERVICES BOARD</b>  <b>ANNUAL OPERATING BUDGET - YEAR 2014</b>  <b>PROPOSED BUDGET DETAIL</b></p>	<p><b>ACTIVITY: TRAFFIC ENFORCEMENT</b>  <b>G.L. NO: 100-7007-472</b></p>
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2000-5000	TAG #	ACCOUNT NAME	DETAIL OF PROPOSED BUDGET	2013 BUDGET	2013 ACTUAL	2014 BUDGET
Services & Rents	2601	Traffic Admin Supply		\$1,170	\$464	\$1,000
	2635	Publication updates		\$1,730	\$671	\$1,500
	2910	Police Traffic Supplies		\$1,476	\$1,071	\$1,476
	3315	Vehicle/Bike Maintenance		\$2,035	\$1,716	\$2,035
	3323	Radar/Alcotest Equip Maint		\$3,562	\$320	\$3,500
	5010	Machinery/Equipment Purchase		\$8,141	\$7,796	\$8,000
<b>TOTAL - CARRIED FORWARD TO ACTIVITY SUMMARY</b>				<b>\$18,114</b>	<b>\$12,038</b>	<b>\$17,511</b>



**NORTH BAY POLICE SERVICES BOARD  
ANNUAL OPERATING BUDGET - YEAR 2014  
ACTIVITY SUMMARY**

**ACTIVITY: COMMUNICATIONS  
G.L. NO: 100-7008-472**

**PURPOSE OF ACTIVITY:**

To account for telephone costs, line costs, faxes, pagers, cell phones, radio towers and upgrades to said equipment.

**SUMMARY OF EXPENDITURES AND REVENUES FOR ACTIVITY**

	2013 BUDGET	2013 ACTUAL	2014 ADMIN. RECOMMENDED		
			2014 BUDGET	'13 BUDGET vs '14 BUDGET \$ INCREASE	% INCREASE
PERSONNEL COSTS	\$0	\$0	\$0	\$0	#DIV/0!
PURCHASE OF GOODS	\$0	\$0	\$0	\$0	#DIV/0!
SERVICES AND RENTS	\$144,625	\$129,833	\$157,675	\$13,050	9.0%
FINANCIAL EXPENSES	\$0	\$0	\$0	\$0	N/A
CAPITAL EXPENSES	\$0	\$0	\$0	\$0	#DIV/0!
TRANSFERS TO AGENCIES	\$0	\$0	\$0	\$0	N/A
INTERNAL TRANSFERS	\$0	\$0	\$0	\$0	N/A
<b>TOTAL EXPENDITURES</b>	<b>\$144,625</b>	<b>\$129,833</b>	<b>\$157,675</b>	<b>\$13,050</b>	<b>9.0%</b>
<b>TOTAL REVENUES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>N/A</b>
<b>NET COST OF ACTIVITY</b>	<b>\$144,625</b>	<b>\$129,833</b>	<b>\$157,675</b>	<b>\$13,050</b>	<b>9.0%</b>

	NORTH BAY POLICE SERVICES BOARD ANNUAL OPERATING BUDGET - YEAR 2014 PROPOSED BUDGET DETAIL		ACTIVITY: COMMUNICATIONS G.L. NO: 100-7008-472
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3000	TAG #	ACCOUNT NAME	DETAIL OF PROPOSED BUDGET	2013 BUDGET	2013 ACTUAL	2014 BUDGET
Services & Rents	3010	Telephone	Telephone , Long Dist. Service & Fax, Megalink Contract	\$48,150	\$41,706	\$55,000
	3307	Maintenance/Services/Rents	NICE/Dictaphone, Spectrum Serv. contracts, radio licenses	\$45,000	\$47,354	\$48,700
	3301	Radio Maint. & Supplies	Mobile Radio's, Ear Pieces, Antenna's, Rentals, etc	\$7,500	\$5,554	\$7,000
	3012	Mobile Telephones	Pagers/Portable phones	\$35,000	\$27,623	\$38,000
	3499	Telephone Circuits	Wash Court Video Maint.	\$8,975	\$7,596	\$8,975
TOTAL - CARRIED FORWARD TO ACTIVITY SUMMARY				\$144,625	\$129,833	\$157,675

5000	TAG #	ACCOUNT NAME	DETAIL OF PROPOSED BUDGET	2013 BUDGET	2013 ACTUAL	2014 BUDGET
Capital Purchases	5050	Radios	MIP, HTS Radios & Mobile Radio CI, etc	\$0	\$0	\$0
TOTAL - CARRIED FORWARD TO ACTIVITY SUMMARY				\$0	\$0	\$0



**NORTH BAY POLICE SERVICES BOARD  
ANNUAL OPERATING BUDGET - YEAR 2014  
ACTIVITY SUMMARY**

**ACTIVITY: MAINTENANCE  
OF QUARTERS  
G.L. NO: 100-7010-472**

**PURPOSE OF ACTIVITY:**

Maintenance of two storey Police Administration building, and property.

**SUMMARY OF EXPENDITURES AND REVENUES FOR ACTIVITY**

	2013 BUDGET	2013 ACTUAL	2014 ADMIN. RECOMMENDED		
			2014 BUDGET	'13 BUDGET vs '14 BUDGET \$ INCREASE	% INCREASE
PERSONNEL COSTS	\$0	\$0	\$0	\$0	0.0%
PURCHASE OF GOODS	\$134,794	\$90,719	\$136,174	\$1,380	1.0%
SERVICES AND RENTS	\$63,917	\$58,948	\$69,208	\$5,291	8.3%
FINANCIAL EXPENSES	\$0	\$0	\$0	\$0	0.0%
CAPITAL EXPENSES	\$0	(\$9,870)	\$2,500	\$2,500	#DIV/0!
TRANSFERS TO AGENCIES	\$0	\$0	\$0	\$0	N/A
INTERNAL TRANSFERS	\$0	\$0	\$0	\$0	N/A
<b>TOTAL EXPENDITURES</b>	<b>\$198,711</b>	<b>\$139,797</b>	<b>\$207,882</b>	<b>\$9,171</b>	<b>4.6%</b>
<b>TOTAL REVENUES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.0%</b>
<b>NET COST OF ACTIVITY</b>	<b>\$198,711</b>	<b>\$139,797</b>	<b>\$207,882</b>	<b>\$9,171</b>	<b>4.6%</b>

	NORTH BAY POLICE SERVICES BOARD ANNUAL OPERATING BUDGET - YEAR 2014 PROPOSED BUDGET DETAIL			ACTIVITY: MAINTENANCE OF QUARTERS G.L. NO: 100-7010-472
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2000	TAG #	ACCOUNT NAME	DETAIL OF PROPOSED BUDGET	2013 BUDGET	2013 ACTUAL	2014 BUDGET
of Goods	2615	Janitorial Supplies	Toilet paper, Tissue, Paper towel, sanitary supplies, etc	\$13,000	\$9,437	\$13,380
	2701	Hydro		\$103,000	\$66,928	\$103,000
	2705	Natural Gas		\$13,000	\$9,311	\$13,000
	2715	Water		\$5,000	\$4,510	\$6,000
	2730	Cable/Fibre Optics		\$794	\$533	\$794
TOTAL - CARRIED FORWARD TO ACTIVITY SUMMARY				\$134,794	\$90,719	\$136,174

3000	TAG #	ACCOUNT NAME	DETAIL OF PROPOSED BUDGET	2013 BUDGET	2013 ACTUAL	2014 BUDGET
Services & Rents	3305	Building Maintenance		\$51,200	\$45,594	\$55,000
	3401	Garbage Removal	Miller Waste Contract(City), Shredding, Recycling	\$5,678	\$5,722	\$5,678
	3445	Snow Removal	Snow Removal contract	\$6,500	\$7,106	\$8,000
	3417	Rodent/Pest Control	Quarterly Spraying of Cellblock and NBPS HQ cells	\$539	\$526	\$530
TOTAL - CARRIED FORWARD TO ACTIVITY SUMMARY				\$63,917	\$58,948	\$69,208

5000	TAG #	ACCOUNT NAME	DETAIL OF PROPOSED BUDGET	2013 BUDGET	2013 ACTUAL	2014 BUDGET
Capital Purchases	5010	Machinery/Equipment	Infrastructure maintenance	\$0		\$2,500
			Transfer from reserve 5115		(\$9,870)	
			TOTAL - CARRIED FORWARD TO ACTIVITY SUMMARY			\$0





**NORTH BAY POLICE SERVICES BOARD  
ANNUAL OPERATING BUDGET - YEAR 2014  
ACTIVITY SUMMARY**

**ACTIVITY: UNIFORMS  
EQUIPMENT/MISC.  
G.L. NO: 100-7012-472**

**PURPOSE OF ACTIVITY:**

Supply of technical equipment and enforcement tools for uniformed officers

**SUMMARY OF EXPENDITURES AND REVENUES FOR ACTIVITY**

	2013 BUDGET	2013 ACTUAL	2014 ADMIN. RECOMMENDED		
			2014 BUDGET	'13 BUDGET vs '14 BUDGET \$ INCREASE	% INCREASE
PERSONNEL COSTS	\$0	\$0	\$0	\$0	0.0%
PURCHASE OF GOODS	\$127,500	\$104,256	\$125,500	(\$2,000)	-1.6%
SERVICES AND RENTS	\$17,300	\$18,107	\$18,100	\$800	4.6%
FINANCIAL EXPENSES	\$0	\$0	\$0	\$0	0.0%
CAPITAL EXPENSES	\$10,000	\$9,939	\$10,000	\$0	0.0%
TRANSFERS TO AGENCIES	\$0	\$0	\$0	\$0	N/A
INTERNAL TRANSFERS	\$0	\$0	\$0	\$0	N/A
<b>TOTAL EXPENDITURES</b>	<b>\$154,800</b>	<b>\$132,302</b>	<b>\$153,600</b>	<b>(\$1,200)</b>	<b>-0.8%</b>
<b>TOTAL REVENUES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.0%</b>
<b>NET COST OF ACTIVITY</b>	<b>\$154,800</b>	<b>\$132,302</b>	<b>\$153,600</b>	<b>(\$1,200)</b>	<b>-0.8%</b>

		NORTH BAY POLICE SERVICES BOARD ANNUAL OPERATING BUDGET - YEAR 2014 PROPOSED BUDGET DETAIL		ACTIVITY: UNIFORMS EQUIPMENT/MISC. G.L. NO: 100-7012-472
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2000	TAG #	ACCOUNT NAME	DETAIL OF PROPOSED BUDGET	2013 BUDGET	2013 ACTUAL	2014 BUDGET
Purchase of Goods	2910	Police Supplies	Flares, Tape, Tags, cuffs, first aid, etc	\$25,500	\$15,112	\$25,500
	2915	Gun Supplies	Ammo (Practice & Street) & Maintenance, Tasers	\$30,000	\$24,717	\$30,000
	2650	Uniform Issue	Uniforms-patrol, dress, body armour, gloves, boots, etc	\$60,000	\$54,760	\$60,000
	2920	Technical Services	Forensic supplies, Digital Photo supplies, etc.	\$12,000	\$9,667	\$10,000
TOTAL - CARRIED FORWARD TO ACTIVITY SUMMARY				\$127,500	\$104,256	\$125,500

3000	TAG #	ACCOUNT NAME	DETAIL OF PROPOSED BUDGET	2013 BUDGET	2013 ACTUAL	2014 BUDGET
Services & Rents	3350	Dry Cleaning/Maintenance/Alterations		\$17,300	\$18,107	\$18,100
TOTAL - CARRIED FORWARD TO ACTIVITY SUMMARY				\$17,300	\$18,107	\$18,100

5000	TAG #	ACCOUNT NAME	DETAIL OF PROPOSED BUDGET	2013 BUDGET	2013 ACTUAL	2014 BUDGET
Capital Purchases	5045	ERT	Emergency Response Team Equipment	\$10,000	\$9,939	\$10,000
TOTAL - CARRIED FORWARD TO ACTIVITY SUMMARY				\$10,000	\$9,939	\$10,000



**PURPOSE OF ACTIVITY:** Police fleet costs & maintenance

**SUMMARY OF EXPENDITURES AND REVENUES FOR ACTIVITY**

	2013 BUDGET	2013 ACTUAL	2014 ADMIN. RECOMMENDED		
			2014 BUDGET	'13 BUDGET vs '14 BUDGET \$ INCREASE	% INCREASE
PERSONNEL COSTS	\$0	\$0	\$0	\$0	#DIV/0!
PURCHASE OF GOODS	\$236,500	\$128,407	\$226,000	(\$500)	-0.2%
SERVICES AND RENTS	\$308,550	\$249,330	\$316,650	\$8,100	2.6%
FINANCIAL EXPENSES	\$0	\$0	\$0	\$0	N/A
CAPITAL EXPENSES	\$0	\$0	\$0	\$0	#DIV/0!
TRANSFERS TO AGENCIES	\$0	\$0	\$0	\$0	N/A
INTERNAL TRANSFERS	\$0	\$0	\$0	\$0	N/A
<b>TOTAL EXPENDITURES</b>	<b>\$535,050</b>	<b>\$377,737</b>	<b>\$542,650</b>	<b>\$7,600</b>	<b>1.4%</b>
<b>TOTAL REVENUES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>N/A</b>
<b>NET COST OF ACTIVITY</b>	<b>\$535,050</b>	<b>\$377,737</b>	<b>\$542,650</b>	<b>\$7,600</b>	<b>1.4%</b>

NORTH BAY POLICE SERVICES BOARD ANNUAL OPERATING BUDGET - YEAR 2014 PROPOSED BUDGET DETAIL		ACTIVITY: FLEET G.L. NO: 100-7014-472
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2000	TAG #	ACCOUNT NAME	DETAIL OF PROPOSED BUDGET	2013 BUDGET	2013 ACTUAL	2014 BUDGET
Purchase of Goods	2401	Fuel	Purchased at City Yards	\$196,000	\$112,655	\$196,000
	2420	Tires	Goodyear & Michelin Contract (PCPG)	\$30,500	\$15,752	\$30,000
TOTAL - CARRIED FORWARD TO ACTIVITY SUMMARY				\$226,500	\$128,407	\$226,000

3000	TAG #	ACCOUNT NAME	DETAIL OF PROPOSED BUDGET	2013 BUDGET	2013 ACTUAL	2014 BUDGET
Services & Rents	3307	Equipment Maintenance	Decaling, Cages, Changeovers, towing, etc	\$78,000	\$70,245	\$75,000
	3315	Vehicle Maintenance	Brake Service, LOF, Inspections, etc.	\$145,000	\$104,591	\$145,000
	3355	Car Washes	Esso, and Shell Touchless wash stations	\$3,650	\$1,918	\$3,650
	3601	Insurance	Fleet insurance	\$61,900	\$72,576	\$73,000
	3655	Insurance Deductible Misc	Appraisal fees	\$20,000	\$0	\$20,000
TOTAL - CARRIED FORWARD TO ACTIVITY SUMMARY				\$308,550	\$249,330	\$316,650



<b>NORTH BAY POLICE SERVICES BOARD ANNUAL OPERATING BUDGET - YEAR 2014 ACTIVITY SUMMARY</b>	<b>ACTIVITY: TRAINING G.L. NO: 100-7018-472</b>
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**PURPOSE OF ACTIVITY:**

Costs of all training, Sworn & Civilian

**SUMMARY OF EXPENDITURES AND REVENUES FOR ACTIVITY**

	2013 BUDGET	2013 ACTUAL	2014 ADMIN. RECOMMENDED		
			2014 BUDGET	'13 BUDGET vs '14 BUDGET \$ INCREASE	% INCREASE
PERSONNEL COSTS	\$0	\$0	\$0	\$0	0.0%
PURCHASE OF GOODS	\$0	\$0	\$0	\$0	#DIV/0!
SERVICES AND RENTS	\$85,000	\$40,714	\$85,000	\$0	0.0%
FINANCIAL EXPENSES	\$0	\$0	\$0	\$0	N/A
CAPITAL EXPENSES	\$0	\$0	\$0	\$0	#DIV/0!
TRANSFERS TO AGENCIES	\$0	\$0	\$0	\$0	N/A
INTERNAL TRANSFERS	\$0	\$0	\$0	\$0	N/A
<b>TOTAL EXPENDITURES</b>	<b>\$85,000</b>	<b>\$40,714</b>	<b>\$85,000</b>	<b>\$0</b>	<b>0.0%</b>
<b>TOTAL REVENUES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.0%</b>
<b>NET COST OF ACTIVITY</b>	<b>\$85,000</b>	<b>\$40,714</b>	<b>\$85,000</b>	<b>\$0</b>	<b>0.0%</b>

	<b>NORTH BAY POLICE SERVICES BOARD</b> <b>ANNUAL OPERATING BUDGET - YEAR 2014</b> <b>PROPOSED BUDGET DETAIL</b>	<b>ACTIVITY: TRAINING</b> <b>G.L. NO: 100-7018-472</b>
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3000	TAG #	ACCOUNT NAME	DETAIL OF PROPOSED BUDGET	2013 BUDGET	2013 ACTUAL	2014 BUDGET
Services & Rents	3070	Training	Learning Skills & Development Plan (OPC, CPC, NOPAAT IN-HOUSE, & MISC.)	\$85,000	\$40,714	\$85,000
<b>TOTAL - CARRIED FORWARD TO ACTIVITY SUMMARY</b>				<b>\$85,000</b>	<b>\$40,714</b>	<b>\$85,000</b>



<b>NORTH BAY POLICE SERVICES BOARD ANNUAL OPERATING BUDGET - YEAR 2014 ACTIVITY SUMMARY</b>	<b>ACTIVITY: COMPUTERS G.L. NO: 100-7020-472</b>
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**PURPOSE OF ACTIVITY:**

Site support costs for OPTIC, CPIC and all other hardware & software requirements.

**SUMMARY OF EXPENDITURES AND REVENUES FOR ACTIVITY**

	2013 BUDGET	2013 ACTUAL	2014 ADMIN. RECOMMENDED		
			2014 BUDGET	'13 BUDGET vs '14 BUDGET \$ INCREASE	% INCREASE
PERSONNEL COSTS	\$0	\$0	\$0	\$0	0.0%
PURCHASE OF GOODS	\$25,000	\$22,779	\$25,000	\$0	0.0%
SERVICES AND RENTS	\$152,166	\$107,179	\$152,166	\$0	0.0%
FINANCIAL EXPENSES	\$0	\$0	\$0	\$0	N/A
CAPITAL EXPENSES	\$121,050	\$93,531	\$121,950	\$900	0.7%
TRANSFERS TO AGENCIES	\$0	\$0	\$0	\$0	N/A
INTERNAL TRANSFERS	\$0	\$0	\$0	\$0	N/A
<b>TOTAL EXPENDITURES</b>	<b>\$298,216</b>	<b>\$223,489</b>	<b>\$299,116</b>	<b>\$900</b>	<b>0.3%</b>
<b>TOTAL REVENUES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.0%</b>
<b>NET COST OF ACTIVITY</b>	<b>\$298,216</b>	<b>\$223,489</b>	<b>\$299,116</b>	<b>\$900</b>	<b>0.3%</b>

		NORTH BAY POLICE SERVICES BOARD ANNUAL OPERATING BUDGET - YEAR 2014 PROPOSED BUDGET DETAIL		ACTIVITY: COMPUTERS G.L. NO: 100-7020-472	
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2000	TAG #	ACCOUNT NAME	DETAIL OF PROPOSED BUDGET	2013 BUDGET	2013 ACTUAL	2014 BUDGET
Purchase of Goods	2699	Supplies	printer toners, inkjet cartridges, cards & fobs, etc	\$25,000	\$22,779	\$25,000
TOTAL - CARRIED FORWARD TO ACTIVITY SUMMARY				\$25,000	\$22,779	\$25,000

3000	TAG #	ACCOUNT NAME	DETAIL OF PROPOSED BUDGET	2013 BUDGET	2013 ACTUAL	2014 BUDGET
Services & Rents	3307	Misc. Maintenance & Repairs	Computer/Printer servicing, repairs, wiring etc	\$5,190	\$1,739	\$5,190
	3430	Canadian Police Information Centre	Support, CPIC Services	\$1,526	\$1,526	\$1,526
	3999	Ontario Police Technical Info. Cooperative	Annual feed R.M.S. & CAD	\$132,750	\$93,537	\$132,750
	3220	Computer Lease	Lease Contracts	\$12,700	\$10,377	\$12,700
TOTAL - CARRIED FORWARD TO ACTIVITY SUMMARY				\$152,166	\$107,179	\$152,166

5000	TAG #	ACCOUNT NAME	DETAIL OF PROPOSED BUDGET	2013 BUDGET	2013 ACTUAL	2014 BUDGET
Capital Purchases	5030	Computer Hardware	Scanners, Printers, Special Equipment, UPS, etc	\$54,100	\$48,715	\$55,000
	5033	Computer Software	Program updates, OSL, Backup, Acrobat, Firewall Updates	\$66,950	\$44,816	\$66,950
			Canada Law, Internet Site Host/Maint.,etc			
TOTAL - CARRIED FORWARD TO ACTIVITY SUMMARY				\$121,050	\$93,531	\$121,950





NORTH BAY POLICE SERVICES BOARD		ACTIVITY:	REVENUES
ANNUAL OPERATING BUDGET - YEAR 2014		G.L. NO:	100-7001-362
ACTIVITY SUMMARY			

**PURPOSE OF ACTIVITY:**

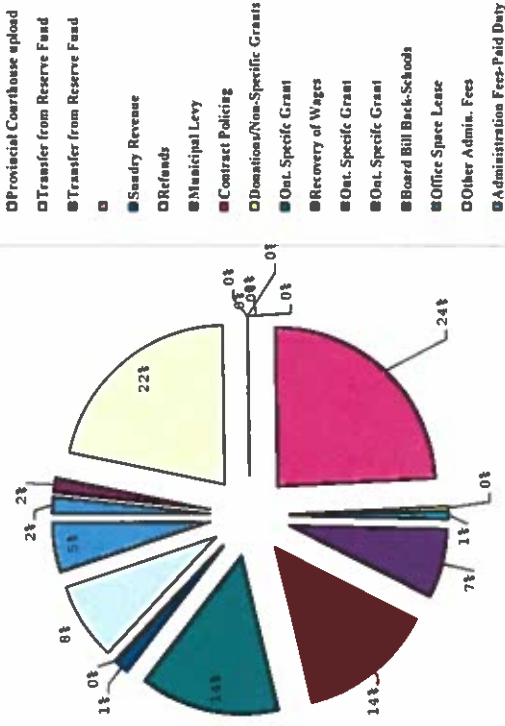
Collection of all revenues for the Service including, grants, contract policing, paid duty, sale of vehicles administrative fees, etc

**CHANGES OR IMPROVEMENTS:**

**SUMMARY OF EXPENDITURES AND REVENUES FOR ACTIVITY**

	2013 BUDGET	2013 ACTUAL	2014 BUDGET
0000 - REVENUES	\$1,838,314	\$1,262,715	\$1,959,428

**2014 REVENUE DETAIL**





NORTH BAY POLICE SERVICES BOARD ANNUAL OPERATING BUDGET - YEAR 2014 ACTIVITY DETAIL		ACTIVITY:	REVENUES
		G.L. NO:	100-7001-362

TAG #	ACCOUNT NAME	DETAILS	2013 BUDGET	2013 ACTUAL	2014 BUDGET
0405	Taxi Licenses		\$35,000	\$32,658	\$33,250
0420	POA Court Fees	POA Transfer	\$33,383	\$33,383	\$30,000
	Provincial Courthouse upload	Courthouse security	\$281,085	\$281,085	\$421,627
0470	Transfer from Reserve Fund	Sick Leave		\$145,686	
0470	Transfer from Reserve Fund	General Police Purposes	\$16,616	\$16,616	
0480	Sundry Revenue	Suspension Notices, etc.	\$500	\$418	\$500
0474	Refunds	NEER Rebate	\$20,000	\$0	\$0
0704	Municipal Levy	Transferred from the City			
0992	Contract Policing	Callander Policing contract	\$464,462	\$348,347	\$478,400
0995	Donations/Non-Specific Grants	Safe school/CRIA/YIP1	\$7,600	\$11,710	\$7,600
0536	Ont. Specific Grant	RIDE program	\$15,375	\$0	\$15,400
0967	Recovery of Wages	Secondments etc.	\$134,751	\$64,840	\$138,586
0538	Ont. Specific Grant	Community Policing (CPP)	\$270,000	\$29,158	\$270,000
0524	Ont. Specific Grant	Safer Community Program	\$280,000	\$85,528	\$280,000
0869	Board Bill Back-Schools	DARE/School Liason	\$27,700	\$0	\$27,700
0847	Office Space Lease	Accident Reporting Centre	\$1,842	\$1,842	\$1,865
0869	Other Admin. Fees	Rec Ck. Occurs. Alarms, Etc.	\$150,000	\$107,823	\$154,500
0850	Administration Fees-Paid Duty	Paid Duty revenues	\$100,000	\$103,621	\$100,000
TOTAL - CARRIED FORWARD TO ACTIVITY SUMMARY			\$1,838,314	\$1,262,715	\$1,959,428



## 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](http://www.northbaypolice.on.ca)

Paul D. Cook  
Chief of Police

Shawn E. Devine  
Deputy Chief of Police

### Board Report

Date of Report: September 19, 2013

Date of Meeting: October 8, 2013

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

**Subject: Contingency Account – 2013 Families First Celebrations**

**Recommendation: That the Board hereby resolves, "to donate \$250.00 from the contingency line in the Board's Budget to support the 2013 Families First Celebrations."**

Find attached a request from Ms. Erin Vaughan, Community Event Facilitator from the City of North Bay requesting financial support for their 20<sup>th</sup> annual Families First Celebrations. This event is scheduled for December 31, 2012 at Thomson Park, Memorial Gardens and the YMCA.

The Board has provided sponsorship in the past to this worthwhile and fun-filled community event and it is recommended that \$250.00 be donated again this year.

The current balance in the Board's Contingency line is approximately \$4,335.00.

I invite any comments or questions from the Board.

Sincerely,

Paul D. Cook  
Chief of Police



Parks, Recreation & Leisure Services  
Direct Line: (705) 474-0626, Ext. 2312  
Fax Line: (705) 474-9782  
E-mail: [Erin.vaughan@cityofnorthbay.ca](mailto:Erin.vaughan@cityofnorthbay.ca)

September 4, 2013

Chair Person  
North Bay Police Board  
135 Princess Street West  
North Bay, ON P1B 6C2

Dear Chair Person:

**Re: 2013 Families First Celebrations**

Our twentieth annual Families First New Year's Eve Celebration hosted by the City of North Bay is scheduled to take place at Thomson Park, Memorial Gardens and the YMCA on December 31, 2013. New Year's Eve will be here before we know it so plans are already underway to create a fun, safe, action-packed and alcohol-free celebration for all families.

On behalf of the Families First Committee, I would like to encourage your involvement by inviting you to become a 2013 sponsor for this year's festivities. Every year it gets larger and better, and this year will be no exception. It is the generosity of our sponsors that allows us the opportunity to offer the families of North Bay a New Year's Eve to remember in a happy and safe environment. Through donations from local sponsors, we provide this event to the public free of charge.

The North Bay Police Board has donated in the past and we are hoping it will be able to help us with a donation this year. We look forward to your involvement in this fantastic community celebration! A committee member will be in touch with you in the near future. If you have any questions, please do not hesitate to call me.

Thank you in advance for your consideration.

Sincerely,

Erin Vaughan  
Community Event Facilitator



## 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](http://www.northbaypolice.on.ca)

Paul D. Cook  
Chief of Police

Shawn E. Devine  
Deputy Chief of Police

### Board Report

Date of Report: September 19, 2013

Date of Meeting: October 8, 2013

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

**Subject: Contingency Account – 1<sup>st</sup> Annual Easter Seals Gala Ball**

**Recommendation: That the Board hereby resolves, "to donate \$500.00 from the contingency line in the Board's Budget to support the 1<sup>st</sup> Annual Easter Seals Gala Ball."**

Find attached a request from Ms. Joanne Bowers, Development Officer of Easter Seals Ontario requesting financial support for their 1st Annual Easter Seals Gala Ball. This event is scheduled for Friday, October 18, 2013 at the Davedi Club.

Proceeds from this event will be used to provide support for families with children and youth who have physical disabilities.

The Board has provided sponsorship in the past to Easter Seals and it is recommended that \$500.00 (Bronze Sponsorship) be donated towards this special event taking place in our community.

The current balance in the Board's Contingency line is approximately \$4,335.00.

I invite any comments or questions from the Board.

Sincerely,

Paul D. Cook  
Chief of Police



Helping Kids with  
Physical Disabilities  
Succeed



September 3, 2013

North Bay Police Services Board  
135 Princess St W  
North Bay, Ontario P1B 8J8

Dear Easter Seals Supporter:

**1<sup>st</sup> Annual Easter Seals Gala Ball  
An Evening of Chocolate Decadence**

Easter Seals Ontario is proud to announce the **1<sup>st</sup> Annual Easter Seals Gala Ball – “An evening of chocolate decadence”** to be held on **Friday, October 18, 2013**, at the Davedi Club. With the amazing support of our sponsors, the evening promises to be spectacular. Our guests will enjoy a delicious dinner infused with chocolate into every dish, chocolate martinis, wine tasting, chocolate tasting, silent auction, and musical entertainment.

Please accept this letter as a personal invitation to join us in support of Easter Seals kids. The attached sponsorship package includes detailed information on becoming a sponsor, purchasing tickets or providing a silent auction item. Tickets are \$100.00 each and a Corporate Table of 8 is \$800.00. Each Corporate Table will be recognized with table signage.

Chocolate, food, wine and so much more! The evening will indulge you to “have your chocolate and eat it too” as our chefs tantalize and tempt your taste buds, while the musical styling of our artists creates the perfect ambience.

For over 90 years, Easter Seals has played an important role in providing support for children and youth with physical disabilities. Funds raised at events like the Gala Ball assist families in purchasing expensive mobility equipment and communications devices for their child, and help send kids to fully accessible Easter Seals camps. With your help, Easter Seals children will achieve a greater sense of freedom, independence and achievement. Your support means so much to these children and their families.

Thank you for your consideration, we truly hope that your company will be able to support Easter Seals kids. If you have any questions regarding the **1<sup>st</sup> Annual Gala Ball for Easter Seals Kids**, please contact me at Easter Seals Ontario, toll free 1-800-316-5730, or by email, at [jbowers@easterseals.org](mailto:jbowers@easterseals.org). The commitment form can be faxed to 705-566-3122.

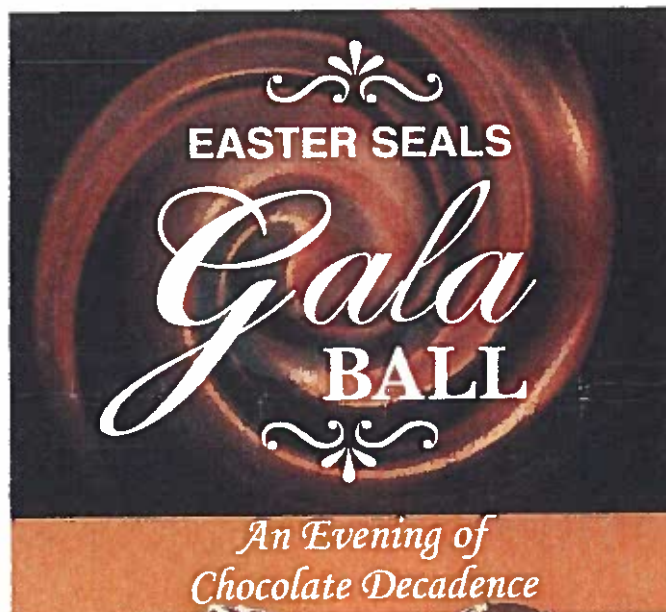
Sincerely,

A handwritten signature in blue ink, appearing to read "Joanne Bowers".

Joanne Bowers  
Development Officer  
Easter Seals Ontario

Encl: Sponsorship Package & Fax Back Form

887 Notre Dame Ave, Unit F, Sudbury, On P3A 2T2  
(705) 566-8858; fax (705) 566-3122; toll free 1-800-316-5730  
website: [www.easterseals.org](http://www.easterseals.org)



**Friday, October 18, 2013**  
**Black Tie • The Davedi Club**  
Tickets: \$100.00 per person

Reception/Wine Tasting 6:00 p.m.  
Dinner & Jazz Band 7:00 p.m. - 10 p.m.  
Silent Auction



Helping Kids with  
Physical Disabilities  
Succeed

For more information contact:  
Joanne Bowers, Development Officer, North Bay/Sudbury  
1.800.316.5730 ext. 6 jbowers@easterseals.org  
[www.easterseals.org](http://www.easterseals.org)



Ontario

Helping Kids with  
Physical Disabilities  
Succeed



## **1<sup>st</sup> Annual Easter Seals Gala Ball** **"An Evening of Chocolate Decadence"** **Friday, October 18, 2013 – The Davedi Club**

### **PRESENTING SPONSORSHIP: \$3,000 (Cash Sponsorship)**

Your company will be recognized as an exclusive sponsor of the *1st Annual Easter Seals Gala Ball*.

#### Benefits

- Corporate name positioned as "1<sup>st</sup> Annual Easter Seals Gala Ball presented by Corporate Name/Logo"
- Corporate name/logo included in our complete media campaign
- Corporate name/logo included in all marketing materials
- Corporate name/logo included in all event mailings
- Corporate Banner displayed at the event (banner to be provided by the sponsor)
- Complimentary tickets – Four (4)
- Corporate name/logo on dinner table signage
- Formal cheque presentation during the Opening Ceremonies (dinner)
- Acknowledgement in 2013 Annual Report
- Corporate logo/name included in post-event print advertising
- Exclusivity, with first right of refusal for future events
- Logo link on Easter Seals website, [www.easterseals.org](http://www.easterseals.org)

### **GOLD SPONSOR: \$2,000 (Cash Sponsorship)**

Shines a spot-light on your Corporations' commitment to your community

#### Benefits

- Corporate name/logo prominently displayed as a "Gold Sponsor"
- Corporate name/logo included in all marketing material
- Corporate name/logo included in all event mailings
- Corporate Banner displayed at the event (banner to be provided by the sponsor)
- Complimentary tickets – Two (2)
- Corporate name/logo on dinner table signage
- Acknowledgement in the 2013 Annual Report
- Logo link on Easter Seals website, [www.easterseals.org](http://www.easterseals.org)





Ontario

Helping Kids with  
Physical Disabilities  
Succeed



## FAX BACK SHEET

### SPONSOR COMMITMENT FORM 2013

FAX OR E-MAIL TO:  
Easter Seals Ontario  
Fax: 705-566-3122  
E-mail: [jbowers@easterseals.org](mailto:jbowers@easterseals.org)  
Phone: 705-566-8858  
Toll-free: 1-800-316-5730

☐ **YES! I WANT TO HELP KIDS WITH PHYSICAL DISABILITIES SUCCEED!**  
**1<sup>st</sup> Annual Easter Seals Gala Ball - "An Evening of Chocolate Decadence"**  
**Friday, October 18, 2013 – The Davedi Club**

- ☐ Presenting Sponsor (\$3,000)
- ☐ Gold Sponsor (\$2,000)
- ☐ Silver Sponsor (\$1,000)
- ☐ Bronze Sponsor (\$500)
- ☐ Tickets – Please reserve one table of 8 (\$800)
- ☐ Tickets – Please reserve \_\_\_\_\_ ticket(s) at \$100 each
- ☐ Silent Auction Item (Donation of a gift, \$50 minimum)
- ☐ Other \_\_\_\_\_

Contact Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

887 Notre Dame Ave, Unit F, Sudbury, On P3A 2T2  
(705) 566-8858, fax (705) 566-3122, toll free 1-800-316-5730  
website: [www.easterseals.org](http://www.easterseals.org)

Incorporated as the Ontario Society for Crippled Children Charitable Registration No 119068377 RR0001