



Joint Meeting Agenda

Collingwood and The Blue Mountains OPP Detachment Boards

Wednesday, June 18, 2025, 9:30 a.m.

Town of The Blue Mountains Town Hall, Council Chambers

32 Mill Street, Thornbury, ON and Virtual

Pages

A. Call to Order

NOTE: The Joint OPP Detachment Board meeting will be called to order at the Thornbury Harbour, at 9:30 am

A.1 Traditional Territory Acknowledgement

We would like to begin our meeting by recognizing the First Nations, Metis and Inuit peoples of Canada as traditional stewards of the land. The municipality is located within the boundary of Treaty 18 region of 1818 which is the traditional land of the Anishnaabek, Haudenosaunee and Wendat-Wyandot-Wyandotte peoples.

A.2 Adoption of Agenda

Recommendation:

THAT the Town of Collingwood and The Blue Mountains Joint OPP Detachment Board Agenda of June 18, 2025, be approved as circulated, including any additions to the Agenda.

A.3 Declarations of Pecuniary Interest and general nature thereof

NOTE: In accordance with the Municipal Conflict of Interest Act and the Town Procedural By-law 2023-62, OPP Detachment Board Members must file a written statement of the interest and its general nature with the Clerk for inclusion on the Registry.

A.4 Christian Galarrage, Marine Unit

NOTE: This Presentation will take place at 9:30 a.m., at the Thornbury Harbour

A.5 Constable Swann, Traffic Management Officer

NOTE: This Presentation will take place immediately following Agenda Item A.4., at the Thornbury Harbour

Following the Constable Swann's Presentation, the meeting will resume at Town Hall, Council Chamber.

A.6 Adoption of Minutes

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Recommendation:
THAT the Town of Collingwood and The Blue Mountains Joint OPP Detachment Board Minutes dated December 13, 2025, be approved as circulated, including any revisions.

A.7 Chair's Remarks

B. Deputations, if any

C. Correspondence, if any

None

D. Staff Reports

None

E. Closed Session

None

E.1 Closed Session Reporting Out Statement

None

F. New and Unfinished Business

F.1 2026-2029 Action Plan

F.1.1 Community Satisfaction Surveys

F.2 Summary of Best Practices from the OAPSB Conference

F.3 Suite of Detachment Board Policies as suggested by the OAPSB

F.4 OPP Detachment Board Logo and Branding

8 - 16

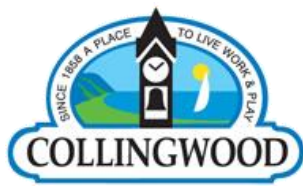
G. Additions to the Agenda

H. Notice of Meeting Dates

At the Call of the Chair

I. Adjournment

Recommendation:
THAT the Town of Collingwood and The Blue Mountains Joint OPP Detachment Board Meeting does now adjourn at (time) a.m. to meet again at the call of the Chair.



Joint Meeting Minutes

Collingwood and The Blue Mountains OPP Detachment Boards

December 13, 2024, 9:00 a.m.

FreeSchools World Literacy Community Room and by Videoconference
Collingwood Public Library, First Floor, 55 Ste. Marie Street, Collingwood

Members Present: Claire Tucker-Reid, Chair
Councillor Kathy Jeffery
Mayor Yvonne Hamlin
Member Michael Edwards
Member Anthony Griffiths
Jim Oliver, Town of The Blue Mountains
Lynn Church, Town of The Blue Mountains
Andrea Matrosovs, Mayor, Town of The Blue Mountains

Members Absent: Donna Wilson, Town of The Blue Mountains
Gail Ardiel, Town of The Blue Mountains

Staff Present: Loris Licharson, OPP Detachment Commander
Sonya Skinner, CAO
Becky Dahl, Legislative Services/Deputy Clerk
Jenny Haines, Administrative Coordinator

Others: Kyra Dunlop, Deputy Clerk, Town of The Blue Mountains
Carrie Fairley, Legislative Coordinator, Town of The Blue Mountains
Wes Staddon, OPP Sargent
Kevin Cornell, OPP Sargent

1. Call to Order

Collingwood Board Chair Claire Tucker-Reid called the meeting to order at 9:00 am. The Town of the Blue Mountains Board Chair Jim Oliver provided recognition and acknowledgement of the traditional territory of the Indigenous peoples.

2. Adoption of Agenda

Moved by: Councillor Kathy Jeffery
Seconded by: Member Anthony Griffiths

THAT the content of the agenda for the Joint Collingwood and The Blue Mountains OPP Detachment Board Meeting for December 13, 2024 be adopted as presented.

CARRIED

3. Declarations of Pecuniary Interest

None.

4. Deputations

4.1 Police Inspectorate, Duane Sprague

Police Services Advisor Duane Sprague provided the Board with an overview of the *Community Safety and Policing Act, 2019* (CSPA) confirming that the Act replaces the former *Police Services Act* which has been unchanged since 1990. Police Services Advisor Sprague provided an overview of the role of the Inspectorate of Policing (IoP) and reviewed the core activities of the IoP under the CSPA, noted that the IoP is comprised of two branches being the Investigations, Inspections and Liaison Branch (IILB) and the Centre for Data Intelligence and Innovation (CDII). Police Services Advisor Sprague noted that the IILB is comprised of 4 units, which are responsible for executing the IoP's compliance and enforcement operations, and for providing enhanced monitoring, advisory and liaison services to support legislated entities in meeting their statutory obligations.

Police Services Advisor Sprague noted that he works out of the Police Services Liaison Unit (PSLU), confirming that advisors provide an array of services and functions to our policing stakeholders such as monitoring local issues, sharing reliable information, assisting in navigating local issues and building and strengthening relationships. Inspectorate Sprague provided the Board with the policing landscape in Ontario and various advisors assigned to each zone, confirming that Hank Zehr will be taking over Zone 5 and part of Zone 3 upon his retirement.

Police Services Advisor Sprague provided a high-level review on the O.P.P Detachment Boards confirming its purpose and responsibility under the CSPA, confirming an O.P.P Detachment Board is not the same as a Police Services Board, as an O.P.P Detachment Board advises the O.P.P. on community safety priorities and helps to identify local concerns that should be addressed. Police Services Advisor Sprague reviewed the role of the Inspector General (IG) confirming that they are required to monitor and conduct inspections and monitor and conduct inspections of members of O.P.P. detachment boards members, and provided the Board with an outline of relevant sections to review within the CSPA and recommended Board members review the Code of Conduct.

Mayor Matrosovs left the meeting at this time. Deputy Clerk Dahl confirmed that the Town of The Blue Mountains Detachment Board no longer has quorum.

Police Services Advisor Sprague addressed questions of the Boards regarding the role of the inspectorate in relation to the Board and the O.P.P detachment and the possibility of inspections; capacity of the Board operationally to establish local policy when the Board works autonomous from Council; confirmation on what exactly is considered local policy; the Boards ability to govern; and who governs the institute of the IoP; audits of the Detachment Board and if the Board will be provided with an audit tool to ensure that the Board is meeting the requirements of the CPSA; whether there is a standard approach to establishing priorities and objectives and if so, will that come from the O.P.P; and confirmation on where the role of the Board starts and stops.

CAO Sonya Skinner noted that Section 68 of the CSPA provides guidance on the governance role of the OPP Detachment Board. Collingwood Chair Claire Tucker-Reid noted that the Board would appreciate a standard approach to the Boards evaluation and thanked Police Services Advisor Sprague for his presentation.

Police Services Advisor Sprague left the meeting.

5. Other Business

5.1 Preventing Targeted Violence in Schools, Detachment Commander Licharson

Detachment Commander Licharson introduced Sargent Wes Staddon to the Board.

Detachment Commander Licharson presented the Board with a presentation entitled "Preventing Targeted Violence in Schools" and noted the objectives of the presentation are to raise awareness, ensure preparedness, review the police response and prevention. Detachment Commander Licharson briefed the Board on what is considered an active threat and the importance of improving preparedness.

Detachment Commander Licharson provided a high-level review of the Ontario Association of Chiefs of Police (OACP) Lockdown Procedure, being a provincial model and protocol for local Police and School Boards. Detachment Commander Licharson noted the importance of using consistent terminology and explained to the Board the role that the Collingwood and Blue Mountains Detachment have when an active incident occurs.

Detachment Commander Licharson reviewed the Safe Schools Initiative noting the importance of schools creating an environment where kids can talk, the importance of educating school staff on what to listen for and

having an understanding of multi-disciplinary threat risk assessment models. Detachment Commander Licharson confirmed that a unified approach, clear communication and immediate coordination are integral.

Detachment Commander Licharson answered questions from the Board regarding if consideration has been made to present the presentation to the School Board directly; if the OPP Detachment Board should participate in emergency response training; what role does the OPP Detachment Board have during emergency situations; and what tactics do the OPP use when they respond to situations that are not at a school.

Moved by: Councillor Kathy Jeffery
Seconded by: Mayor Yvonne Hamlin

THAT the OPP Detachment Boards defer the following agenda items to the next meeting:

- 5.2 School Resource Officers Programs in Ontario Update
- 5.3 Review of the Updated School Board / Police Protocol

CARRIED

5.2 School Resource Officers Programs in Ontario Update, Detachment Commander Licharson

Item deferred to next meeting.

5.3 Review of the Updated School Board / Police Protocol, Detachment Commander Licharson

Item deferred to next meeting.

5.4 *Addition: Bicycles and E-Bikes on Sidewalks

Board members discussed concerns raised by residents regarding bicycles, e-bikes and motorized scooters being used on sidewalks. Board members discussed the Detachment Boards role in addressing this concern.

6. Correspondence

Moved by: Councillor Kathy Jeffery
Seconded by: Member Michael Edwards

THAT the Collingwood and The Blue Mountains OPP Detachment Boards receive the Correspondence List as provided.

CARRIED

6.1 2023 Annual Report of the Inspectorate General of Policing

7. Next Meeting

Deputy Clerk Dahl confirmed that a poll will go out to Board members to determine the next joint meeting date with the Collingwood and Town of the Blue Mountains OPP Detachment Boards.

8. Adjournment

Moved by: Councillor Jeffery

THAT the meeting of the Collingwood and The Blue Mountains OPP Detachment Boards be hereby adjourned at 11:22 a.m. **CARRIED.**

Chair



THE BLUE MOUNTAINS OPP DETACHMENT BOARD
CONSEIL DU DÉTACHEMENT DE BLUE MOUNTAINS
DE LA POLICE PROVINCIALE

COLLINGWOOD OPP DETACHMENT
DÉTACHEMENT DE COLLINGWOOD DE LA POLICE PROVINCIALE



Ontario Provincial Police

Standard Operating Procedures

OPP Detachment Board Standardized Branding/Logo Use

Office of Primary Responsibility (OPR)			
Unit	Strategy Management Unit		
Bureau	Strategic Planning and Analysis Bureau		
OPR Contact Info	opp.strategy.management@opp.ca		
Version	1	Revision Date	2024-11-12
Supersedes Version	N/A	Revision Date	N/A
Approvals			
Approved by	Superintendent J.D. (Jordan) Whitesell		
	Bureau Commander		
Approval Date	2024-11-21		

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**Ontario Provincial Police
Standard Operating Procedures
OPP Detachment Board Standardized Branding/Logo Use**

1. Purpose

This Standard Operating Procedure (SOP) provides direction regarding how to obtain and the appropriate use of Ontario Provincial Police (OPP) standardized logo(s) and branding, for use by OPP Detachment Boards.

Office of Primary Responsibility

Strategic Planning and Analysis Bureau (SPAB) is the Office of Primary Responsibility (OPR) for this SOP.

The Bureau Commander of SPAB is the accountable executive for this SOP and is responsible for notifying the Municipal Policing Bureau (MPB) if any amendments are required to Police Orders.

2. Authority

The standards outlined within this document are guided by the **OPP Visual Identity Manual**. This manual was developed and is maintained by Corporate Communications Bureau to provide a consistent visual presentation of the official trademarks of the Ontario Provincial Police, in compliance with the **Government's Visual Identity Directive**.

Ontario Provincial Police Orders 6.25.2 Trademark Release

Except where authorized by the Commissioner, an OPP trademark shall not be created/released without the written approval of the Bureau Commander, Corporate Communications and Strategy Management Bureau (CCSMB).

3. Audience & Recommended Approval Levels

	<u>Audience</u>	<u>Approval Level</u>
☒	OPP Detachment Board Members (External to the OPP)	Commissioner
☒	Ontario Association of Police Service Boards	Commissioner
☒	All OPP Employees	Commissioner
☒	All Detachment Commanders & Regional Command	Provincial Command

4. Definitions & Acronyms

CSPA

The *Community Safety and Policing Act*, 2019, S.O. 2019, c. 1, Sched. 1 is the guiding piece of legislation for this SOP and is often referred to with the acronym “CSPA”.

OPP Detachment Board

When the CSPA came into force, it included legislation that created OPP Detachment Boards. OPP detachments no longer report to Police Service Boards and instead report to OPP Detachment Boards.

Per the [CSPA](#):

67 (1) There shall be an O.P.P. detachment board, or more than one O.P.P. detachment board in accordance with the regulations made by the Minister, for each detachment of the Ontario Provincial Police that provides policing in a municipality or in a First Nation reserve. 2019, c. 1, Sched. 1, s. 67 (1); 2023, c. 12, Sched. 1, s. 27 (1).

Per [O. Reg. 135/24: O.P.P. DETACHMENT BOARDS](#):

2. The following detachments of the Ontario Provincial Police are exempt from the requirement in subsection 67 (1) of the Act to have an O.P.P. detachment board:

1. The Aurora O.P.P. Detachment.
2. The Caledon O.P.P. Detachment.

Further information about the roles and responsibilities of an OPP Detachment Board are included in the CSPA and O. Reg. 135/24.

Strategy Management Unit

Strategy Management Unit is a part of the Strategy Section of SPAB.

Strategy Management Unit directly supports OPP executive and senior command in the development, implementation, measurement, and reporting of strategic priorities. Strategy Management Unit ensures that strategic priorities align with legislative requirements and incorporates information related to legislative compliance in annual reporting.

Strategy Management also provides direct support to the bureau, region, and detachment leadership in the development, implementation, measurement, and reporting of action plan priorities.

Ontario Association of Police Service Boards

The [Ontario Association of Police Service Boards](#) is the leading voice of police governance in Ontario. They help local police service boards fulfil their legislated responsibilities by providing training and networking. They advocate for improvement in public safety laws and regulations, practices and funding mechanisms. They are often referred to as OAPSB.

5. Responsibilities

Strategic Planning and Analysis Bureau

Strategic Planning and Analysis Bureau is responsible for overseeing the following:

- the review and, if required, updating of this SOP on an annual basis;
- the consultation of appropriate stakeholders prior to any changes made; and
- the creation and maintenance of an archive of previous versions and revision approvals.

Strategy Management Unit

Strategy Management Unit is responsible for the following:

- reviewing and, if required, updating this SOP on an annual basis;
- consulting stakeholders prior to making any changes;
- maintaining an archive of previous versions of this SOP and revision approvals;
- communicating with OPP employees and OPP Detachment Boards about changes to the SOP and for other reasons as described in this SOP;
- arranging additional engagement meetings with stakeholders as necessary;
- facilitating the transaction between Strategy Management Unit and OPP Detachment Boards to obtain logo/branding graphics; and
- completing all associated administrative and tracking requirements.

Detachment Commanders

Detachment Commanders are responsible for the following:

- reviewing this SOP for information and actions related to their role;
- reading and understanding the applicable SOP sections to their specific responsibilities;
- communicating concerns or discrepancies, errors, or omissions related to this SOP; and
- regularly reviewing Strategy Management Unit SharePoint for SOP updates.

OPP Detachment Board Members

OPP Detachment Board Members are responsible for the following:

- reviewing this SOP for information and actions related to their roles;
- reading and understanding the applicable SOP sections to their specific responsibilities;
- communicating concerns or discrepancies, errors, or omissions related to this SOP to the detachment commander;
- reviewing SOP updates sent to the OPP Detachment Boards;
- sending request for logo/branding to OAPSB and Strategy Management Unit; and
- complying with all procedures regarding the use of logo/branding that is outlined within this document.

Ontario Association of Police Service Boards

OAPSB is responsible for the following:

- reviewing this SOP for information and actions related to their role;
- reading and understanding the applicable SOP sections to their specific responsibilities;
- communicating concerns or discrepancies, errors, or omissions related to this SOP;
- reviewing SOP updates sent to the OAPSB;
- notifying the Ministry regarding OPP Detachment Board name changes; and
- completing all associated administrative and tracking requirements.

6. Reference Documents

OPP Board Naming Flow Chart – Appendix A

7. Retention Requirements

SOP - 6750 MANUALS MGT

Retention – Destroy 2 years after the document is updated or replaced.

Previous versions will be kept for reference.

Policy Related Materials - PP2200 DIRECTIVS -OP POLICIES

Archive CCY+10 years after superseded or obsolete.

8. Standard Operations Procedures

Overview

To ensure compliance with legislation and policies, OPP Detachment Boards are required to obtain their board logo/branding graphic from the Ontario Provincial Police (OPP) and are not permitted to develop their own.

Reminder: as a registered trademark, OPP images and graphics may not be changed in any way. Any inappropriate use of the provided logo/graphics will be reviewed, could result in suspension of use at the discretion of the OPP, and may be forwarded to the Inspectorate of Policing (IOP) for review and furtherance.

Request Process for logo/branding graphics

1. In order to obtain logo/branding, OPP Detachment Boards are required to send an email request to both opp.strategy.management@opp.ca and oapsb@oapsb.ca confirming the name of the OPP Detachment Board.
2. If a board has chosen to operate under a name that is different from the one included in [Ontario Regulation 135/24](#) made under the CSPA (or any associated amendments), the board must also provide a copy of the associated bylaw outlining the operating name of the board.
3. Once processed, Strategy Management Unit will provide logo/branding via email to the board and Detachment Commander. OAPSB will notify the Ministry of any board names that are inconsistent with the regulation outlined above.

**Ontario Provincial Police
Standard Operating Procedures
OPP Detachment Board Standardized Branding/Logo Use**

Application

All correspondence, internal or external, shall utilize the logo/branding graphic. This includes, but is not limited to, the following communication(s) and stationery:

- Letterhead, envelopes, fax cover sheets, business cards
- Media Releases/Memos
- Email correspondence
- Board website(s)
- Signage and posters

Graphic Standards

All OPP Detachment Board logos/branding developed by the OPP will include the following:

- Official OPP Shoulder Flash on the left
- The name of the OPP Detachment Board in both official languages (English and French) on the right
- The name of the OPP Detachment in both official languages on the bottom (English and French)
- Black background
- White text using Bebas Neue (OTF) Book font

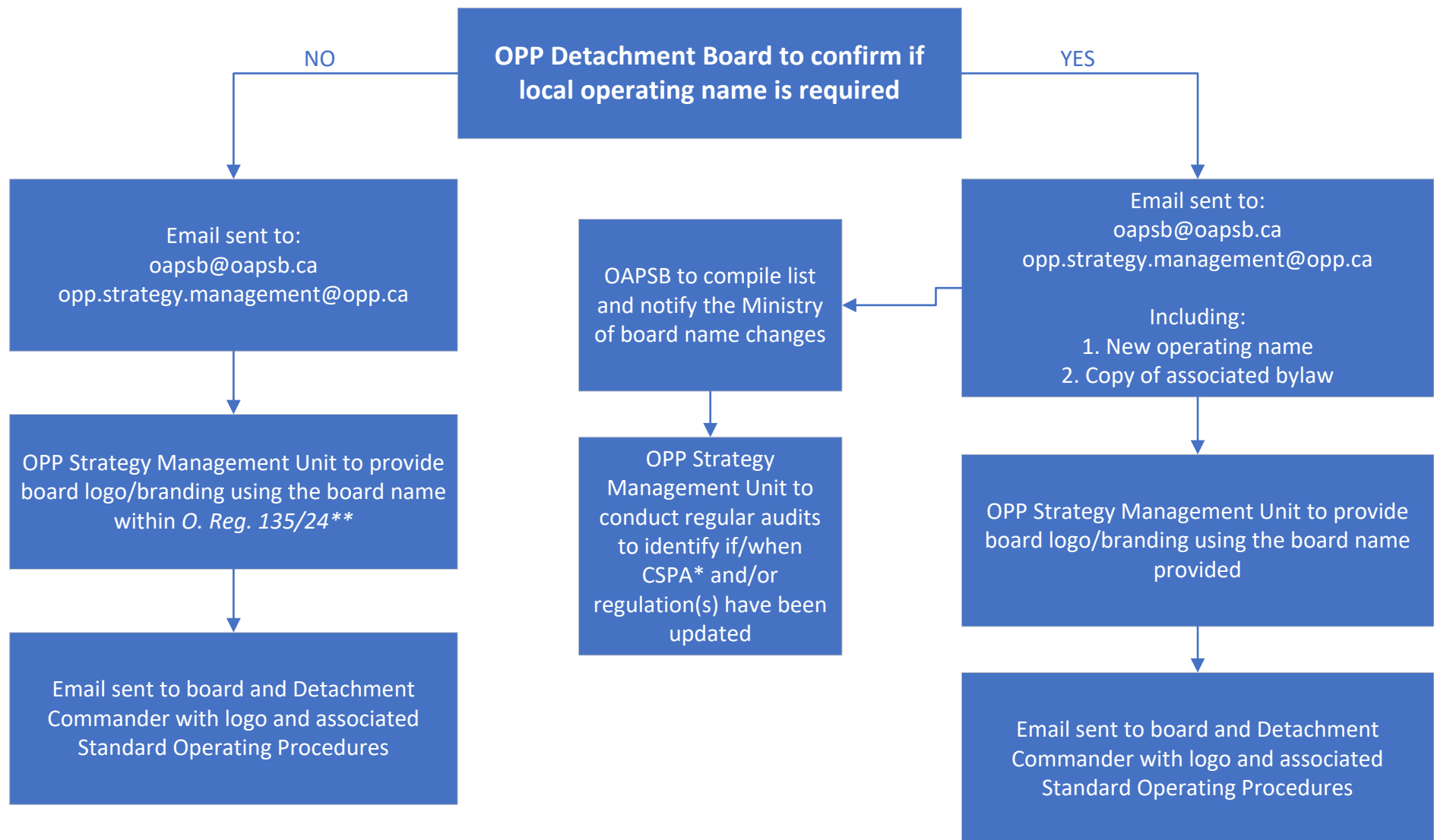
Example:



Language Requests

In compliance with the *French Language Services Act* (FLSA), all logos/branding graphics will include both official languages.

Requests for versions with additional language translations will be reviewed on a case-by-case basis and can be made via email request to opp.strategy.management@opp.ca.



*Community Safety and Policing Act, 2019

** Ontario Regulation 135/24: OPP Detachment Boards