



The Municipality of West Grey

Contract Policing Proposal

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Table of Contents

Executive Summary	3
OPP Cost Schedule for Amalgamating Police Services for the year 2023	8
Costing Summary	9
OPP Contract Proposal Initial Costs	11
OPP Contacts	12

Executive Summary

The Ontario Provincial Police (OPP) has over 100 years of experience in providing effective community-based policing throughout Ontario. The OPP has provided municipal policing services under contract for over 70 years and currently maintains contracts with more than 140 communities across Ontario.

The Municipality of West Grey requested a costing for OPP municipal policing. This contract will be for a defined number of contractual hours of service as represented by uniform Full Time Equivalent (*FTE), plus civilian FTEs. It is based on hours of service and reflects the integrated service delivery model, whereby service can be provided from any detachment uniform position. The contract term will be 3+ years, meaning it will cover the remaining days and months in the year the contract takes effect, plus three calendar years thereafter. The contract is intended to be a transition contract after which time the municipality will be integrated into the OPP Billing Model. The OPP Billing Model is based on the municipality paying an amount equal to the sum of the municipality's allocated portion of the OPP's total municipal policing base and calls for service costs, and the costs for overtime, cleaning/caretaker, accommodation, court security and offender transport as applicable.

This proposal is based on the level of policing services required to provide adequate and effective policing as set out in *Regulation 3/99 of the PSA, Adequacy and Effectiveness of Police Services*.

Based on this information, the Municipality of West Grey requires both proactive and reactive policing, 24 hours a day, seven days a week. The Grey Bruce OPP Detachment will remain as the Administration/Operations Centre. The resources identified will be deployed to the Municipality from this facility as well as from the West Grey Satellite Detachment.

	Position	(1) FTE Contract Resources
-	Detachment Commander (Inspector)	0.17
-	(2) Staff Sergeant	0.34
-	Sergeant	3.00
-	Constable	17.00
-	(2) Uniform Position (Subject to Review)	2.00
	Total Uniforms	22.51
-	Court Officer - Administration (Full-Time)	1.00
-	Detachment Admin Clerk (Full-Time)	1.00
	Total Civilians	2.00

(1) "Full-Time Equivalent" (FTE) does not refer to an officer exclusively dedicated to the Agreement. It is a unit of hours of police services per annum. The number of hours for an FTE is subject to change from year to year, and will reflect the latest availability factor, currently at 1,417 hours per year. The availability factor for the billing year will be specified in the Annual Billing Statement for that year.

(2) The 0.17 FTE represents the Municipality of West Grey's portion of the entire integrated Detachment uniform FTE complement (22.51 out of 125). As such, the municipality will be responsible for 17% of the costs for the Inspector position. The 0.17 FTE Inspector represents the Municipality of West Grey's portion of the integrated Detachment Constable and Sergeant FTE complement, and 0.34 S/Sgt represents the Municipality's responsibility for 17% of the costs for the 2 S/Sgt positions.

(3) The following position(s) will initially be costed at the Constable rate: Chief and Inspector. The Billing Statement will be updated to reflect actual position(s) and rate billed to the municipality following a Rank Level Determination (RLD) process.

This proposal reflects the integrated policing concept, incorporating a policing services contract for the Municipality of West Grey, along with other municipal and provincial policing responsibilities under one administration.

The Grey Bruce Detachment Commander would be responsible to oversee all aspects of service delivery. The OPP contract complement identified in this proposal would be assigned to the policing needs of the Municipality of West Grey. Administrative and support resources would be shared and costed accordingly.

(e.g. Detachment Commander). The detachment management including Staff Sergeant(s) and Sergeant / Platoon Leaders as applicable would provide assistance and supervision to the identified complement.

The OPP is committed to ensuring, where applicable and appropriate, the seamless transfer of police records (electronic and paper) from an amalgamated Police Service. A mandatory pre-screening process will be conducted to determine the current state of record keeping and storage for all electronic and paper records for your Police Service (outside of Niche RMS). The purpose is to determine compliance with Adequacy and Effectiveness Standards/Police Service Guidelines, and to make recommendations that specifically identify actions to be completed prior to the amalgamation. Depending on the scope/complexity of the work identified for completion, additional resources may need to be assigned/secured by the Police Service or the Municipality. The municipality is responsible for the proper storage of electronic and physical records for the applicable retention period. If the municipality cannot provide suitable storage, the OPP will assist the Municipality in identifying an alternative storage solution. Any costs associated with the storage of records are the responsibility of the municipality.

This proposal is based upon the use of a facility provided by the municipality. Such facility must meet or exceed the requirements of the most recent version of the OPP Detachment Facility Guideline, and meet the minimum standards and specifications for police facilities as established in Section 6 of the Policing Standards Manual (2000) - Framework for Business Planning section. The proposal is conditional upon the municipality entering into a licence to occupy or lease agreement with Infrastructure Ontario for a minimum of ten (10) years, with options to renew in five (5) or ten (10) year increments thereafter, as long as the municipality receives its policing services from the OPP.

The municipality is responsible for costs associated with:

- the acquisition, preparation and construction of a suitable facility
- annual operations and maintenance of the facility
- initial cost of required operational equipment

The contract costs include a comprehensive range of services that are made available to the Municipality of West Grey. For example, expenses relating to contract negotiations, arbitration, grievances, civil litigation, tendering/purchasing, information technology, fleet and telecommunications are included in the overall costing formula. These services often require considerable internal and external expertise and the high costs normally associated with such services are defrayed through the contract for OPP service.

NOTE: The most recently approved costing formula shall apply in the calendar year following its approval.

OPP salary costs are comprised of two components: base salary and the Provincial Responsibility Incentive. The rates are based on weighted average rates of all OPP municipal detachment staff by rank, level and classification. These costs are adjusted annually to reflect actual costs. Overtime is estimated at the provincial average. The provincial average is recalculated and updated annually as part of the cost-recovery formula, and it, too, is reconciled to actual usage during year-end adjustment process.

The Municipality of West Grey will be required to establish a Police Services Board, as mandated by Section 10 of the *Police Services Act* that will generally determine objectives and priorities for policing service within the community, after consultation with the Detachment Commander. The Commissioner is committed to ensuring that the Detachment Commander of the Grey Bruce OPP Detachment responds appropriately to the Board's advice and priorities in a manner consistent with the Board's identified concerns, expectations and needs.

Generally, all existing community service programs and community policing committees are maintained, in

consultation with the Police Services Board.

Any new community service programs considered may be implemented after consultation with the Municipality of West Grey Council, the Municipality of West Grey Police Services Board and the Grey Bruce Detachment Commander.

When a municipality chooses to receive police services from the OPP under contract, the OPP will ensure that the required resource levels are met. The shared infrastructure of the OPP broadens local access to resources, expertise, solutions, training and management without duplicating services. In this case, the Municipality of West Grey will continue to benefit as additional staff are readily available from within the Grey Bruce OPP Detachment as well as other detachments and regions, should the need arise.

It is long-standing OPP policy and practice to be accountable to the communities we serve. The Commander of the Grey Bruce OPP Detachment, or designee, will report to the Police Services Board on a regular basis, as per the direction of the Board. The OPP is experienced in being accountable to the municipalities we serve. With over 100 contracts currently in place and future contracts pending, there is great emphasis placed on OPP accountability to Police Services Boards.

The West Grey Satellite Detachment will only accept Criminal Record and/or Vulnerable Sector check requests from residents of the Municipality of West Grey. Such checks will be conducted on, and for the person making the request. The OPP does not conduct criminal record checks on behalf of any third party.

If the Municipality of West Grey chooses to accept an OPP contract for its policing service, the Grey Bruce OPP Detachment Commander will assign resources, focusing on meeting the Municipality's unique policing needs.

Value for the Municipality of West Grey:

- Assurance of adequacy and effectiveness of police services;
- Dedication to resolving community issues through local involvement and community policing committees;
- Availability of additional staffing support from neighbouring detachments, regional headquarters and general headquarters;
- Seamless access to comprehensive police services and infrastructure; and
- Work with the Detachment Commander in determining the local policing priorities and objectives through the Municipality of West Grey Police Services Board.

The estimated policing cost for 2023 associated to this proposal based on the Uniform and Civilian **2023 Salary schedules** is **\$4,422,672.** This **does not** include the related initial start-up costs of **\$766,662** as listed on the OPP Contract Proposal Initial Costs. The total estimated cost for 2023 including initial start-up costs is **\$5,189,334.**

Each subsequent year's Annual Billing Statements will be calculated using the most current costs based on the latest approved OPP Cost Schedule.

Salary, benefits, overtime, statutory holiday payouts and shift premiums are reconciled at year-end to reflect the actual costs. The total number of Uniform FTE hours is also reconciled ensuring the minimum number of

contractual hours were met. A breakdown of the costs has been included, as well as the salary and cost schedule for the year 2023.

Please Note:

Not included in this proposal are:

- **The cost of maintaining the Police Services Board**
- **The costs associated with the provision, operation and maintenance of a suitable Police facility**
- **Any applicable costs associated with the storage of electronic and physical records**
- **Any applicable revenues accruing to the municipality as a result of police activity**

2023 OPP Cost Schedule for Amalgamating Police Services
(Based on 2022 OPP Municipal Cost-Recovery Formula^①)

The following categories are taken into consideration when preparing the costing proposal:

<u>Item</u>	<u>2023 Estimates</u>	
Uniformed Staff Salaries ^②	Inspector	\$ 168,322
	Staff Sergeant	\$ 150,818 (Detachment Commander)
	Staff Sergeant	\$ 140,922 (Detachment Manager)
	Sergeant	\$ 126,129
	Constable	\$ 107,709
	Part-time Constable	\$ 86,136
Overtime Rate (Prov. Average) ^②	5.41% of uniformed staff salaries	
Shift Premium ^②	\$1,111 per uniformed member – Sergeant and below	
Statutory Holiday Payout ^②	\$4,764 per uniformed member (excluding part-time)	
Civilian Staff Salaries ^②	Court Officer	\$ 69,141
	Detachment Administrative Clerk	\$ 67,806
Benefit Rates ^② (2021-22)	31.57% uniformed staff full time– non-commissioned	
	15.55% uniformed staff part time- non-commissioned	
	28.23% uniformed staff – commissioned	
	32.15% civilian staff (part-time 21.01%)	
	2% overtime payments	
Support Salaries and Benefits (Cost per uniformed member)	Communication Operators	\$ 6,698
	Prisoner Guards	\$ 2,074
	Operational Support	\$ 5,604
	RHQ Municipal Support	\$ 2,713
	Telephone Support	\$ 131
	Office Automation Support	\$ 680
	Mobile and Portable Radio Support	\$ 250
Other Direct Operating Expenses (ODOE) (Cost per uniformed member, unless otherwise stated)	Communication Centre	\$ 147
	Operational Support	\$ 991
	RHQ Municipal Support	\$ 122
	Telephone	\$ 1,496
	Mobile Radio Equipment Maintenance	\$ 56
	Office Automation – Uniform	\$ 2,282
	– Civilian	\$ 1,490
	Vehicle Usage ^③	\$ 6,461
	Detachment Supplies & Equipment	\$ 406
	Accommodation & Cleaning Services	\$ 1,506
	Uniforms & Equipment	\$ 2,150
Uniforms & Equipment – Court Officer	\$ 921	

^① **Municipal Cost-Recovery Formula is reviewed and updated annually. A revised cost recovery formula shall be applied in the calendar year following the review and costs shall be adjusted accordingly. The current cost recovery formula, the 2022 Municipal Cost-Recovery Formula, has been used to project costs for 2023.**

^② **Salary rates are based on weighted average rates of all OPP municipal detachment staff by rank, level and classification. The 2023 salaries were estimated based on the 2022 rates set in the 2019 to 2022 OPPA Uniform and civilian Collective Agreements with an estimated overall general salary rate increase of 1% applied. Benefit rates are the most recent rates set by the Treasury Board Secretariat, (2022-23). The statutory holiday payouts and shift premiums will be reconciled to the 2023 provincial average. Overtime is reconciled to actual costs allocated to the municipality.**

^③ **Vehicle Usage cost is calculated without depreciation of \$2,537, as initial start-up costs in the contract proposal include the purchase cost of vehicles. Depreciation will not be billed for the duration of the initial contract.**

OPP 2023 Annual Billing Statement Estimate

Municipality of West Grey

Estimated cost for the period January 1 to December 31, 2023

Costs in accordance with the 2023 OPP Cost Schedule for Amalgamating Police Services (Updated Annually)

2022 Cost Recovery Formula

Salaries and Benefits

		Positions	\$/FTE	Total \$
Uniform Members	Note 1			
Inspector		0.17	168,322	28,615
Staff Sergeant		0.34	140,922	47,914
Sergeant		3.00	126,129	378,386
Constable.		17.00	107,709	1,831,059
Uniform Position (Rank to be determined).	Note 2	2.00	107,709	215,419
Total Uniform Salaries		22.51		2,501,392
Overtime	Note 3			138,032
Statutory Holiday Payout			4,764	107,232
Shift Premiums	Note 4		1,111	24,445
Uniform Benefits - Inspector.	Note 5		28.23%	8,078
Uniform Benefits - Full-Time Salaries.	Note 5		31.57%	780,656
Total Uniform Salaries & Benefits				3,559,835
Detachment Civilian Members	Note 1			
Detachment Administrative Clerk	Full-time	1.00	67,806	67,806
Court Officer - Administration.	Full-time	1.00	69,141	69,141
Total Detachment Civilian Salaries		2.00		136,947
Civilian Benefits - Full-Time Salaries	Note 5		32.15%	44,029
Total Detachment Civilian Salaries & Benefits				180,976
Support Costs - Salaries and Benefits				
Communication Operators			6,698	150,772
Prisoner Guards			2,074	46,686
Operational Support			5,604	126,146
RHQ Municipal Support			2,713	61,070
Telephone Support			131	2,949
Office Automation Support			680	15,307
Mobile and Portable Radio Support.			250	5,628
Total Support Staff Salaries and Benefits Costs				408,557
Total Salaries & Benefits				4,149,367
Other Direct Operating Expenses				
Communication Centre			147	3,309
Operational Support			991	22,307
RHQ Municipal Support			122	2,746
Telephone			1,496	33,675
Mobile Radio Equipment Repairs & Maintenance			56	1,261
Office Automation - Uniform			2,282	51,368
Office Automation - Civilian			1,490	2,980
Vehicle Usage			6,461	145,446
Detachment Supplies & Equipment			406	9,139
Uniform & Equipment			2,105	47,384
Uniform & Equipment - Court Officer			921	921
Total Other Direct Operating Expenses				320,536
Sub-total Estimated Gross Policing Costs				4,469,903
Uniform & Equipment Year-One Adjustment	Note 6			(47,231)
Estimated Annual Policing Costs				\$ 4,422,672
Uniform, Equipment and Vehicle Initial Costs	Note 7			766,662
Total Estimated Policing Costs Including Initial Costs.				\$ 5,189,334

OPP 2023 Annual Billing Statement Estimate
Municipality of West Grey
Estimated cost for the period January 1 to December 31, 2023

NOTES TO STATEMENT

This 2023 annual cost estimate is calculated based on costs detailed in the 2023 OPP Cost Schedule for Amalgamating Police Services. The OPP Cost Schedule is updated annually and each year's estimate of annual municipal police service costs is based on the most recent schedule in effect.

- 1) Salary rates are based on weighted average rates for municipal detachment staff by rank, level and classification. The 2023 salaries were estimated based on the 2022 rates set in the 2019 to 2022 OPPA Uniform and Civilian Collective Agreements with an estimated overall general salary rate increase of 1.0% for 2023 applied. The benefit rates are based on the most recent rates set by the Treasury Board Secretariat, (2022-23). Statutory Holiday Payouts, Shift Premiums, and Benefit costs are subject to reconciliation. Effective 2023, the reconciliation for hours of service provided will be based on the updated availability factor of 1,381 hours per year.
- 2) Amalgamating staff subject to the Rank Level Determination process are indicated as "Uniform Position", for the purposes of this costing, the Constable salary rate has been applied. This amount is subject to change. The municipality will be billed based on the finalized OPP rank classification. A total 22.51 uniform FTEs will be billed to the municipality irrespective of the rank determination process and the final number of senior West Grey officers hired by the OPP.
- 3) Overtime is calculated for uniform members based on a provincial rate of 5.41% of uniform salaries and a benefit rate of 2% is applied to the cost. Overtime is reconciled to actual costs allocated to the municipality.
- 4) Shift Premium is calculated at \$1,111 per Sergeant, Constable and Uniform Position (rank to be determined) and reconciled to actuals.
- 5) The benefit rates are 28.23% for commissioned uniformed officers, 31.57% of salaries for uniformed officers, and 32.15% for civilian staff.
- 6) Uniform & Equipment is calculated at \$2,105 per uniformed member. The first year of the contract the municipality will be required to pay for the Inspector/Staff Sergeant portion only, in the amount \$1,074. A reduction of \$(47,231) will be applied based on the number of amalgamating officers as initial costs are charged for the first year and, therefore, the per-uniformed member costs will not be charged in year one of the contract.
- 7) Uniform, Equipment and Vehicle Initials Costs as detailed on OPP Contract Proposal Initial Costs, does not include costs associated with required systems upgrades and other detachment related facility areas. These expenditures would be invoiced separately.

**OPP Contract Proposal Initial Costs
Municipality of West Grey**

<u>Uniform, equipment and vehicle</u>	<u>Quantity</u>	<u>Unit price</u>	<u>Total price</u>
Uniform and equipment - non-commissioned	22	\$ 4,564	\$ 100,418
Uniform and equipment - court officer	1	\$ 3,663	\$ 3,663
Use of force equipment and training - uniform members	22	\$ 2,016	\$ 44,352
Taser (includes cartridge, training and magazine)	11	\$ 2,428	\$ 26,708
Taser training	22	\$ 223	\$ 4,895
Non-firearms use of force equipment costs - court officer - 1 baton 16" & 1 set handcuffs	1	\$ 183	\$ 183
C8a2 close quarter battle carbine per vehicle	7	\$ 2,717	\$ 19,021
Handcuffs oversized	1	\$ 51	\$ 51
Handcuffs hinged	2	\$ 42	\$ 83
Leg irons	3	\$ 51	\$ 153
Chain waist belt	2	\$ 78	\$ 155
Patrol vehicle	7	\$ 45,796	\$ 320,572
OPP-01B APX2500 Mobile + Repeater w. DES-XL	7	\$ 16,215	\$ 113,506
OPP-10A APX8000 Portable	22	\$ 5,261	\$ 115,732
DragonEye technologies speed lidar handheld laser	1	\$ 2,695	\$ 2,695
Decatur G3 select dual antenna radar moving radar	3	\$ 2,702	\$ 8,105
Decatur Scout 2 stationary handheld radar	2	\$ 1,260	\$ 2,520
Dräger 6810 glc alcohol screening device	7	\$ 550	\$ 3,850
Total Uniform, Equipment and Vehicle Costs			\$ 766,662

ADDITIONAL COSTS:

The costs associated with required systems upgrades and other detachment related facility areas are NOT listed above. These expenditures will be invoiced separately.

Examples of additional initial costs have not been included in this proposal include, but are not limited to items such as:

- Beat Radio System
- Building Renovations
- Building Signage
- Duress System
- Gun Lockers
- Long Gun Vault
- Telephone drop-lines

Note - the cost of the municipality constructing a new detachment has not been addressed in the costing.

OPP Contacts

Please forward any questions or concerns to Inspector Paul Richardson, Detachment Commander, Grey Bruce Detachment, or Sergeant Kelly Withrow, Municipal Policing Specialist, Municipal Policing Bureau, OPP General Headquarters.

Inspector Paul Richardson (519) 272-5598

Sergeant Kelly Withrow (705) 345-4071