



The Township of Cavan Monaghan

Contract Policing Proposal

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Municipal Policing Bureau

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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 Township of Cavan Monaghan 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 Township of Cavan Monaghan requires both proactive and reactive policing, 24 hours a day, seven days a week. The Peterborough County OPP Detachment will be the Administration/ Operations Centre. The resources identified will be deployed to the Township primarily from this facility.

	Position	(1) FTE Contract Resources
-	Detachment Commander (Inspector)	0.10
-	Staff Sergeant	0.10
-	Sergeant	0.51
-	Constable	7.00
	Total Uniforms	7.71
-	Detachment Admin Clerk (Full-Time)	0.51
	Total Civilians	0.51

(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.

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

The Peterborough County 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 Township of Cavan Monaghan. 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 on the premise that all employees will report to, and deploy from Peterborough County OPP Detachment. Should a one-time cost for alterations or modifications of the Peterborough County OPP Detachment facility be incurred in order to accommodate the members, such one-time cost will be included in the OPP Contract Proposal Initial costs page. In addition, the municipality will be billed Accommodation and Cleaning costs based on a per officer cost, and such costs will be included in the OPP Contract Proposal Costing Summary.

The contract costs include a comprehensive range of services that are made available to the Township of Cavan Monaghan. 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 Township of Cavan Monaghan 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 Peterborough County 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 Township of Cavan Monaghan Council, the Township of Cavan Monaghan Police Services Board and the Peterborough County 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 Township of Cavan Monaghan will continue to benefit as additional staff are readily available from within the Peterborough County 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 Peterborough County 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 Peterborough County Detachment will only accept Criminal Record and/or Vulnerable Sector check requests from residents of the Township of Cavan Monaghan. 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 Township of Cavan Monaghan chooses to accept an OPP contract for its policing service, the Peterborough County OPP Detachment Commander will assign resources, focusing on meeting the Township's unique policing needs.

Value for the Township of Cavan Monaghan:

- 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 Township of Cavan Monaghan Police Services Board.

The estimated policing cost for 2021 associated to this proposal based on the Uniform and Civilian **2021 Salary schedules** is **\$1,449,422**. This **does not** include the related initial start-up costs of **\$125,976** as listed on the OPP Contract Proposal Initial Costs. The total estimated cost for 2021 including initial start-up costs is **\$1,575,398**

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 2021.

Please Note:

Not included in this proposal are:

- **The cost of maintaining the Police Services Board**
- **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**

(Note - This proposal expires six months from the date of presentation to Council. At that time the costs and service levels identified in the proposal will be subject to review and revision where necessary.)

2021 OPP Cost Schedule for Amalgamating Police Services
(Based on 2020 OPP Municipal Cost-Recovery Formula^①)

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

<u>Item</u>	<u>2021 Estimates</u>	
Uniformed Staff Salaries ^②	Inspector	\$163,514
	Staff Sergeant	\$146,750 (Detachment Commander)
	Staff Sergeant	\$136,731 (Detachment Manager)
	Sergeant	\$122,479
	Constable	\$104,552
	Part-time Constable	\$ 83,335
Overtime Rate (Prov. Average) ^②	5.41% of uniformed staff salaries	
Shift Premium ^②	\$1,033 per uniformed member - Sergeant and below	
Statutory Holiday Payout ^②	\$3,873 per uniformed member (excluding part-time)	
Civilian Staff Salaries ^②	Court Officer	\$67,187
	Detachment Administrative Clerk	\$66,104
Benefit Rates ^② (2020-21)	30.37% uniformed staff - non-commissioned	
	25.86% uniformed staff - commissioned	
	29.53% civilian staff (part-time 20.90%)	
	2% overtime payments	
Support Salaries and Benefits (Cost per uniformed member)	Communication Operators	\$6,940
	Prisoner Guards	\$1,853
	Operational Support	\$5,129
	RHQ Municipal Support	\$2,647
	Telephone Support	\$ 120
	Office Automation Support	\$ 673
	Mobile and Portable Radio Support	\$ 264
Other Direct Operating Expenses (ODOE) (Cost per uniformed member, unless otherwise stated)	Communication Centre	\$ 165
	Operational Support	\$ 742
	RHQ Municipal Support	\$ 148
	Telephone	\$1,456
	Mobile Radio Equipment Maintenance	\$ 39
	Office Automation - Uniform	\$2,603
	- Civilian	\$1,803
	Vehicle Usage ^③	\$5,551
	Detachment Supplies & Equipment	\$ 502
	Accommodation & Cleaning Services	\$1,231
	Uniforms & Equipment	\$2,102
Uniforms & Equipment - Court Officer	\$ 925	

^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 2020 Municipal Cost-Recovery Formula, has been used to project costs for 2021.**

^② **Salary rates are based on weighted average rates of all OPP municipal detachment staff by rank, level and classification. The 2021 salaries include general salary rate increases set in 2019-2022 OPPA Uniform and Civilian Collective Agreement, 1.00% in January 2021 and 0.97% in July 2021 for Uniform and 1.00% in January 2021 for Civilian. Benefit rates are the most recent rates set by the Treasury Board Secretariat, (2020-21). The statutory holiday payouts and shift premiums will be reconciled to the 2021 provincial average. Overtime is reconciled to actual costs allocated to the municipality.**

^③ **Vehicle Usage cost is calculated without depreciation of \$2,743, as initial start-up costs in the contract proposal includes the purchase cost of vehicles. Depreciation will not be billed for the duration of the contract.**

OPP Annual Billing Statement Estimate

Township of Cavan Monaghan

Estimated Policing Costs for the period January 01, 2021 to December 31, 2021

Costs in accordance with the 2021 OPP Cost Schedule for Amalgamating Police Services (updated annually)

Salaries and Benefits

		Positions	\$/FTE	Total
Uniform Members	(Note 1)			
Inspector		0.10	163,514	16,351
Staff Sergeant		0.10	136,731	13,673
Sergeant		0.51	122,479	62,464
Constable		7.00	104,552	731,863
Total Uniform Salaries		7.71		824,352
Overtime	(Note 2)			44,597
Statutory Holiday Payout			3,873	29,864.29
Shift Premiums	(Note 3)		1,033	7,756.64
Benefits	(Note 4)			250,510
Total Uniform Salaries & Benefits				1,157,080
Detachment Civilian Members	(Note 1)			
Detachment Administrative Clerk	Full-time	0.51	66,104	33,531
Total Detachment Civilian Salaries		0.51		33,531
Civilian Benefits - Full-Time Salaries	(Note 4)		29.53%	9,902
Total Detachment Civilian Salaries & Benefits				43,433
Support Costs - Salaries and Benefits				
Communication Operators			6,940	53,507
Prisoner Guards			1,853	14,287
Operational Support			5,129	39,545
RHQ Municipal Support			2,647	20,408
Telephone Support			120	925
Office Automation Support			673	5,189
Mobile and Portable Radio Support			264	2,035
Total Support Staff Salaries and Benefits Costs				135,896
Total Salaries & Benefits				1,336,410
Other Direct Operating Expenses				
Communication Centre			165	1,272
Operational Support			742	5,721
RHQ Municipal Support			148	1,141
Telephone			1,456	11,226
Mobile Radio Equipment Repairs & Maintenance ...			39	301
Office Automation - Uniform			2,603	20,069
Office Automation - Civilian			1,803	915
Vehicle Usage			5,551	42,801
Detachment Supplies & Equipment			502	3,870
Accommodation & Cleaning Contract			1,231	9,491
Uniform & Equipment			2,102	16,206
Total Other Direct Operating Expenses				113,013
Estimated Annual Policing Costs				\$ 1,449,422
<i>Equipment and Vehicle Initial Costs</i>	(Note 5)			125,976
Total Estimated Policing Costs Including Initial Costs				\$ 1,575,398

OPP Annual Billing Statement Estimate

Township of Cavan Monaghan

Estimated Policing Costs for the period January 01, 2021 to December 31, 2021

Costs in accordance with the 2021 OPP Cost Schedule for Amalgamating Police Services (updated annually)

NOTES TO STATEMENT

This 2021 annual cost estimate is calculated based on costs detailed in the 2021 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 2021 salaries were estimated based on the 2021 rates set in the 2019 to 2022 OPPA Uniform and Civilian Collective Agreements with an estimated overall general salary rate increase of (1.00% in January 2021 and 0.97% in July 2021 for Uniform and 1.00% in January 2021 for Civilian). The benefit rates are based on the most recent rates set by the Treasury Board Secretariat, (2020-21). Salary rates, Statutory Holiday Payouts, Shift Premiums, and Benefit costs are subject to reconciliation.
- 2) Overtime is calculated for uniform members based on a provincial rate of 5.41% of uniform salaries. Overtime is reconciled to actual costs allocated to the municipality.
- 3) Shift Premium is calculated at \$1,033 per Sergeant and Constable and reconciled to actuals.
- 4) The benefit rates are 25.86% for commissioned uniformed officers, 30.37% of salaries for uniformed officers, 29.53% for civilian staff and 2.00% for overtime payments.
- 5) Equipment and Vehicle Initials Costs as detailed on the attached OPP Contract Proposal Initial Costs.

**OPP Contract Proposal Initial Costs
Township of Cavan Monaghan**

<u>Equipment and Vehicle</u>	<u>Quantity</u>	<u>Unit price</u>	<u>Total price</u>
C8a2 close quarter battle carbine per vehicle	2	\$ 2,185	\$ 4,370
Patrol vehicle	2	\$ 43,490	\$ 86,980
Mobile radio package opp-2 with repeater incl. initial installation	2	\$ 13,101	\$ 26,202
Dragon eye technologies speed lidar handheld laser	1	\$ 2,990	\$ 2,990
Decatur genesis ii select dual antenna radar moving radar	1	\$ 3,051	\$ 3,051
Kustom falcon hr stationary handheld radar	1	\$ 1,285	\$ 1,285
Dräger 6810 glc alcohol screening device	2	\$ 549	\$ 1,098
Total Equipment and Vehicle Costs			\$ 125,976

OPP Contacts

Please forward any questions or concerns to Inspector Lisa Darling, Detachment Commander, Peterborough County Detachment, or Linda Davis, Municipal Policing Specialist, Municipal Policing Bureau, OPP General Headquarters.

Inspector Lisa Darling (705) 742-0401

Linda Davis (705) 826-2309