

Committee Minutes

Members Present:

Mayor D. Henderson
Councillor J. Baker
Councillor T. Blanchard
Councillor L. Bursey
Mr. K. Yee Jr, Brockville Police Services Board, Chair

Regrets:

Councillor J. Fullarton

Staff:

Mr. B. Casselman, City Manager (Recording Secretary)
Mr. D. Dick, Director of Corporate Services
Mr. S. Fraser, Chief of Police
Mr. L. MacArthur, Deputy Chief

Others:

Sgt. Gilbert Cadieux, OPP, Municipal Policing Bureau
Joy Fishpool, OPP, Manager – Facilities
Staff Sgt. Liane Spong-Hooyenga, OPP, Municipal Policing Bureau
Inspector Bert McDonald, OPP, Municipal Policing Bureau

Disclosure of Interest

Nil.

Approval of the Minutes

Moved by: Councillor Blanchard

THAT the minutes of the OPP Contact Adhoc Committee of March 7, 2016 be approved.

CARRIED

Correspondence & Communications

3.1 Ombudsman Investigation

OPP Contact Adhoc Committee Closed meeting of March 7, 2016

Mr. Casselman advised the committee that a complaint has been submitted to the Ombudsman office regarding the appropriateness of the March 7, 2016 meeting being held as a closed meeting.

Mr. Casselman reported that the Ombudsman office had completed their investigation and prepared a confidential preliminary report being sent to individual participants of the March 7, 2016 meeting for comment.

Once finalized, the report will be sent to Council and be made public.

New Business

4.1 OPP Costing Process Overview

Sgt. Gilbert Cadieux provided the committee with an overview of the OPP costing process as outlined in Schedule "A". Sgt. Cadieux indicated that the OPP Municipal Policing Bureau were currently at Step 5 of the amalgamation process and anticipated that the costing proposal would be completed in the next two months, subject to any further findings with respect to the existing facility.

4.2 Municipal Responsibilities:

Municipal police service profile – completed April 11, 2016.

Facility Review – completed April 20, 2016

4.3 City of Brockville OPP Costing Process

Mr. Casselman reviewed the various steps associated with the OPP costing process adopted by the City of Brockville, including the need of an independent financial review and stakeholder input.

4.4 OPP Municipal Policing Bureau Information Manual

Each committee member had been given a copy of the OPP manual and

asked to formulate questions. See attached questions and answers.

Other

The committee determined that the next meeting should be dedicated to gaining a better understanding of the billing model methodology.

Next Meeting Date

The next meeting will be scheduled for Wednesday, July 20, 2016

Adjournment

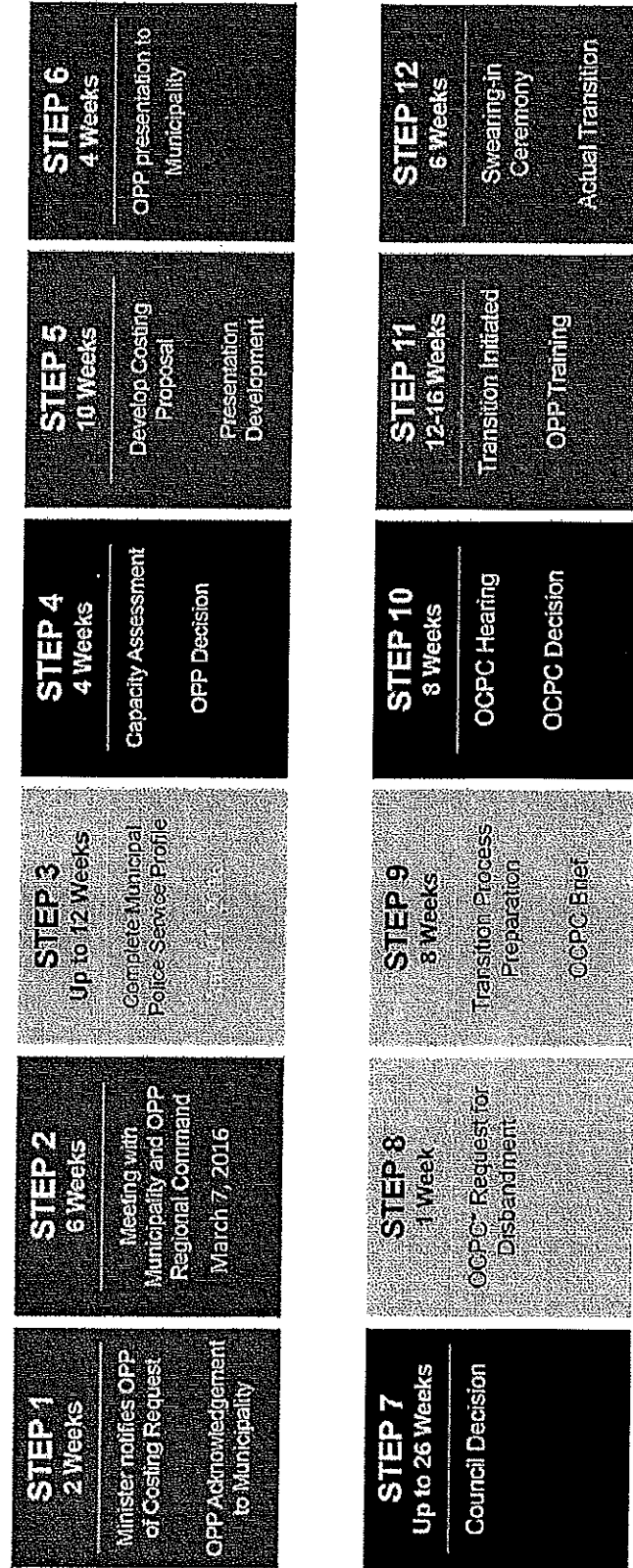
Moved by: Councillor Baker

THAT the OPP Contact Adhoc Committee meeting be adjourned until the next scheduled meeting.

CARRIED

The meeting adjourned at 7:00 pm.

Ontario Provincial Police (OPP) Amalgamation Process 2016



The estimated time to complete a municipal amalgamation is approximately 15-26 months after the OPP starts the Costing Proposal. Municipalities also have the opportunity to speed up the process by providing accurate, complete and timely responses.

*Ontario Civilian Police Commission (OCPC)
February 22, 2016

OPP Responsibility Municipal Responsibility Key Decisions



Ontario Provincial Police Municipal Policing Costing Proposals

OPP Municipal Policing Bureau

Prepared for the City of Brockville

March 2016

Objectives

- First-in, First-Served
- Three Step OPP Municipal Contract Proposal Process
- Transition Process
- OPP Integrated Service Delivery
- Key Municipal Responsibilities

First-in First Served Process

- Municipal requests for costing proposals will be prioritized based on the date of their request to the Minister.
- An annual cycle will be utilized to maximize the number of amalgamations that can be accommodated given capacity constraints within the OPP. Ensures there is a logical flow of work and municipalities do not remain in a stage for an extended period of time.

2016	2017	2018	2019
Group A: 4 municipalities			
Step 1 – March	Step 3 (Transition) Feb PPA Class		
Step 2 - Apr - Nov	Step 3 (Transition) Jun PPA Class		
Step 3 (OCPC) Nov – Mar’17	Step 3 (Transition) Sep PPA Class		
Group B: 4 - 6 municipalities			
Step 1 - Jul - Oct	Step 2 – Nov16 – Aug, 2017	Step 3 (Transition) Feb PPA Class	
	Step 3 (OCPC) – Sep’17 – Jan’18	Step 3 (Transition) Jun PPA Class	
		Step 3 (Transition) Sep PPA Class	
Group C: 4 - 6 municipalities			
Page 8	Step 1 - Jul - Oct	Step 2 – Nov’17 – Aug’18	Step 3 (Transition) Feb PPA Class
		Step 3 (OCPC) – Sep’18 – Jan’19	Step 3 (Transition) Jun PPA Class
			Step 3 (Transition) Sep PPA Class

OCPC = Ontario Civilian Police Commission, PPA = Provincial Police Academy

Three-step OPP Municipal Contract Proposal Process

STEP 1: Capacity Assessment and Municipal Profile

- OPP Municipal profile form must be returned to the OPP by June 06th 2016.
- The OPP site visit of the Municipal facility will be conducted during this step.

STEP 2: Development of Contract Proposal

- The OPP will conduct a data assessment including workload assessment.
- The OPP will prepare the Contract Proposal that includes Staffing, OPP services Facilities Assessment Results and Costing summary and start-up cost.
- The Municipality has six months after delivery of the proposal to reach a decision (acceptance is confirmed by means of a bylaw).

STEP 3: Municipal Amalgamation

- Step 3 occurs only if the Municipality accepts the OPP's proposal.
- Step 3 includes Ontario Civilian Police Commission Hearing, Contract sign-off and transition to the OPP process.

The Municipality will be informed at every step throughout the process

Transition Process

The Transition Contract will see municipalities entering into an agreement for a defined number of contractual hours of service as represented by uniform Full Time Equivalent (FTEs), plus civilian FTEs. After 3+* years they will transition to the OPP billing model.



*- three years plus the number of months/days to reach December 31.

Understanding OPP Service Delivery

- Detachments operate on an integrated service delivery model whereby they may provide policing services to contract and non-contract municipalities and meet provincial policing commitments (as per s.10, s.5.1 and s.19 PSA).
- Officers in a detachment are not assigned to one specific municipality.
- OPP utilizes the Daily Activity Reporting (DAR) system to record the duration/location an officer works.

Policing with an Integrated Model – Sample Detachment

Municipality A

Police Services Act (PSA) Section 10/Contract

- Residential areas
- Two elementary schools
- Bedroom community
- Increase in summer population/cottages

Municipality C

PSA Section 5.1/Non-Contract

- Rural areas
- One elementary school
- Farming
- Increase in summer population/cottages

Municipality B

PSA Section 10/Contract

- Smaller urban hub
- Two high schools
- Four elementary schools
- Hospital
- Increase in summer population/cottages



PSA Provincial Responsibilities

- The King's Highway
- Five provincial parks
- Numerous waterways
- First Nation Territory
- Assist other police services
- Unincorporated Territory

Network of OPP Integrated Detachments

The integrated detachment is part of a larger detachment network that shares resources when required for major incidents, investigations, seasonal workload increases, etc.



Municipal Responsibilities

Municipalities are responsible for, but not limited to, the following:

STEP 1:

- Municipal Police Service Profile form - to be completed within three months
- Site Visit of Municipal Police Service Building - facilitated by municipality

STEP 2:

- Render Decision on OPP Costing Proposal - to be passed within six months

STEP 3:

- Request for OCPC Disbandment Hearing - once council bylaw is passed
- Completion of OCPC Disbandment Hearing Brief

It is the responsibility of the Municipality to arrange all public, council and committee meetings to allow for a decision within six months of receiving the OPP's proposal.

Additional information is available in the OPP Municipal Policing Bureau Information Manual

Notes

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FIR vs. OPP BILLS

Municipality	Source of Co	2007	2008	2009	2010	2011	2012	2013	2014	Est. 2015 (3)	Est. 2016 (4)
Kenora C	FIR (1)	6,155,643	6,819,335	8,661,978 *							
	OPP Bill (2)				5,831,834	6,171,359	5,882,408	5,917,335	6,712,397	5,515,439	5,611,226
Leamington M	FIR (1)	5,975,491	6,141,428	6,989,939	5,678,585*						
	OPP Bill (2)					5,950,101	5,949,812	5,738,876	6,197,059	4,599,335	4,659,066
Pembroke C	FIR (1)	4,596,815	4,744,851	5,103,832	5,510,395	5,327,800	5,536,097	6,475,267*			
	OPP Bill (2)								4,790,020	4,224,754	4,181,312
Perth T	FIR (1)	1,961,989	1,977,192	2,337,123	2,342,999	2,411,076	2,395,833	3,268,234*			
	OPP Bill (2)								2,300,555	1,815,132	1,787,818
Wawa M	FIR (1)	1,368,882	1,555,749	1,674,233	1,609,117	1,640,360*					
	OPP Bill (2)						1,280,758	1,266,553	1,373,253	768,515	752,221

Notes:

(1) FIR amounts are based on Schedule 40, Line 0420 Column 07 (Total Police Expenses Before Adjustments)

(2) The OPP Bill amounts are based on the Actual reconciliation and represent the OPP bills for the first full calendar year the municipality was with OPP.
As an example, Perth joined OPP April 2013. The 2013 cost in the above table is based on FIR and from 2014 the OPP bills used.

(*) Amalgamation Dates:

Kenora C: OPP partially policed Kenora prior to July 17, 2009 (Keewatin & Jaffray-Melick) . On July 17, 2009, renewed contract amalgamating all of the City of Kenora
Leamington M: December 3, 2010
Pembroke C: July 6, 2013
Perth T: April 6,2013
Wawa M: February 25, 2011

(3) The "before Phased-in" costs included in the table.

2015 "after phased-in" amounts are as below:

Kenora C: \$ 6,502,470
Leamington M: \$ 5,827,205
Pembroke C: \$ 4,578,164
Perth T: \$ 2,196,168
Wawa M: \$ 1,322,794

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2016 "after phased-in" amounts are as below:

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Pembroke C: \$ 4,181,312
Perth T: \$ 1,982,942
Wawa M: \$ 1,194,914

QUESTIONS:

1. **COST RECOVERY** - Municipal Policing costs are estimated each calendar year and a year-end reconciliation of some of the costs, (ie: salaries) is made.

Q. How can a municipality effectively budget for this reconciliation?

A. The costing summary included in the municipality's contract proposal represents the most current estimate of annual municipal costs available at the time. The OPP issues annual billing summaries by October 01st of each year. The annual billing summary will include estimated costs for the following year and any applicable prior year cost reconciliations. The billing summaries are the basis for the monthly bills sent to municipalities in the year following.

Q. Using benchmark municipalities, what % of the budget makes up this reconciliation?

A. Our goal is to estimate costs as accurately as possible. We do not have any benchmark statistics to provide for amalgamating municipalities. The reconciliation amount as a percentage of the annual estimate will vary from one municipality to another depending on actual municipal workload, such as overtime incurred vs overtime estimated.

Q. Does the reconciliation go both up and down?

A. Yes the reconciled costs could be higher or lower than the annual estimate provided. Municipal policing costs are subject to a reconciliation process each year to more accurately recover from municipalities the policing costs incurred for the year (e.g. salaries, hours of service).

2. **POLICE SERVICES IN MUNICIPALITIES** – in providing adequate and effective police services, a municipality shall be responsible for providing all the infrastructure and administration necessary for providing such services including: vehicles, boats, equipment, communication devices, buildings and supplies. Section 4 of the PSA further defines which municipalities it applies to.

Q. If the City decides to disband and adopt the OPP service model which of the aforementioned services would the municipality be responsible to fund?

A. The municipality is responsible for all the costs noted. Costs will be detailed in the OPP costing proposal.

3. ADMINISTRATION

Q. How would the Police Service Board operate under the various contractual models under the OPP? (Section 10 / 5.1 of PSA)

A. Please review the "*Information Manual for Costing Process*" available on the opp.ca website for further details. On page 12 you will see the civilian governance differences between Section 5.1 PSA non-contract police services arrangement and Section 10 contract outlined. Please note that there is no Police Services Board under a Section 5.1 agreement.

On page 13 of the "*Information Manual for Costing Process*", you can see the differences between a Section 10 Board (OPP) and Section 31 Board (Municipal Police Service). Also note that should the municipality amalgamate with the OPP, the original 3+ years contract requires the municipality enter into a Section 10 agreement pursuant to the PSA. For more information, the appropriate sections of the Police Services Act (PSA) provide more details on the roles and responsibilities of the respective Police Service Board governance models.

4. HUMAN RELATIONS

Q. Who is responsible for lost time: sick time, vacation, parental/maternity leave, WSIB claims, costs of paying officers under suspension and/or investigation, arbitration?

A. The municipality is responsible for the majority of these costs however the manner in which the costs are calculated and allocated may differ from what the municipality is accustomed to. Some of the costs are set based on provincial averages experienced by the OPP. Currently the cost of an OPP detachment officer subject to suspension with pay is not billed to municipalities.

5. LEGAL/INSURANCE

Q. Who is responsible for legal challenges/law suits/contingent liability?

A. The municipality is responsible for events that predate the amalgamation. The OPP assumes liability after the amalgamation date for indemnifications pursuant to Section 50 (5) and (6) of the Police Services Act (PSA).

Q. Who is responsible for liability insurance coverage for officers/assets?

A. Same as above.

6. HOMICIDE INVESTIGATIONS

Q. Who is responsible for the excessive costs of Homicide investigations?

A. The municipality would be responsible for costs incurred by the officers providing frontline service to the municipality, including overtime. The OPP is currently responsible for Provincial Level Response such as the support services provided by our Criminal Investigation Branch members and any other support / specialty units.

7. SERVICE MODELS

Q. Will a Stand Alone and Integrated Service Model be presented for consideration by the City?

A. A Standalone model will not be offered. The OPP operates provincially using an integrated service delivery model. The integrated model proves to be the most cost efficient way to deliver policing service to the communities we serve.

8. INITIAL TRANSITION CONTRACT PROPOSAL - The estimated annual police service costs for the municipality's initial contract with the OPP will be determined by applying the bridge costing methodology applicable to municipal amalgamations. Following the term of the municipality's initial transition contract, the costing methodology applied to the municipality will be based on the OPP Billing Model.

Q. What have been the experiences of municipalities that have recently gone through this transitional process with respect to costs associated with the two billing models?

A. The current amalgamation process came into effect in 2016 and no municipality has completed the process to date. With respect to municipalities that transition from the previous billing methodology to the current OPP billing model, we suggest that you contact municipalities directly for feedback on their experience with the process and costs. We have also attached an excel sheet that was created by another municipality's CAO, who provided it to us as reference, outlining several municipalities' policing costs before amalgamation (amounts taken from FIR reports). The post amalgamation policing costs were added and confirmed by OPP Financial Specialist.

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Dear Sir,

I am the Chairman of a Citizens Advocacy Group in the City of Brockville. (COPS Brockville, Citizens Offering Police Support) We have a committee of 20 people and a support group of about 2400. Our objective is to communicate to the people of Brockville the importance of saving the Brockville Police Service.

I have been reading your Information Manual for Costing Process and there are three points explained in your manual that do not fit with the information flow from our city council and I am hopeful you can provide a more complete explanation.

The manual talks to the OPP using an integrated service delivery model while the request for quote from our council is asking for a quote for both an integrated model and a stand-alone model.

Q. Am I correct in assuming that the OPP no longer offers a stand-alone service model and will not be quoting on such a model?

A. A Standalone model will not be offered. The OPP operates provincially using an integrated service delivery model. The integrated model proves to be the most cost efficient way to deliver policing service to the communities we serve.

Secondly the manual mentions that officers are not assigned specifically as a municipal or provincial officer. We have the impression that members of the Brockville Police Service will be absorbed into the OPP local detachment and used to police Brockville. There is no mention of this practice in the manual.

Q. Would it be correct to infer that our local officers may or may not become OPP officers in our local OPP detachment and most certainly would not be assigned to just patrol Brockville?

A. Please see the explanation of the OPP Integrated Service Delivery Model on page 6 of the *Information Manual for Costing Process*. In addition any officer within the local OPP detachment may police the City of Brockville based upon day-to-day operational decisions made locally by detachment management ensuring at all times 24/7 coverage of the City of Brockville and cost effective delivery of core policing services to the City of Brockville and other municipalities policed by the detachment. Municipalities benefit from the integrated service model as it provides the OPP with enhanced flexibility in meeting policing demands. Combining the resources required to police multiple municipalities within one detachment provides a larger number of officers to draw on for major occurrences, thereby improving effectiveness of the response. Detachments can direct more resources to a major occurrence, without relying on overtime.

The third and last point for clarification is the costing. The manual speaks to the "interim recovery method" which has been explained to us by the Smith Falls Councilor as not being a known quantity until three years have passed.

Q. Is this due to the fact that we are entering the program in the middle of the five year adjustment period for costing? Would you have a projection model for what the final cost might be?

A. Each year our municipalities receive their cost estimates. During the initial transition contract municipalities will enter into an agreement for a defined number of contractual hours of services as represented by uniform Full Time Equivalents (FTEs), plus applicable civilian FTEs. After 3+ years, the

municipality will transition to a contract costed according to the OPP Billing Model. The OPP requires Daily Activity Reporting (DAR) data from our own record management system to apply the OPP Billing Model. This data is collected during the period of the initial transition contract. Please see the section of the *Information Manual for Costing Process* outlining "Financial Information and Costing Summary" for more detail on how the cost is applied for the initial transition contract. Municipalities can conduct their own estimates of costs under the OPP Billing Model that will be applied in 4 years by conducting their own financial analysis using an abundance of OPP Billing Model information and sample billing statements available to them if they so choose. As well, your municipalities is encouraged to communicate with other municipalities who have recently amalgamated with the OPP regarding their experience (i.e. Kenora, Leamington, Perth, Pembroke, Wawa).

Thank you for providing clarification to these three points.

Sincerely;

Cec Drake
1006 Kingswood Street
Brockville, ON, K6V 0A1
613-345-3507
cdrake4@cogeco.ca

Mr. Cec Drake
1006 Kingswood Street
Brockville. ON, K6V 0A1
613-345-3507

August 15, 2016

Mr. Bob Casselman
City Manager
1 King Street West
PO Box 5000
Brockville, ON, K6V 7A5

Dear Mr. Casselman

Please present the following questions relating to the ongoing discussions and presentations by the OPP and the City of Brockville's Ad hoc OPP costing committee. We have made the assumption that at the next meeting scheduled for September 7, 2016 that there will be an opportunity for questions to be presented.

Our first question is directed to the OPP;

1. As we go about the city discussing the OPP costing issue with people, the number one concern is with the OPP response time for calls. We have looked for this information in various city reports but for some reason this specific data is not available. Will the OPP make available the "response time reports" for Pembroke, Perth, Collingwood and Prescott so that we may have a comparison with the Brockville Police Service?

Our last two questions are directed to the Ad hoc costing committee.

1. At the last meeting between the OPP and the Ad hoc costing committee the OPP mentioned that if additional services are required the Ad hoc committee will need to identify those services. Has the Ad hoc committee prepared a list of the forty plus police supported community services so that the OPP can provide a cost for these services?
2. Now that it has been confirmed by the OPP that they will only be proposing an integrated police service, we will need to see a comparison to our current Brockville stand-alone service. How will the Ad hoc costing committee structure a cost comparison that will effectively show the value of the differences, the transition costs and the required capital spending?

Thank you for providing the contact and forwarding our questions.

Yours truly
Cec Drake, Chairman, COPS Brockville

OPP Billing Model

**Municipal Policing Bureau
To: City of Brockville**

September 7, 2016

Introduction

- After extensive community engagement, study and planning, and clear direction from the Auditor General, a new OPP municipal policing billing model took effect on January 1st, 2015.
- The Ministry of Community Safety and Correctional Services (MCSCS) and the OPP engaged extensively with municipalities and the Association of Municipalities of Ontario (AMO) during the development of the new billing model.
- Changing the billing model did not impact the total cost recovery of providing municipal policing; it simply changed the method of allocating the cost amongst municipalities.

Context For Action

- The previous cost recovery process had been in place for over 15 years and there were a number of challenges with the process
- Municipalities raised concerns about the fairness of the former billing model generating wide variations in policing costs
 - In 2013, policing costs ranged from \$6 to \$885 per household and/or \$6 to \$805 per property.

Context For Action

The 2012 Auditor General's report directed the OPP to review the billing process. Recommendation 7 states:

To promote better relations with, and consistent services to, municipalities, and fairer and more transparent billing processes, the OPP, in conjunction with the MCSCS, the MOF and municipalities should:

- Seek ways to simplify, and make more transparent its cost recovery methods and consider whether various grants and credits should be amalgamated into one all-encompassing costing formula;*
- Address the issues in its costing and billing methods that result in municipalities paying different rates and consider phasing in cost increases over time rather than when contracts are renewed; and*
- Consider establishing a policy that would require that all costs for providing services to support municipal police forces be identified as well as the proportion to be recovered.*

Understanding OPP Service Delivery

- Detachments operate on an integrated service delivery model whereby they may provide policing services to contract and non-contract municipalities and meet provincial policing commitments (as per s.10, s.5.1 & s.19 PSA).
- Officers in a detachment are not designated as municipal or provincial officers.
- OPP utilizes the Daily Activity Reporting (DAR) system to record the duration, location and type of work done by officers.

Understanding OPP Service Delivery

- Municipalities benefit from this model as it provides the OPP with enhanced flexibility in meeting fluctuating policing demands and a larger number of officers to draw on for major occurrences and emergencies.
- Provides economies of scale by allowing several municipalities and the province to share the cost of detachment supervisory, administrative positions and detachment infrastructure.

Rationale

- The new billing model for 2015 was based on the assumption that municipalities should pay an equitable share for the provision of policing services, as outlined in the Police Services Act (PSA).
- O.Reg 267/14 PSA replaces O.Reg 420/97 PSA.
- Includes a base level of infrastructure, supervision, administration and sufficient front-line service necessary to provide adequate, reactive and pro-active policing.
- Municipalities must have police officers available at all times to ensure the general safety and security of municipalities. There is a cost associated with this availability.
- Must meet Adequacy and Effectiveness of Police Services, O.Reg. 3/99 PSA.

OPP Recoveries

- The new billing model has not changed the total cost recovery for OPP policing services provided to municipalities – it reallocates the costs amongst municipalities.
- As with the former cost recovery process:
 - The actual salary and benefit costs of detachment staff are used.
 - The Municipal Cost Recovery Formula continues to be used to recover the cost of specific support services and other direct operating expenses (ODOE).

Sample 2016 Billing Statement

O.P.P. Annual Billing Statement

Sample City

Estimated cost for the period January 1 to December 31, 2016

		Cost per Property \$	Total Cost \$
Base Service			
	<u>Property Counts</u>		
	Household 4,000		
	Commercial and Industrial 225		
	Total Properties 4,225	193.07	815,721
Calls for Service			
	Total all municipalities \$143,818,773		
	Municipal portion 0.6950%	236.57	999,500
Overtime			
		23.41	98,900
Contract Enhancements			
		38.46	162,500
Court Security			
		30.77	130,000
Prisoner Transportation			
		2.20	9,295
Total 2016 Calculated Cost		524.48	2,215,916

OPP Billing Model Costs

The billing model is provincially focused and divides the majority of municipal policing costs into two categories

Base Service

Allocate among municipalities on an equal per property basis (households plus business properties).

- Legislated activities (e.g., crime prevention, officer availability to respond to emergency calls for service 24 hours a day, general and directed patrol, victim assistance, etc.)
- Proactive policing (e.g., RIDE, traffic safety, community policing, intelligence gathering etc.)
- Officer training and administrative duties
- All Inspector and Staff Sergeant positions



Calls for Service

Allocate the costs to municipalities based on their individual usage level.

- Crime calls (assaults, break & enter, mischief, drug offences, etc.)
- Provincial Statutes (Mental Health Act, Trespass to Property Act, landlord/tenant disputes, etc.)
- Motor vehicle collisions (property damage, personal injury, fatal, etc.)
- General calls for service (false alarms, lost property, missing person, etc.)
- Does not include incidents normally generated through proactive policing

Other Potential Costs

Municipalities billed on their individual usage:

Overtime Court security Cleaning/Caretakers
Prisoner Transport Accommodations Enhancements

OPP Billing Model Calculations

*Total
Municipal
Cost
Calculation*

- Detachment Full-Time Equivalents (FTEs)
- Municipal FTE Calculation using Provincial/Municipal workload split
- Provincial Services Usage (PSU)
- Base-Calls for Service (CFS) Split Percentage

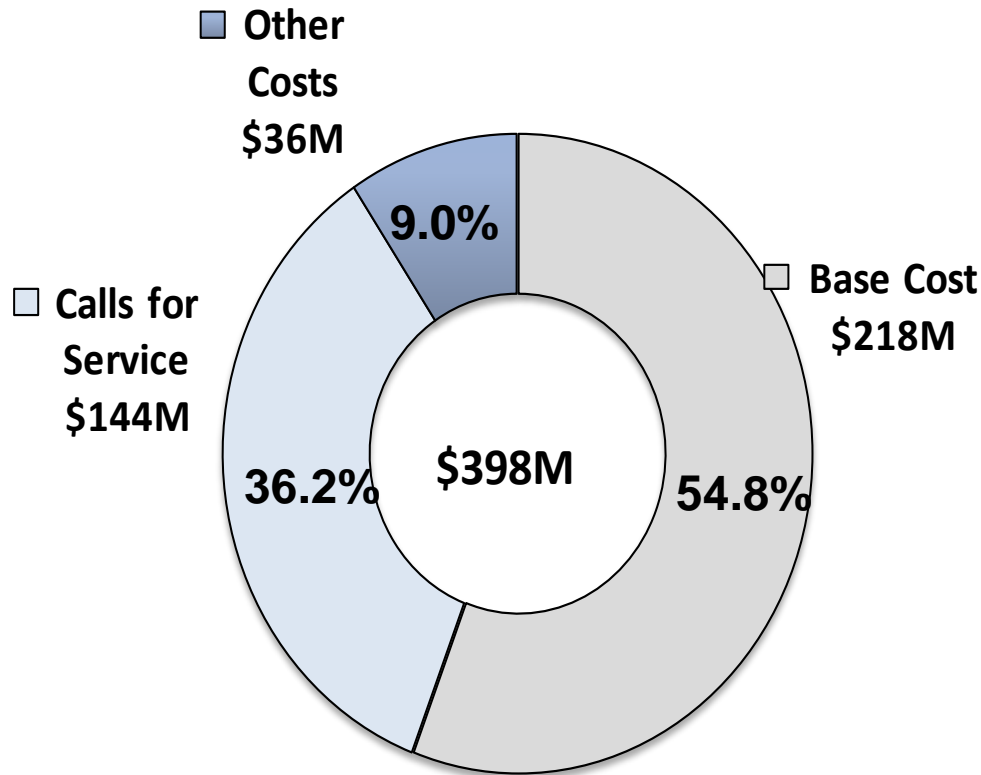
*Municipal
Allocation*

- Base policing services cost and allocation amongst municipalities
- Calls for Service cost and allocation amongst municipalities

*Individual
municipality
focus*

- Overtime
- Court Security
- Prisoner Transport
- Accommodation
- Cleaning services
- Contract enhancement positions
- Actual year end reconciliation adjustments

OPP Billing Model



2016 Municipal Cost Recoveries

–**Base** costs allocated among municipalities on an equal per property basis. The **2016** base cost was **\$193.07 per property** under the new model.

–**Calls for service (CFS)** charged to municipalities according to their usage (% of provincial CFS cost).

–**Other costs** allocated directly to municipalities based on contract arrangements and usage, i.e. overtime, court security, accommodation/cleaning and enhancements.

Notes - Values are revised annually

- Total 2016 cost-recovery of \$398M excludes any regulatory discounts



Base Service Category

- Allocated among municipalities on an equal per property basis
- Property count comprised of household, commercial and industrial properties updated annually on Municipal Property Assessment Corporation (MPAC) data
- Includes salaries, benefits, support and other direct operating expenditures (ODOE) related to the municipal FTEs identified in the base.

- Includes:

Proactive Policing

Crime Prevention

Training

Patrol

Operational

Administrative Duties

Property Count Definition

- Comprised of **household**, **commercial** and **industrial** properties.

INCLUDED

- **Households** (including Residential Units, Residential Dwelling Units and Farm Residential Units)
- **Commercial and Industrial properties** (including the classifications taxed at the fully occupied tax rates)

NOT INCLUDED

- **Vacant land***
- **Farmland and Managed forests with no households***
- **Households, commercial and industrial properties in Canadian Force Bases**

- Property counts are updated annually
- Counts included in the 2016 billing were based upon 2014 year end property counts for 2015 taxation year
- MPAC is responsible for determining classifications for all properties in Ontario (<http://www.mpac.ca>)

* Except those that have a unit or structure which are taxed at the fully occupied rates

Calls for Service Category

2016 Time Standards (4 Year Average: 2011-2014)			
	TOTAL TIME	CALLS FOR SERVICE COUNT	AVERAGE INCIDENT TIME
VIOLENT CRIMINAL CODE	1,252,414	84,690	14.8
PROPERTY CRIME VIOLATIONS	1,187,223	184,438	6.4
OTHER CRIMINAL CODE VIOLATIONS	430,072	58,170	7.4
DRUGS	284,069	8,320	34.1
DRUGS POSSESSION	92,951	15,008	6.2
STATUTES	447,196	145,849	3.1
TRAFFIC	538,220	162,548	3.3
OPERATIONAL	1,079,581	311,518	3.5
OPERATIONAL 2	294,089	257,608	1.1

- Calls for Service costs represent costs related to reactive policing services that usually require a police officer's attendance
- A municipality pays a *proportionate share* of the total municipal calls for service costs
- A municipality's proportionate share of the costs is based on time standards applied to their four-year average calls for service to determine their total weighted hours of calls for service.

Overtime

- Municipalities are billed for overtime from occurrences in their geographic area and a portion of their detachment overtime not linked to a specific municipality, e.g. training and administrative duties.
- Overtime recoveries are limited to uniform officers from the 66 detachments servicing municipalities.
- Excludes provincial obligations.

Court Security

- Municipalities with a court are charged for court security costs based on the cost required to provide designated court security activities.
- Court security is regarded as a “police service” in the Police Services Act and requires the government to recover the cost of police services provided to a municipality.
- Municipalities that do not have a courthouse in their municipality are not charged for court security.

Prisoner Transport

Annual Cost for
Prisoner Transport
Services for one
municipality

=

Annual per property
prisoner transport rate

×

Number of properties
in a municipality

- The cost has been identified separately for grant purposes.
- Prisoner Transport costs are allocated to all municipalities on a per property basis.

Accommodation and Cleaning Services

- These charges do not apply to municipalities that provide accommodation or cleaning services for an OPP detachment

Annual cost for **Accommodation/Cleaning Services** for one municipality

=

Annual per property **Accommodation/Cleaning Services** rate

×

Number of properties in a municipality

Enhancements

- Contract municipalities may choose to add enhanced service FTEs (additional civilian or uniform)
- The positions would be contracted for a specific, dedicated purpose
- Actual hours of work includes all work performed in the municipality by an enhancement officer, excluding the Deployment Model availability factor duties, such as court attendance or training.

Year End Adjustment

- Overtime, salary, benefits rates and court security costs are estimated in billing summaries issued each fall for the upcoming year.
- Adjustments for costs that are reconciled, after the year of service is complete, will be included as a prior year adjustment in the next annual statement issued
- Adjustments will be included in annual billing statements issued in the fall.

Existing Municipal Policing Contracts

- Do not include hours of service or an FTE count for municipalities policed by the OPP as of January 1, 2015
- Detachment Commander accountable for service level and meeting the objective and priorities of the Municipality/Board through meetings, reports, stats and public reporting tools
- OPP commits to provide adequate and effective policing
 - *“Ontario shall provide adequate and effective police services in accordance with the needs of the Municipality in compliance with the terms and conditions of the Agreement”*
 - *“The Commissioner shall ensure that the Detachment Commander responds appropriately to the Board's objectives and priorities for police services, developed after consultation with the Detachment Commander, pursuant to s. 10(9)(b) of the Police Services Act”*
 - *“Ontario shall cause the Commissioner to assign police officers and other persons to duties relating to the police services in and for the Municipality so as to provide the municipality adequate and effective policing services”*

Standardized Public Reporting Tools

**Calls For
Service
Billing
Summary
Report**

Records
Management
System (RMS)
Reports

**PSB
Reports**

The Integrated
Court Offences
Network
(ICON) Report

Complaints
and Optional
Categories
Report

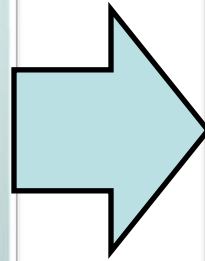
Collision
Reporting
System (CRS)

- PSB report was developed for Detachment Commanders in consultation with Police Services Boards to fulfill legislated responsibilities.
- CFS Billing Summary was developed to reflect the billable calls for services (occurrences in same groupings as municipal Annual Billing Statement)
- Addresses the Auditor General recommendation

Summary of Fundamental Differences

TRANSITION CONTRACT

- FTE based (1,417 contractual hours within the municipality per annum per uniform member)
- FTE – calculated at the individual municipality level only
- 3+ year contract term
- Used only for a single term for amalgamating municipalities



CURRENT OPP MODEL

- One billing methodology for municipalities policed by the OPP as of January 1, 2015
- FTE – calculated at the provincial level required for municipal policing based on detachment staffing
- Base + CFS + Other Costs (as applicable)
- 3,4,5,6 year contract terms

Questions?

Email us: OPP.MunicipalPolicing@opp.ca

Call us: (705) 329 6200

Follow us: @OPP_Mun_Pol

O.P.P. Annual Billing Statement

Any Town Sample

Estimated cost for the period January 1 to December 31, 2016

Please see attachments for notes and additional information

			Cost per Property \$	Total Cost \$
Base Service				
	<u>Property Counts</u>			
	Household	3,582		
	Commercial and Industrial	293		
	Total Properties	<u>3,875</u>	193.07	748,146
Calls for Service	(see summaries)			
	Total all municipalities	\$ 143,818,773		
	Municipal portion	0.5228%	194.02	751,836
Overtime	(see notes)		13.32	51,612
Contract Enhancements	(see summary)		66.39	257,262
Court Security	(see summary)		15.32	59,382
Prisoner Transportation	(per property cost)		2.20	8,525
Accommodation/Cleaning Services	(per property cost)		-	-
Total 2016 Calculated Cost			<u>484.33</u>	<u>1,876,763</u>
Court Security Prisoner Transport Grant for 2016				<u>32,375</u>
Grand Total Billing for 2016				<u>1,844,388</u>
2016 Monthly Billing Amount				153,699

OPP Total Base Services And Calls For Service Cost Summary
For the Period January 01 to December 31, 2016

Salaries and Benefits

					Total Base Services and Calls for Service		
					Calls for Service	Base Services	Calls for Service
					\$	\$	\$
Uniform Members	Note 1	FTE	Base %	\$/FTE			
Inspector		24.49	100.0	148,910	3,646,806	3,646,806	-
Staff Sergeant-Detachment Commander		14.03	100.0	134,362	1,885,099	1,885,099	-
Staff Sergeant		27.94	100.0	124,803	3,486,996	3,486,996	-
Sergeant		226.86	58.7	112,428	25,505,416	14,972,037	10,533,379
Constables		1,891.21	58.7	94,869	179,417,201	105,317,872	74,099,330
Part Time Constables.		6.83	58.7	75,531	515,877	302,879	212,997
Total Uniform Salaries		2,191.36		97,865	214,457,395	129,611,688	84,845,707
Contractual Payout (Vacation & Statutory Holidays)				3,704	8,091,499	4,851,388	3,240,111
Shift Premium				735	1,561,802	916,780	645,021
Benefits (26.90% Full-time, Insp. 23.26%, 16.94% Part-time)					57,504,914	34,702,634	22,802,281
<i>Total Uniform Salaries & Benefits</i>				128,512	281,615,610	170,082,490	111,533,119
Detachment Civilian Members	Note 1						
Court Officer.		15.05	58.7	64,748	974,457	571,725	402,733
Detachment Administrative Clerk.		173.58	58.7	62,694	10,882,425	6,387,892	4,494,533
Detachment Clerk Typist		0.44	58.7	54,587	24,018	14,193	9,826
Detachment Operations Clerk		0.76	58.7	60,106	45,681	27,048	18,633
Total Detachment Civilian Salaries		189.83			11,926,581	7,000,857	4,925,724
Benefits (25.92% of Salaries)					3,091,370	1,814,622	1,276,748
<i>Total Detachment Civilian Salaries & Benefits</i>				79,113	15,017,950	8,815,479	6,202,472
Support Staff (Salaries and Benefits)	Note 2						
Communication Operators				5,948	13,034,209	7,814,363	5,219,846
Prisoner Guards				1,512	3,313,336	1,986,435	1,326,901
Office Automation Support				417	913,797	547,846	365,951
Telephone Support				119	260,772	156,340	104,432
Operational Support				4,265	9,346,150	5,603,272	3,742,879
<i>Total Support Staff Salaries and Benefits Costs</i>					26,868,265	16,108,257	10,760,008

Total Salaries & Benefits

323,501,825 195,006,226 128,495,599

Other Direct Operating Expenses

Note 2

Communication Center.	226	495,247	296,914	198,333
Operational Support	787	1,724,600	1,033,945	690,655
RHQ Municipal Support	2,277	4,989,727	2,991,477	1,998,250
Vehicle Usage	8,636	18,924,585	11,345,804	7,578,781
Telephone	1,252	2,743,583	1,644,853	1,098,730
Detachment Supplies	505	1,106,637	663,459	443,178
Uniform & Equipment	1,360	2,989,538	1,792,194	1,197,344
Mobile Radio Equipment Maintenance	815	1,785,958	1,070,731	715,228
Office Automation - Uniform	1,440	3,155,558	1,891,843	1,263,715
Office Automation - Civilian	1,649	313,030	183,748	129,282
Uniform & Equipment Court officer.	741	11,152	6,543	4,609
Mobile Radio Equipment Maintenance Court Officer	815	12,266	7,196	5,069
<i>Total Other Direct Operating Expenses</i>		38,251,882	22,928,708	15,323,174

Total 2015 Municipal Base Services and Calls for Service Cost

\$ 361,753,707 \$ 217,934,933 \$ 143,818,773

Total OPP-Policed Municipal Properties

1,128,798

BASE SERVICES COST PER PROPERTY

\$193.07

OPP TOTAL BASE SERVICES AND CALLS FOR SERVICE COST SUMMARY

For the Period January 01 to December 31, 2016

Notes to Statement:

Total Base Services and Call for Service Costs are based on the cost of salary, benefit, support and other direct operating expenses for staff providing policing services to municipalities. Staff is measured in full-time equivalent (FTE) units and the costs per FTE are described in the notes below.

- 1) Full-time equivalents (FTEs) are based on average municipal detachment staffing levels for the years 2011 through 2014. Contract staff enhancements are excluded.

The equivalent of **90.7 FTEs with a cost of \$13,782,187** has been excluded from the Base Services and Calls for Service to reflect the average municipal detachment FTEs required for provincially-mandated responsibilities eligible for Provincial Service Usage credit.

Uniform salaries rates are based on weighted average rates for municipal detachment staffing by rank, level and classification. The 2016 salaries were estimated based on the 2014 rates set in the 2011 to 2014 Compensation Framework Agreement between the OPPA and the Ministry of Government Services with an estimated overall general salary rate increase of 1.5% for 2015 and 2.64% for 2016 applied. The salary rates will be reconciled to actual.

FTEs have been apportioned between Base Services and Calls for Service costs based on the current ratio, **58.7% Base Services : 41.3% Calls for Service**.

- 2) Support Staff Costs and Other Direct Operating Expenses for uniform FTEs are calculated on a per FTE basis as per rates set in the 2015 Municipal Policing Cost-Recovery Formula.

Calls for Service Billing Summary

For the Period January 1 to December 31, 2016

Calls for Service Billing Workgroups	Calls for Service Count (Note 1)					2016 Average Time Standard	Total Weighted Time	% of Total Provincial Weighted Time	2016 Estimated Calls for Service Cost
	2011	2012	2013	2014	Four Year Average				
					A	B	C = A * B		\$

(Note 2)

(Note 3)

(Note 4)

Any Town Sample

Drug Possession	30	26	32	36	31	6.2	192	0.0117%	\$ 16,805
Drugs	9	9	5	13	9	34.1	307	0.0187%	\$ 26,834
Operational	730	705	713	790	735	3.5	2,571	0.1563%	\$ 224,771
Operational 2	410	444	425	361	410	1.1	451	0.0274%	\$ 39,433
Other Criminal Code Violations	88	95	96	105	96	7.4	710	0.0432%	\$ 62,113
Property Crime Violations	328	327	264	236	289	6.4	1,848	0.1123%	\$ 161,578
Statutes & Acts	114	134	141	117	127	3.1	392	0.0238%	\$ 34,287
Traffic	102	100	116	117	109	3.3	359	0.0218%	\$ 31,378
Violent Criminal Code	115	145	108	110	120	14.8	1,769	0.1075%	\$ 154,636
Total	1,926	1,985	1,900	1,885	1,924		8,599	0.5228%	\$ 751,836

Provincial Totals	399,243	1,644,880	100%	143,818,773
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Note 1) CFS counts have been adjusted to reflect updated investigations.

Note 2) Showing no decimal places, for billing purposes the exact calculated numbers have been used

Note 3) Showing 4 decimal places here, for calculations 9 decimal places have been used

Note 4) Costs rounded to 0 decimals

Calls for Service Billing Workgroup Descriptions

Drug Possession

Includes all occurrences where the most serious violation is possession of marihuana, cocaine, heroin, crystal meth or other controlled substance. It also includes other minor drug related offences.

Drugs

Includes trafficking, production, and importation of drugs including marihuana, cocaine, heroin, crystal meth or other controlled substances. It also includes occurrences related to indoor/outdoor grow labs.

Operational

Operational calls for service are non-criminal events that police attend to. These include animal complaints, non-criminal domestic disturbances, missing persons, noise complaints, property – lost or found, sudden deaths, and assist public calls.

Operational 2

Includes false alarms, keep the peace and 911 calls/911 hang-ups. Due to the higher frequency of these calls, they have been separated out from the 'Operational' category and allocated a lower time standard. Traffic incidents are excluded.

Other Criminal Code Violations

The majority of offences counted in the Other Criminal Code Offences group are criminal offences that are not directed to people or related to property. It is similar to the group that Statistics Canada uses when reporting 'Other Criminal Code'. These include prostitution, offensive weapons, bail violations, counterfeiting, disturb the peace, indecent acts, breach of probation, and bribery.

Property Crime Violations

This category is similar to the group that Statistics Canada uses when reporting 'Property Crimes'. These include arson, break and enter, theft, possession of stolen goods, mischief, identity theft, and some frauds.

Statutes & Acts

Includes provincial statutes, primarily the Mental Health Act, Landlord Tenant Act and Trespass to property offences. It also includes custody dispute calls.

Traffic

Includes motor vehicle collisions of all severities (property damage, personal injury and fatalities) and road rage incidents reported to police.

Violent Crimes

The majority of offences counted in the Violent Crimes group are crimes against persons. This category is similar to the group that Statistics Canada uses when reporting 'Violent Crimes'. These include homicides, attempted murders, assaults, threats and robberies.

Calls For Service Details
For the Calendar Years 2011 to 2014

Calls for Service Billing Workgroups	Calls for Service Count				
	2011	2012	2013	2014	Four Year Average
Any Town Sample	1,926	1,985	1,900	1,885	1,924.00
Drug Possession	30	26	32	36	31.00
DRUG Operation - Master Code	-	1	-	-	0.25
DRUG related occurrence	7	9	14	14	11.00
Possession - Cannabis	19	9	9	17	13.50
Possession - Cocaine	-	-	-	1	0.25
Possession - Methamphetamine (Crystal Meth)	1	1	3	-	1.25
Possession - Other Controlled Drugs and Substances Act	3	6	6	4	4.75
Drugs	9	9	5	13	9.00
CDSA * Sec.6 - Sec.7	1	-	-	-	0.25
DRUG Operation - Commercial Grown [outdoor]	-	1	-	-	0.25
DRUG Operation - Residential Grow [indoor]	-	1	-	-	0.25
DRUG Operation - Residential Grow [outdoor]	1	-	1	-	0.50
DRUG Operation - Residential Lab	-	-	-	1	0.25
Production - Cannabis (Marihuana) (Cultivation)	1	-	-	1	0.50
Production - Other Controlled Drugs & Substances	-	1	1	-	0.50
Trafficking - Cannabis	1	3	1	8	3.25
Trafficking - Cocaine	1	2	-	-	0.75
Trafficking - Other Controlled Drugs and Substances Act	4	1	2	3	2.50
Operational	730	705	713	790	734.50
Accident - non-MVC - Commercial	-	1	-	-	0.25
Accident - non-MVC - Construction Site	-	-	-	1	0.25
Accident - non-MVC - Industrial	2	-	1	-	0.75
Accident - non-MVC - Public Property	1	-	-	-	0.25
Accident - non-MVC - Residential	-	-	1	-	0.25
Alarm - Master Code	2	5	4	2	3.25
Alarm - Others	11	5	2	3	5.25
Animal - Bear Complaint	-	-	1	1	0.50
Animal - Dog Owners Liability Act	4	4	6	6	5.00
Animal - Left in Vehicle	-	-	-	2	0.50
Animal - Master Code	6	4	8	5	5.75
Animal - Other	16	21	25	17	19.75
Animal Bite	3	1	1	-	1.25
Animal Injured	8	6	5	-	4.75
Animal Rabid	4	3	-	2	2.25
Animal Stray	16	8	7	4	8.75
Assist Fire Department	-	1	4	2	1.75
Assist Public	56	104	112	115	96.75
Bomb Threat	-	1	-	1	0.50
By-Law - Master Code	1	1	1	-	0.75
Child Neglect	-	1	-	2	0.75
Compassionate Message	6	3	2	3	3.50
Distressed / Overdue Motorist	1	3	-	2	1.50
Dogs By-Law	2	1	-	1	1.00
Domestic Disturbance	48	44	44	60	49.00
False Fire Alarm - Building	1	2	1	2	1.50
False Fire Alarm - Other	-	-	-	1	0.25
False Fire Alarm - Vehicle	-	1	-	-	0.25
Family Dispute	26	26	38	50	35.00
Fire - Building	1	-	1	1	0.75
Fire - Master Code	-	1	-	-	0.25
Fire - Other	2	1	-	-	0.75
Fire - Vehicle	1	-	-	-	0.25
Fire Alarm - Master Code	1	-	-	1	0.50
Firearms (Discharge) By-Law	-	-	1	-	0.25
Found - Bicycles	20	9	11	9	12.25

Calls For Service Details

For the Calendar Years 2011 to 2014

Calls for Service Billing Workgroups	Calls for Service Count				
	2011	2012	2013	2014	Four Year Average
Found - Household Property	4	1	5	3	3.25
Found - Jewellery	-	-	1	-	0.25
Found - License Plate	-	-	2	1	0.75
Found - Machinery & Tools	1	1	-	-	0.50
Found - Office Machines & Equipment	1	-	-	-	0.25
Found - Others	4	4	11	8	6.75
Found - Personal Accessories	10	11	19	11	12.75
Found - Photographic Equipment	1	-	-	-	0.25
Found - Radio, TV, Sound-Reprod. Equip.	2	2	1	3	2.00
Found - Sci., Optical, Measuring Devices	-	1	-	-	0.25
Found - Sporting Goods, Hobby Equip.	3	-	-	1	1.00
Found Property - Master Code	22	15	22	21	20.00
Hawkers & Peddlers By-Law	1	-	-	1	0.50
Insecure Condition - Building	10	4	17	10	10.25
Insecure Condition - Master Code	1	-	-	-	0.25
Insecure Condition - Others	-	-	1	2	0.75
Insecure Condition - Vehicle	2	-	-	-	0.50
Lost - Accessible Parking Permit	-	-	4	1	1.25
Lost - Bicycles	-	-	1	-	0.25
Lost - Gun	-	-	1	-	0.25
Lost - Household Property	1	1	5	4	2.75
Lost - Jewellery	-	-	2	1	0.75
Lost - License Plate	-	14	11	16	10.25
Lost - Others	24	13	9	5	12.75
Lost - Personal Accessories	11	16	5	12	11.00
Lost - Photographic Equipment	-	-	1	-	0.25
Lost - Radio, TV, Sound-Reprod. Equip.	1	3	1	1	1.50
Lost - Sporting Goods, Hobby Equip.	-	1	-	-	0.25
Lost Property - Master Code	14	9	7	13	10.75
Medical Assistance - Master Code	1	-	2	-	0.75
Medical Assistance - Other	10	2	6	8	6.50
Missing Person - Master Code	1	1	4	-	1.50
Missing Person 12 & older	15	9	12	12	12.00
Missing Person Located 12 & older	41	9	14	25	22.25
Missing Person Located Under 12	2	2	-	5	2.25
Missing Person under 12	1	1	4	-	1.50
Neighbour Dispute	16	20	22	33	22.75
Noise By-Law	28	14	11	1	13.50
Noise Complaint - Animal	1	7	7	3	4.50
Noise Complaint - Business	-	1	2	-	0.75
Noise Complaint - Master Code	7	3	1	5	4.00
Noise Complaint - Others	11	3	-	7	5.25
Noise Complaint - Residence	-	31	19	26	19.00
Noise Complaint - Vehicle	1	2	2	-	1.25
Other Municipal By-Laws	16	14	9	16	13.75
Phone - Master Code	2	5	1	-	2.00
Phone - Nuisance - No Charges Laid	20	20	18	13	17.75
Phone - Obscene - No Charges Laid	1	1	-	-	0.50
Phone - Other - No Charges Laid	5	3	3	5	4.00
Phone - Threatening - No Charges Laid	1	1	2	-	1.00
Protest / Demonstration	-	-	1	-	0.25
Smoking By-Law	-	-	-	1	0.25
Sudden Death - Accidental	1	-	2	-	0.75
Sudden Death - Natural Causes	7	6	10	14	9.25
Sudden Death - Others	1	-	-	1	0.50
Sudden Death - Suicide	1	1	1	1	1.00

Calls For Service Details

For the Calendar Years 2011 to 2014

Calls for Service Billing Workgroups	Calls for Service Count				
	2011	2012	2013	2014	Four Year Average
Suspicious Package	2	1	1	2	1.50
Suspicious Person	69	64	66	96	73.75
Suspicious vehicle	22	31	22	23	24.50
Traffic By-Law	8	3	7	10	7.00
Trouble with Youth	62	73	41	38	53.50
Unwanted Persons	22	22	19	36	24.75
Vehicle Recovered - Automobile	2	-	1	2	1.25
Vehicle Recovered - Motorcycles	1	1	-	-	0.50
Vehicle Recovered - Other	-	-	1	-	0.25
Vehicle Recovered - Trucks	-	1	-	-	0.25
Operational 2	410	444	425	361	410.00
911 call / 911 hang up	249	269	219	186	230.75
911 hang up - Pocket Dial	-	-	4	17	5.25
False Alarm - Accidental Trip	58	59	51	48	54.00
False Alarm - Cancelled	27	31	32	17	26.75
False Alarm - Malfunction	40	45	67	53	51.25
False Alarm - Others	14	9	11	9	10.75
False Holdup Alarm - Accidental Trip	3	2	2	-	1.75
False Holdup Alarm - Malfunction	3	3	3	3	3.00
Keep the Peace	16	26	36	28	26.50
Other Criminal Code Violations	88	95	96	105	96.00
Animals - Cruelty	-	3	3	3	2.25
Animals - Kill or injure	-	1	-	-	0.25
Animals - Others	-	-	1	-	0.25
Animals - Unnecessary suffering	2	-	-	-	0.50
Bail Violations - Appearance Notice	4	8	8	5	6.25
Bail Violations - Disobey Summons	2	1	-	-	0.75
Bail Violations - Fail To Appear	1	-	-	-	0.25
Bail Violations - Fail To Comply	25	17	16	22	20.00
Bail Violations - Master Code	1	1	1	-	0.75
Bail Violations - Others	-	1	1	3	1.25
Bail Violations - Promise To Appear	-	-	1	-	0.25
Bail Violations - Recognizance	5	5	5	3	4.50
Breach of Probation	17	23	27	43	27.50
Breach of Probation - In relation to children	-	-	1	-	0.25
Child Pornography - Other	-	-	1	-	0.25
Child Pornography - Possess child pornography	1	1	-	-	0.50
Counterfeit Money - Master Code	1	1	-	-	0.50
Counterfeit Money - Others	-	-	1	-	0.25
Disobey court order / Misconduct executing process	1	-	-	-	0.25
Disturb the Peace	3	4	7	2	4.00
Fail to Attend Court	14	15	15	18	15.50
False Fire Alarm (C.C. Charge)	1	-	-	-	0.25
Indecent acts - exposure to person under 14	-	1	-	-	0.25
Indecent acts - Master Code	1	-	-	-	0.25
Indecent acts - Other	1	3	-	-	1.00
Libel - Defamatory	1	-	-	-	0.25
Obstruct Justice / Fabricate Evidence	-	1	1	1	0.75
Obstruct Public Peace Officer	-	2	2	-	1.00
Offensive Weapons - Carry concealed	-	1	-	-	0.25
Offensive Weapons - Other Offensive Weapons	-	1	-	-	0.25
Offensive Weapons - Other Weapons Offences	1	-	-	-	0.25
Offensive Weapons - Possession of Weapons	1	1	1	1	1.00
Offensive Weapons - Prohibited	-	-	1	1	0.50
Offensive Weapons - Restricted	-	-	-	1	0.25
Offensive Weapons - Weapons Trafficking	-	1	-	-	0.25

Calls For Service Details
For the Calendar Years 2011 to 2014

Calls for Service Billing Workgroups	Calls for Service Count				
	2011	2012	2013	2014	Four Year Average
Possess Firearm while prohibited	-	-	1	1	0.50
Possession of Burglary Tools	-	1	-	-	0.25
Prostitution under 18 - procuring	-	-	-	1	0.25
Public Mischief - mislead peace officer	-	1	1	-	0.50
Trespass at Night	5	-	-	-	1.25
Utter Threats to damage property	-	-	1	-	0.25
Utter Threats to Property / Animals	-	1	-	-	0.25
Property Crime Violations	328	327	264	236	288.75
Arson - Auto	-	-	-	2	0.50
Arson - Building	-	1	-	1	0.50
Arson - Others	1	1	-	-	0.50
Break & Enter	47	40	24	31	35.50
Break & Enter - Firearms	-	1	-	1	0.50
Fraud - Account closed	1	-	-	-	0.25
Fraud - False Pretence Under \$5,000	2	-	1	2	1.25
Fraud - Forgery & Uttering	1	2	-	3	1.50
Fraud - Fraud through mails	5	4	3	4	4.00
Fraud - Master Code	7	7	6	7	6.75
Fraud - Money/property/security Over \$5,000	-	2	2	-	1.00
Fraud - Money/property/security Under \$5,000	3	5	5	3	4.00
Fraud - Other	11	10	7	13	10.25
Fraud - Steal/Forge/Poss./Use Credit Card	6	6	4	6	5.50
Fraud - Welfare benefits	1	-	-	-	0.25
Identity Fraud	-	-	-	1	0.25
Interfere with lawful use, enjoyment of property	-	1	1	5	1.75
Mischief - Master Code	86	60	67	51	66.00
Mischief Graffiti - Non-Gang Related	1	3	3	-	1.75
Possession of Stolen Goods - Master Code	-	2	-	-	0.50
Possession of Stolen Goods over \$5,000	-	-	2	1	0.75
Possession of Stolen Goods under \$5,000	-	3	2	2	1.75
Property Damage	11	3	10	6	7.50
Theft from Motor Vehicles Under \$5,000	38	53	26	15	33.00
Theft of - Automobile	-	-	1	3	1.00
Theft of - Motorcycles	-	2	2	-	1.00
Theft of - Other Motor Vehicles	-	-	1	-	0.25
Theft of - Trucks	-	-	-	2	0.50
Theft of Motor Vehicle	-	7	3	1	2.75
Theft Over - Master Code	3	1	1	-	1.25
Theft Over \$,5000 - Construction Site	1	-	-	-	0.25
Theft Over \$5,000 - Other Theft	3	1	-	-	1.00
Theft Over \$5,000 - Trailers	-	1	-	-	0.25
Theft Under \$5,000 - Bicycles	31	16	9	8	16.00
Theft Under \$5,000 - Boat Motor	-	1	-	1	0.50
Theft Under \$5,000 - Building	-	1	-	-	0.25
Theft Under \$5,000 - Construction Site	-	6	1	-	1.75
Theft Under \$5,000 - Gasoline Drive-off	-	3	12	7	5.50
Theft Under \$5,000 - Mail	-	-	-	1	0.25
Theft Under \$5,000 - Master Code	26	12	18	10	16.50
Theft Under \$5,000 - Mine Equipment/Property	-	1	-	-	0.25
Theft Under \$5,000 - Mining Product	-	-	1	-	0.25
Theft Under \$5,000 - Other Theft	38	45	31	38	38.00
Theft Under \$5,000 - Persons	1	4	5	5	3.75
Theft Under \$5,000 - Trailers	1	2	2	-	1.25
Theft Under \$5,000 - Truck Load	-	1	-	-	0.25
Theft Under \$5,000 Shoplifting	3	19	14	5	10.25
Unlawful in a dwelling house	-	-	-	1	0.25

Calls For Service Details
For the Calendar Years 2011 to 2014

Calls for Service Billing Workgroups	Calls for Service Count				
	2011	2012	2013	2014	Four Year Average

Statutes & Acts	114	134	141	117	126.50
Children's Law Reform Act	-	-	1	-	0.25
Children's Law Reform Act - Custody order	-	-	-	1	0.25
Custody Dispute	3	4	2	2	2.75
Family Law Act - Custody/Access order	1	2	2	-	1.25
Family Law Act - Master Code	-	1	-	-	0.25
Family Law Act - Other	1	2	-	-	0.75
Landlord / Tenant	27	32	29	14	25.50
Mental Health Act	48	41	61	50	50.00
Mental Health Act - Attempt Suicide	15	12	9	3	9.75
Mental Health Act - Threat of Suicide	-	11	20	15	11.50
Mental Health Act - Voluntary Transport	-	-	-	2	0.50
Trespass To Property Act	18	29	16	30	23.25
Youth Criminal Justice Act (YCJA)	1	-	1	-	0.50
Traffic	102	100	116	117	108.75
MVC - Others (Motor Vehicle Collision)	1	1	-	-	0.50
MVC - Personal Injury (Motor Vehicle Collision)	9	5	9	10	8.25
MVC - Prop. Dam. Failed to Remain (Motor Vehicle Collision)	20	17	15	21	18.25
MVC - Prop. Dam. Non Reportable	32	32	35	26	31.25
MVC - Prop. Dam. Reportable (Motor Vehicle Collision)	40	45	57	60	50.50
Violent Criminal Code	115	145	108	110	119.50
Assault - Level 1	43	54	30	42	42.25
Assault Peace Officer	2	2	1	2	1.75
Assault Peace Officer with weapon OR cause bodily harm	-	1	-	-	0.25
Assault With Weapon or Causing Bodily Harm - Level 2	9	8	8	10	8.75
Criminal Harassment	15	23	21	12	17.75
Criminal Harassment - Offender Unknown	-	-	1	1	0.50
Discharge Firearm with Intent	-	1	-	-	0.25
Forcible confinement	-	1	5	2	2.00
Indecent / Harassing Communications	3	2	3	-	2.00
Robbery - Other	1	-	1	-	0.50
Robbery - With Threat of Violence	-	-	-	1	0.25
Sexual Assault	11	19	8	21	14.75
Sexual Assault With a Weapon	-	1	-	-	0.25
Sexual Interference	-	2	-	-	0.50
Utter Threats - Master Code	2	5	-	3	2.50
Utter Threats to Person	28	26	30	15	24.75
Utter Threats to Person - Government Employee	1	-	-	1	0.50

OPP Contract Enhancement Cost Summary**Any Town Sample**

Estimated Policing Costs for the period
January 01, 2016 to December 31, 2016

2015 Cost-Recovery Formula
Costs Adjusted on an Annual Basis

Salaries and Benefits

(Note 1)

Uniform Members

	FTE	\$	
Inspector	-	-	
Staff Sergeant-Detachment Commander.....	-	-	
Staff Sergeant	-	-	
Sergeant	1.00	112,428	
Constables.....	-	-	
Total Uniform Salaries			112,428
Contractual Payout (Vacation & Statutory Holidays)			3,704
Shift Premiums			735
Benefits (26.90% of Salaries)			30,243
<i>Total Uniform Salaries & Benefits</i>			147,110

Detachment Civilian Members

	FTE	\$	
Court Officer	Full-time -	-	
Court Officer	Part-time -	-	
Detachment Administrative Clerk	Full-time 1.00	62,694	
Detachment Administrative Clerk	Part-time -	-	
Detachment Operations Clerk	-	-	
Crimestoppers Clerk	-	-	
Garage Attendant	-	-	
Total Detachment Civilian Salaries			62,694
Benefits (25.92% of Salaries; 20.65% Part-time)			16,250
<i>Total Civilian Salaries & Benefits</i>			78,944

Support Costs - Salaries and Benefits

Communication Operators	5,948	
Prisoner Guards Salaries & Benefits	1,512	
Office Automation Support Salaries & Benefits.....	417	
Telephone Support Salaries & Benefits.....	119	
Operational Support Salaries & Benefits.....	4,265	
<i>Total Support Staff Salaries and Benefits Costs</i>		12,261

Total Salaries & Benefits**238,315****Other Direct Operating Expenses**

Communication Centre	226	
Operational Support	787	
RHQ Municipal Support	2,277	
Vehicle Usage	8,636	
Telephone	1,252	
Detachment Supplies & Equipment	505	
Uniform & Equipment	1,360	
Uniform & Equipment - Court Officer	-	
Mobile Radio Equipment Repairs & Maintenance	815	
Office Automation - Uniform	1,440	
Office Automation - Civilian	1,649	
<i>Total Other Direct Operating Expenses</i>		18,947

TOTAL BILLED POLICING COST**\$ 257,262****TOTAL OPP-POLICED PROPERTIES****3,875****COST PER PROPERTY****\$ 66.39**

OPP Contract Enhancement Cost Summary
Any Town Sample
Estimated Policing Costs for the period
January 01, 2016 to December 31, 2016

Notes to Statement

- 1) Salaries rates per FTE are based on weighted average rates for municipal detachment staffing by rank, level and classification. The 2016 salaries were estimated based on the 2014 rates set in the 2011 to 2014 Compensation Framework Agreement between the OPPA and the Ministry of Government Services with estimated overall general salary rate increases of 1.5% applied for 2015 and 2.64% applied for 2016.

OPP Court Security Cost Summary
Any Town Sample
Estimated Policing Costs for the period
January 01, 2016 to December 31, 2016

2015 Cost-Recovery Formula
Costs Adjusted on an Annual Basis

Salaries and Benefits

(Note 1)

Uniform Members

	<u>FTE</u>	<u>\$</u>	
Constables	0.38	36,489	
Part Time Constables	-	-	
Total Uniform Salaries			36,489
Contractual Payout (Vacation & Statutory Holidays)			1,425
Shift Premium			283
Benefits (26.90% full-time, 16.94% part-time)			9,816
<i>Total Uniform Salaries & Benefits</i>			48,012

Detachment Civilian Members

Court Officer.	-	-	
Court Officer - Part-time	-	-	
Offender Transport	-	-	
Guards.	-	-	
Total Detachment Civilian Salaries			-
Benefits (25.92%, Part-time 20.65%)			-
<i>Total Detachment Civilian Salaries & Benefits</i>			-

Support Costs - Salaries and Benefits

(Note 2)

Communication Operators		2,288	
Prisoner Guards Salaries & Benefits		582	
Office Automation Support Salaries & Benefits.		160	
Telephone Support Salaries & Benefits.		46	
Operational Support Salaries & Benefits.		1,640	
<i>Total Support Staff Salaries and Benefits Costs</i>			4,716

Total Salaries & Benefits

52,728

Other Direct Operating Expenses

(Note 2)

Communication Center.	87	
Operational Support	303	
RHQ Municipal Support	876	
Vehicle Usage	3,322	
Telephone	482	
Detachment Supplies	194	
Uniform & Equipment	523	
Mobile Radio Equipment Maintenance	313	
Office Automation - Uniform	554	
Office Automation - Court Officer	-	
Uniform & Equipment Court Officer.	-	
<i>Total Other Direct Operating Expenses</i>		6,653

TOTAL 2016 COURT SECURITY COST
TOTAL OPP-POLICED PROPERTIES
COST PER PROPERTY

\$ 59,382
3,875
\$ 15.32

OPP Court Security Cost Summary
Any Town Sample
Estimated Policing Costs for the period
January 01, 2016 to December 31, 2016

Notes to Statement

- 1) Full-time equivalents (FTEs) are based on staffing required to provide court security based on the 2014 activity levels and requirements determined by servicing detachment staff. Salaries rates per FTE are based on weighted average rates for municipal detachment staffing by rank, level and classification. The 2016 salaries were estimated based on the 2014 rates set in the 2011 to 2014 Compensation Framework Agreement between the OPPA and the Ministry of Government Services with estimated overall general salary rate increases of 1.5% applied for 2015 and 2.64% applied for 2016.

- 2) Support Staff Costs and Other Direct Operating Expenses for uniform FTEs are calculated on a per FTE basis as per rates set in the 2015 Municipal Policing Cost-Recovery Formula.

Notes to 2016 OPP Municipal Cost Recovery Billing

Municipal Base Services and Calls for Service Costs

The Base Services and Calls for Service costs are the calculated costs of OPP members providing municipal policing services. The costs are determined based on the staffing in detachments and the municipal policing activities performed. Statistical analysis of activity in all applicable detachments is used to determine the municipal policing workload allocation of all detachment-based staff as well as the allocation of the municipal workload between base services and calls for service activity. For 2016 billing purposes the allocation of the municipal workload has been calculated to be 58.7% Base Services and 41.3% Calls for Service. Please refer to *Base Services and Calls for Service Cost Summary* for the total municipal Base Services and Calls for Service 2016 cost calculation.

Base Services

The Base Services costs represent municipal costs related to proactive policing services such as routine patrols, crime prevention, RIDE programs, training, administration, etc. The cost to each municipality is determined by the number of properties in the municipality and the standard province-wide average cost per property. The number of municipal properties is determined based on MPAC data; please refer to the property count definition attached *2016 OPP Municipal Policing Billing Property Count Definitions*. The calculation of the standard province-wide base cost per property is detailed on *Base Services and Calls for Service Cost Summary*.

Calls for Service

The Calls for Service costs represent the municipal costs related to policing services that are typically reactive in nature and usually require a police officer's attendance. A municipality pays a proportionate share of the total cost of municipal calls for service costs calculated for the province. A municipality's proportionate share of the costs is based on weighted time standards applied to the historical calls for service. The municipality's total weighted time is calculated as a percentage of the total of all municipalities.

Overtime

Municipalities are billed for overtime resulting from occurrences in their geographic area and a portion of overtime that is not linked specifically to a municipality, such as training. Municipalities are not charged for overtime identified as a provincial responsibility. The overtime activity for the calendar years 2012, 2013 and 2014 has been analyzed, applying the revised billing methodology, and averaged to forecast the 2016 costs. The costs incorporate the estimated 2016 salary rates and a discount to reflect overtime paid as time in lieu. The overtime costs incurred in servicing detachments for shift shortages have been allocated on a per property basis based on straight time. Please be advised that these costs will be reconciled to actual 2016 hours and salary rates.

Court Security

Municipalities with court security responsibilities in local courthouses have been billed court security costs based on the cost of the staff in the servicing detachment required to provide designated court security activities. 2016 costs have been based on 2014 security activity and security requirements specified by detachment staff. Please be advised that these costs will be reconciled to actual 2016 hours and salary rates.

Prisoner Transportation

Prisoner Transport costs have been allocated to municipalities on a per property basis. The total estimated cost of municipal detachment staff providing prisoner transport services across the province has been calculated based on 2014 activities. The standard per property cost was calculated using the total of all OPP-policed municipal properties. Please be advised that these costs will be reconciled to actual 2016 hours and salary rates.

Accommodation/Cleaning Services

The municipal portion of the cost of provincially-owned detachment facilities has been allocated to municipalities on a per property basis. A standard province-wide rate has been set based on the total calculated municipal detachment costs and the property counts of municipalities requiring detachment facilities. The municipal detachment costs are based on the number of municipal officers and the per officer cost set in the 2015 Municipal Policing Cost-Recovery Formula.

Cleaning costs have been allocated to municipalities on a per property basis. The cost of the municipal portion of detachment caretakers, garage attendants and cleaning service contracts has been calculated and prorated based on the property counts of municipalities requiring these services.

2016 OPP Municipal Policing Billing General Information

Provincial Recovery Summary

The total municipal cost-recoveries included in the 2016 municipal billings are summarized below.

Cost	Recovery
Base Services	\$217,934,933
Calls for Service	\$143,818,773
Overtime	\$12,343,827
Court Security	\$3,657,502
Contract Enhancements	\$13,856,522
Prisoner Transportation	\$2,483,356
Accommodation/Cleaning	\$3,917,416
Total Municipal Cost-Recovery (1)	\$398,012,329

(1) Excludes anticipated regulatory discounts (estimated \$816k)

Provincial Service Usage

The billing model recognizes all of the detachments that service municipalities (municipal detachments) as one entity supporting each other with investigations, workload pressures and staffing shortages. Provincial Service Usage (PSU) is generated when officers perform provincially-mandated responsibilities requiring them to work outside the municipal detachments or perform certain specialized duties within detachment areas; for example security for a major event such as the G8/G20 Conference or 2015 Pan Am Games. To acknowledge the deployment of detachment officers for PSU related activities, municipal costs have been discounted. A PSU discount rate is applied to the total municipal policing FTEs to reflect the reduction in service provided to all municipalities. The rate is based on a four-year average of the annual rates calculated for 2011 through 2014. The PSU discount rate applied in 2016 is 3.67%. In total \$13,779,100 (90.7 municipal policing FTEs), has been removed from the costs allocated to municipalities.

Detachment revenue

Revenue collected at detachments on behalf of municipalities has not been included in the billing summary costs. Any detachment revenue owing to municipalities upon completion of the year will be issued to the municipality through a credit. We anticipate the timing of this to be February or March the following year.

2016 Year End Adjustment

Upon completion of 2016, municipal costs based on salaries and benefits components will be recalculated to account for variances between estimated and final rates applicable for the year as determined by collective bargain agreements and the Ministry of Government Services revised benefits calculations. The number of municipal detachment FTEs, "base/calls for service" ratio, property counts, municipal calls for service allocation rates, and PSU discounts included in the original calculations of the 2016 billing will remain unchanged. Overtime, Court Security, Contract Enhancements and Prisoner Transport costs will be recalculated based on actual 2016 data. Any adjustments required as a result of the recalculation of 2016 costs will be included as a Prior Year Adjustment in the 2018 Annual Billing Statement issued in fall 2017.

Court Security and Prisoner Transportation Grant

The Ministry of Community Safety and Correctional Services (MCSCS) has reviewed the municipal grant allocations for 2016. Court Security and Prisoner Transport (CSPT) costs will be partially offset by the finalized grant allocation. In 2015, the OPP issued the credits to municipalities for their CSPT grant. For 2016, we have included this grant amount on the 2016 billing statement. Please note that a review of 2015 reconciled costs will need to be compared to the actual grant allocated for 2015. If the grant amount is more than the reconciled costs an adjustment will be included on your 2017 Billing Statement.

2016 OPP Municipal Policing Billing Property Count Definitions

The property counts included in the OPP municipal policing bills are comprised of household, commercial and industrial properties. The property counts will be updated annually based on Municipal Property Assessment Corporation (MPAC) data. The counts included in the 2016 OPP municipal billing were based upon 2014 year end property counts for 2015 taxation.

Households

Household counts are the number of residential units (RU), farmlands on which a farm residence exists (FRU), and seasonal dwelling units (RDU).

Commercial and Industrial Business Properties

Business property counts are the number of assessment roll numbers in the commercial and industrial realty tax classes (RTC) detailed in Appendix A. The count includes the number of commercial and industrial classifications taxed at the fully occupied tax rates (refer to Realty Tax Qualifier (RTC) descriptions in Appendix B).

Other Property Count Considerations

- Households, commercial and industrial properties on Canadian Forces Bases (CFB) have been excluded, as CFBs have their own police.
- Property counts have been adjusted for municipalities receiving hybrid (OPP and Municipal police) policing services.
- Timeshares are adjusted in household numbers to count the assessment roll numbers as identified by MPAC Property Codes 385 and 386.
- A building with an apartment above a retail store counts as two properties. The upper portion counted as a household property and the lower portion counted as a commercial property.
- There is no distinction made between types of commercial and industrial properties. For example, a single property count would apply to each: a gas station, an office building, a nightclub, or a stadium.
- Commercial properties with multiple units, such as shopping malls count as a single property, regardless of the number of commercial units operating within malls. Similarly, a large industrial property with a small commercial unit attached would be counted as a single property.
- Vacant lands, such as farmland, managed forest, municipal parks, conservation lands, and commercial or industrial vacant lands are not included in the property counts with the exception of those which have a unit or structure which are taxed at the fully occupied tax rates.
- Institutional properties are excluded, with the exception of those with a residential component (e.g. continuum of care seniors facility), which would be captured in the household numbers.

[1] MPAC is responsible for determining assessed values and classifications for all properties in Ontario (<http://www.mpac.ca>).

Property Count Definition

Appendix A

Realty Tax Class (RTC) Descriptions

Properties with the following RTC are **included** in the count:

RTC Commercial*	RTC Industrial
C - Commercial	I - Industrial
D - Office Buildings	J - New construction: industrial
G - Parking Lots	K - New construction: large industrial
Q - Professional Sports Facility	L - Large industrial
S - Shopping Centre	
X - New Construction: Commercial	
Y - New Construction: Office Building	
Z - New construction: Shopping Centre	

*Note - O - Condominium resort is excluded; these properties are captured in the household counts.

Appendix B

Realty Tax Qualifier (RTQs) Descriptions

Please note in the tables below the abbreviation P.I.L. represents Payment-in-Lieu of taxes.

INCLUDED - Properties with the following RTQ are taxed as fully occupied and are **included** in the count, provided that they fall within one of the RTC categories outlined in Appendix A:

RTQ	DESCRIPTION
C	Lower-tier & Education Only
D	Taxable for School Taxes only.
F	Exempt from taxation, but eligible for P.I.L at the full rate.
G	Exempt from taxation, but eligible for P.I.L. at the general rate only (No School Taxes).
H	Taxable, shared as if a P.I.L.
I	Water Intake System, Shared P.I.L.
L	Upper Tier & Education Only
M	Taxable at the General rate (No School rates).
N	Non-Generating Station, Shared P.I.L.
P	Taxable tenant of Provincially owned property, subject to P.I.L. at the full rate.
S	Generating Station, Shared P.I.L.
T	Taxable at the full rate.

EXCLUDED - Properties with the following RTQ are **excluded** from the count:

RTQ	DESCRIPTION
1	Taxable at the Farmland Awaiting Development- Phase 1 rate (Registered Plan Stage).
2	Exempt from taxation, but eligible for P.I.L. of taxes at the Farmland Awaiting Development- Phase 1 rate (Registered Plan Stage).
3	Exempt from taxation, but eligible for P.I.L. of taxes at the General Farmland Awaiting Development- Phase 1 rate (No School Rates) (Registered Plan Stage).
4	Taxable at the Farmland Awaiting Development- Phase II rate (Building Permit Stage).
5	Exempt from taxation, but eligible for P.I.L. at the Farmland Awaiting Development- Phase II rate (Building Permit Stage).
6	Exempt from taxation, but eligible for P.I.L. at the General Farmland Awaiting Development- Phase II rate (No School Rates) (Building Permit Stage).
A	Taxable at the General Vacant Land rate (No School taxes).
B	Taxable at the General Excess Land rate (No School rates).
E	Exempt
J	Taxable at Vacant Land rate, shared as if a P.I.L. (not a PIL but shared as if it was).
K	Taxable at Excess Land rate, shared as if a P.I.L.
Q	Taxable tenant of Provincially owned property at Excess Land rate, subject to P.I.L. at the full rate.
R	P.I.L.: Full Vacant Land, Taxable Tenant of Province
U	Taxable at the Excess Land rate.
V	Exempt from taxation, but eligible for P.I.L. at the Excess Land rate.
W	Exempt from taxation, but eligible for P.I.L. at the General Excess Land rate (no School rates).
X	Taxable at the Vacant Land rate.
Y	Exempt from taxation, but eligible for P.I.L. of taxes at the Vacant Land rate.
Z	Exempt from taxation, but eligible for P.I.L. at the General Vacant Land rate (no School rates).



ONTARIO PROVINCIAL POLICE

OPP Municipal Policing Billing Model Cost-Recovery Process

**By: Municipal Policing Bureau
Date: September 1, 2016**

ONTARIO PROVINCIAL POLICE

Municipal Policing Billing Model

INTRODUCTION:

The OPP billing model is provincially focused and divides the majority of municipal OPP policing activities into two main categories:

- **Base Policing Services:** All police services require a base level of infrastructure, supervision, administration and sufficient front-line policing necessary to be available to respond to emergency calls for service, provide adequate proactive policing, and ensure the general safety and security of municipalities. Some examples of base policing services are: legislated activities, proactive policing, training and administrative duties.
- **Calls for Service:** Calls for Service (CFS) is a request for police assistance and is a variable charge based on municipal usage. Some examples of the Calls for Service are: crime calls, provincial statutes, and motor vehicle collisions.

In addition to “Base Policing Services” and “Calls for Service”, overtime, court security, prisoner transport, accommodations, cleaning, and enhancement positions (if applicable) are calculated for each individual municipality depending on usage.

OPP BILLING MODEL CALCULATION PROCESS:

Step 1: Detachment Full-Time Equivalents (FTEs) Determination

Under the OPP billing model, the cost calculation starts with detachment staffing count. The staffing count includes actual FTEs working in detachments providing policing services throughout a year. The actual staffing data is collected at the detachment level through a form called “Municipal Policing Bureau – Actual Detachment Statistics”. This form is completed by detachments on a monthly basis and submitted to Municipal Policing Bureau (MPB). In this form, FTEs related to leaves (WSIB, LTIP, Maternity, etc.), temporary assignments / secondments, ERT and enhancement positions are identified and excluded.

The accuracy and reasonableness of reported actual staffing is verified by the MPB financial analysts. Any inconsistency would be further investigated through the detachment commander, Daily Activity Reporting (DAR) system, Corpay, contracts, etc. and the required adjustments would be completed.

In the OPP Billing model, a four year rolling average of FTEs is used to reduce the volatility. Positions providing court security, prisoner transportation and cleaners/caretakers are further excluded at this stage as they may not be applicable to all municipalities. The cost related to court security, prisoner transportation, cleaners/caretakers and enhancement positions will be added back to the applicable municipalities at a later stage.

Step 2: Municipal FTE Calculation using Provincial Municipal Workload Split

OPP fulfills both provincial and municipal obligations from integrated detachments. Municipalities are only responsible for the municipal portion of the cost. The percentage of actual FTEs in each detachment fulfilling municipal responsibilities is calculated using the applicable detachment Provincial/Municipal split based on the Deployment Model (DM) percentages. The deployment model percentages are calculated annually from the analysis of the last four complete calendar years' data.

ONTARIO PROVINCIAL POLICE

Municipal Policing Billing Model

Step 3: Provincial Service Usage (PSU)

Provincial Service Usage (PSU) is intended to compensate municipalities for the time municipal resources are temporarily allocated to specific specialized or provincial responsibilities. As the OPP billing model moved from detachment focused to a more provincial focused model, there is one provincial PSU applied to all municipal FTEs. MPB verifies the hours driving the PSU credit to ensure municipalities are accurately compensated, e.g., officers seconded to a non-detachment unit have been appropriately removed from the detachment duty roster.

Step 4: Base Policing Services – Calls for Service Split Percentage

Obligated Duty Code (ODC) hours in DAR are used for the determination of the Base-CFS split percentage. Activities that are generally proactive in nature are identified as part of base policing services and activities that are normally reactive are identified as part of CFS. This determination is completed by MPB in consultation with detachment commanders and the DAR team in BMB and will be reviewed annually.

The Base-CFS split percentage is calculated annually based on all municipal constable hours reported in DAR for the last four complete calendar years. The percentage is derived by the percentage of hours each category represents of the total hours tallied.

The Base-CFS split percentage is applied to municipal FTEs net of PSU at all ranks except Inspector and Staff Sergeant. These two ranks are fully included in the base services.

Step 5: Base Policing Services Cost and Allocation among Municipalities

The cost of base services includes salaries, benefits, support services and other direct operating expenditure (ODOE) related to the municipal FTEs identified in Step 4 as required to provide base services.

All municipalities pay an equal per property share of base services cost as all have an obligation to provide and benefit from these services.

Salary and Benefit rates determination:

Salary rates used in the OPP billing model are “weighted average actual salary rates”. For the calculation of weighted average rates for each rank, information from Actual Detachment Statistics form and Collective Agreements are used. Rank, level, and PRI for each detachment member have been recorded in the Actual Detachment Statistics form and the salary rates are available from the Collective Agreements. As the Collective Agreement rates for the year of the cost calculation may not be available at the time, the latest rates will be used with estimated increase for the upcoming year. Salary and benefit rates will be reconciled to actual rates.

Support and other direct operating expenditure (ODOE):

Support and ODOE rates are based on the latest approved municipal cost-recovery formula. The formula is based on a rate of “per officer costs” comprised of: selected support services and other costs such as uniforms, equipment, and vehicles, etc., that are captured in ODOE. The municipal cost-recovery formula is updated annually by MPB.

ONTARIO PROVINCIAL POLICE

Municipal Policing Billing Model

Property Count:

The property count included in the OPP municipal policing bills are comprised of household, commercial and industrial properties. The property counts will be updated annually based on Municipal Property Assessment Corporation (MPAC) data.

Step 6: Calls for Service Cost and Allocation among Municipalities:

Cost of calls for service at the province level includes salaries, benefits, support and ODOE cost related to the municipal FTEs identified for the CFS.

Municipalities pay a proportionate share of the total calls for service cost. Municipalities' proportionate share of the cost is their weighted hours of CFS relative to weighted hours of CFS for all municipalities. The weighted hours of CFS for each municipality is determined by multiplying the four year average of calls for service count from Niche RMS by the Time Standards. The CFS and Time Standards will be reviewed and updated annually by MPB.

Step 7: Overtime

Under the OPP Billing model, municipalities will be billed for overtime from occurrences in their geographic area and a portion of their detachment overtime not linked to a specific municipality, e.g., training and admin. Overtime related to backfill and shift shortage is allocated to all municipalities on a per property basis based on the regular hour cost.

All provincial obligations, major events, provincial/specialized duties, provincial/regional programs, etc. which are not related to a specific municipality or are provincial responsibilities are excluded from municipal recoveries. The major event exclusions will be monitored monthly by MPB.

Overtime analysis is based on DAR data. The data is verified for consistency and completeness in MPB. Any issue will be communicated with the DAR team and corrected if necessary.

Step 8: Court Security

Municipalities with court security responsibilities in local courthouses are billed for court security costs based on the cost of the staff in the servicing detachment required to provide designated court security activities.

The information regarding courthouse locations, staff required to provide court security and cost is a labour intensive process as data is collected from a variety of sources, e.g. DAR, Corpay, survey, contracts and detachment staff.

Step 9: Prisoner Transport

The total cost of municipal detachment staff providing prisoner transport services across the province is calculated based on the uniform and civilian staff identified to provide the prisoner transportation services. The prisoner transport staffing hours are determined through DAR, Corpay, contracts and detachment staff.

Prisoner transport cost is allocated to all municipalities on a per property basis using the total of all OPP-policed municipalities properties.

ONTARIO PROVINCIAL POLICE

Municipal Policing Billing Model

Commencing 2015, MPB has assumed responsibility for allocating the Court Security Prisoner Transportation (CSPT) grant from Policing Services Division of the Ministry. The grant will be integrated into the annual municipal billing statement in accordance with the recommendation of the Auditor General (AG) to simplify and consolidate the grant distribution process.

Step 10: Accommodation

The municipal portion of the cost of provincially-owned detachment facilities is allocated to municipalities on a per property basis. Each year, a standard province-wide rate is set based on the total calculated municipal detachment costs and the property count of municipalities requiring detachment facilities. The municipal detachment costs are based on the number of municipal officers and the per officer cost set in the municipal policing cost-recovery formula.

Step 11: Cleaning Services

Cleaning costs have been allocated to municipalities on a per property basis. The cost of the municipal portion of detachment caretakers and cleaning service contracts has been calculated and prorated based on the property count of municipalities requiring these services.

Step 12: Contract Enhancement Positions

Section 10 contract municipalities have the option to add enhancement positions to their contract. Enhancement positions will be generally contracted for a specific purpose. Municipalities will be billed for the cost of enhancement positions using actual salaries and benefits cost; recovery for support and ODOE will be based on the latest approved municipal cost-recovery formula. The total hours of services delivered by uniform enhancement positions will be tracked and reconciled by MPB on an annual basis to the minimum contractual service level hour. If minimum contractual service level hours are not met, the cost of uniform enhancements will be reduced by the percentage of the hours' shortfall. Civilian enhancements will be tracked and reconciled annually based on actual staffing throughout the year and the municipalities will be billed for the cost of the position using actual salaries and benefits utilizing Corpay. If ODOE is applicable, then these costs will be based on the latest approved municipal cost-recovery formula.

Step 13: Annual Billing Statement

Based on the above calculation, an Annual Billing Statement will be sent to each OPP policed municipality on or before October 01st for the upcoming year. Annual Billing Statement is an estimation of the policing cost, and for collection purposes it is divided into 12 equal monthly payments.

Step 14: Year-End Adjustments

Upon completion of each year, municipal costs based on salaries and benefits components will be recalculated to account for variances between estimated and final rates applicable for the year as determined by the Collective Agreement. Overtime, contractual payouts, court security and prisoner transports will also be reconciled to actual costs. The number of municipal detachment FTEs, Base-CFS split, property count, municipal calls for service allocation rates, and PSU discounts included in the original calculations of Annual Billing Statement will remain

ONTARIO PROVINCIAL POLICE Municipal Policing Billing Model

unchanged. Any adjustments required as a result of this recalculation will be included as a Prior Year Adjustment in the Annual Billing Statement of the year following the next year.