



Working together with our community

**Police Services Board  
Information Package**  
The Corporation of Norfolk County

May 19, 2021

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1. **Call to Order**
2. **Disclosure of Pecuniary Interest**
3. **Ceremonial Activities**
4. **Presentations/Deputations**
5. **Approval/Correction of Police Services Board Meeting Minutes**
6. **Business Arising From The Minutes**
7. **Correspondence**
  - A) COVID and the Quarantine Act Impact on OPP Time
  - B) Resources for PD13
  - C) Canadian Border Services Agency 3  
RE: [COVID - Compliance and Enforcement \(Attached\)](#)
  - D) Shelley Darlington 4  
Re: [Recoverable Service Contract \(Attached\)](#)
  - E) Peter Black 7  
Re: [Thank You](#)

**8. Reports/Discussion Items/Action Items**

A) [OPP March Statistics \(if available\)](#)

**9. Closed Session**

Pursuant to Section 35 (a) and (b) of the Police Services Act, R.S.O. 1990, c. P. 15, as amended, as subject matter involving public security, may be disclosed and, having regard to the circumstances, the desirability of avoiding their disclosure in the public interest outweighs the desirability of adhering to the principle that proceedings be open to the public

**10. Next Meeting June 23 at 9 a.m.**




**Contact Information**

Jacob Robinson, Acting PSB Secretary  
[Jacob.Robinson@norfolkcounty.ca](mailto:Jacob.Robinson@norfolkcounty.ca)



# COMPLIANCE AND ENFORCEMENT (C&E) [COVID-19]

This chart outlines the roles and responsibilities of federal, provincial and territorial governments and law enforcement agencies with compliance and enforcement of the *Quarantine Act*.

| ROLES AND RESPONSIBILITIES   | <br>CBSA | <br>PHAC | <br>SERVICE CANADA | <br>RCMP | <br>PPSC | <br>LOCAL JURISDICTIONS | <br>PROVINCIAL HEALTH AUTHORITIES |
|--|---|---|---|---|---|--|--|
| Determine if a foreign national traveller meets the standard of entry under the travel prohibitions.   | ✓   |   |   |   |   |  |  |
| Administer and/or enforce the emergency orders made under the <i>Quarantine Act</i> .  | ✓   | ✓   | ✓   | ✓   | ✓   | ✓  | ✓  |
| Determine if the traveller is required to isolate, quarantine or is exempt and provide traveller a handout with their obligations.   | ✓   | —   |   |   |   |  |  |
| Conduct compliance promotion activities, through handouts and electronic means of communication.   | ✓   | ✓   |   |   |   |  |  |
| Verify and/or monitor compliance of the order, through phone calls to symptomatic travellers.  |   | ✓   | ✓   |   |   | ✓  | ✓  |
| Conduct screening to determine if a traveller is <b>asymptomatic</b> or <b>symptomatic</b> .   | ✓   | ✓   |   |   |   |  |  |
| Develop and use digital tools to support information and data collection for C&E purposes.   | ✓   | ✓   |   | —   |   |  | ✓  |
| Identify and flag travellers who may be non-compliant with quarantine/isolate orders or those who are a high risk of non-compliance. (Warrant Response Centre and Regional Intelligence and Enforcement Services). | ✓   | ✓   | ✓   |   |   | ✓  | ✓  |
| Confirm that a traveller has a suitable quarantine plan – refer to PHAC if not.  | ✓   | —   |   |   |   |  |  |
| Provide evidence when required to support enforcement actions.   | ✓   | ✓   |   | ✓   |   | ✓  | ✓  |
| Provide PHAC with relevant information on travellers crossing the border.  | ✓   |   |   |   |   |  |  |
| Support law enforcement agencies by providing entry information as part of a non-compliance investigation.   | ✓   | ✓   |   | ✓   |   |  |  |
| Enforce as needed when travellers do not comply with orders (for example, during visits for compliance).   |   | ✓   |   | ✓   |   | ✓  | ✓  |
| Undertake enforcement actions, as necessary.   |   |   |   | ✓   |   | ✓  | ✓  |
| Refer cases to the public prosecutors who determine if cases involving charges against a traveller will go to court.   |   |   |   |   | ✓   |  | ✓  |
| Testify in provincial court cases when a fine is contested.  |   |   |   |   | —   |  | ✓  |



Norfolk County  
Corporate Services  
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April 12, 2021

Norfolk County OPP  
548 Queensway West  
Simcoe ON N3Y 4J9

Attention: Inspector Rob Scott  
Norfolk County Detachment Commander (Interim)

Dear Inspector Scott:

**RE: Recoverable Service Contract – Renewal PO00125297  
Notebook ON34C02786432, PF167A5K**

It is agreed that Norfolk County will be providing the OPP Court Bureau staff a computer so they can schedule officers for court appearance directly on the system and in Court. It is intended that provision of this system should result in saving overtime costs for OPP and court delay claims for POA. It will also be much more efficient for POA court staff with Court Bureau booking directly into the system during court.

Norfolk County authorizes the Ontario Provincial Policy (OPP) to rent computer equipment and software for the use of OPP staff associated with the OPP contract in the amount of \$1309.00 annually for a three (3) year rental contract, and \$211.00 one-time cost in Year 1.

Summary – OPP Standard Notebook:

- Annual Hardware Cost \$607.00 plus Annual per Seat Cost \$702.00
- The annual per seat cost provides software, software upgrades, shipping, configuration, installation, network access, technical support, service desk support and warranty.
- One-time Cost of Docking Station \$211.00
- Total Annual Cost - \$1309.00, One-Time Cost in Year 1 \$211.00
- Rental Contract for Notebooks is three (3) years.

Norfolk County agrees to the following:

- Norfolk County accepts responsibility for all costs associated with the rental contract of this equipment, including annual hardware rental costs, the costs associated with the software maintenance agreement and configuration charges levied by the supplying vendor.
- The OPP will issue an invoice to Norfolk County based on its costs in each fiscal year.
- Norfolk County agrees that the equipment is rented for the OPP on their behalf.
- The OPP agrees that the equipment will be returned to the supplying vendor when the rental contract terminates (3 yrs.), or failing return of the equipment, that the OPP is responsible for any late fees resulting from the failure to return equipment at the end of the rental contract.
- Should Norfolk County decide to terminate the contract of the equipment before the end of the contract period, Norfolk County is responsible for any rental contract termination costs that result from an early termination; alternatively should the OPP decide to terminate the rental contract of the equipment before the end of the contract period, the OPP is responsible for any rental contract termination costs that result from early termination.
- The OPP will provide Deployed System Coordinator (DSC) support for the hardware and software during the term of the contract at no additional charge to Norfolk County.

The annual computer and software costs associated with this Recoverable Service Contract are included within the County's operating budget.

Yours truly,



Shelley Darlington  
General Manager, Corporate Services

cc: Asset Management CTSB, Ontario Provincial Police [OPP.ITAssets@opp.ca](mailto:OPP.ITAssets@opp.ca)  
Kathy Laplante, Treasurer Director of Financial Management and Planning  
Brent Wallace, Director, Information Technology  
Shelby Verkindt, Manager Corporate Initiatives  
Silvia Cortez, Trial Administration Clerk  
Jacob Robinson, Committee Coordinator

File Reference: Letter dated August 24, 2015 and Letter dated April 18, 2018  
NC JAO 33017-1000-5104

Hello Chief Scott and Officer Turner.

I read in the Simcoe Reformer this week about the sentencing of John Wayne McDonald.

More times than not, over the 42 years of my downtown building ownership, have I seen justice for vandalism and crimes committed on my property.

I know your work and success goes un noticed too often. Usually you hear a lot of negative from the public. There are many that feel as I do but may not take the time to express their support. The silent majority so to speak.

I want you to know that I appreciate and value your work. Without policing and enforcement we would live in a world of complete chaos.

Thank you for all you do to ensure peace and order.

Please feel free to share this email as you deem appropriate.

Keep up your good work.

Peter Black

Former Norfolk Police Service Board Member Former Norfolk County Councillor