



Owen Sound Police Service Board

2nd Floor Meeting Room

Wednesday December 18th, 2024 at 10:00 a.m.

PUBLIC SESSION MINUTES

Members Present:	J. Thomson (Chair), I. Boddy, B. O'Leary, S. Kukreja
Absent with Regrets:	B. Wilkins
Via Zoom:	H. Zehr- Police Services Advisor/Inspector, D. Sprague Police Services Advisor/Inspector
Management Present:	Chief C. Ambrose, Inspector J. Fluney, Inspector D. Bishop
Minutes:	K. Wardell

Chair Thomson introduced Hank Zehr as our new Police Services Advisor/Inspector. Hank will be succeeding Duane Sprague, who recently announced his retirement from the Inspectorate of Policing, effective December 31, 2024.

1. Call to Order

Chair Thomson called the meeting to order at 10:00 a.m.

2. Land Acknowledgment

Chair Thomson read the land acknowledgment:

I would like to respectfully acknowledge that we are meeting on the traditional lands of the First Nations and has been inhabited by Indigenous peoples from the beginning. In particular, I acknowledge the history, spirituality, and culture of the Territory of the An-ish-inabek Nation; the People of the Three Fires known as Ojibway, Odawa, and Pottawatomi Nation and further give thanks to the Chippewas of Saugeen, and the Chippewas of Nawash, known collectively as the Saugeen Ojibway Nation, as the traditional keepers of this land. We recognize and deeply appreciate their historic connection to this area as well as the contributions of the Métis, Inuit, and other Indigenous peoples whose ancestors shared these lands and waters. May we live with

respect for each other on this land and live in peace and friendship with all its diverse peoples.

Miigwetch

“Prior to today’s meeting, the Board met in closed session to review and discuss matters that in their opinion fell under Section 44 of the Community Safety and Police Act and Section 25 item b) of the OSPSPB General Policy- 003 - Board Governance.

3. Approval of the Agenda

Moved by I. Boddy, seconded by S. Kukreja

*“That the agenda, dated December 18, 2024 be approved.” **CARRIED***

4. Declaration of Conflict of Interest arising out of the Minutes and Matters Listed on the Agenda. HEARING NONE

5. Presentations, Deputations, and Public question period.

There were no presentation, Deputations or Public questions

6. Confirmation of the Minutes of the Public Session held November 21, 2024.

Moved by B. O’Leary, seconded by S. Kukreja

*“That the minutes dated November 21, 2024 be approved.” **CARRIED***

7. Business arising out of the Public Session Minutes of November 21, 2024. HEARING NONE

8. Correspondence received

- a) Letter to MPP -Re: Request for Equitable Funding for Municipal Policing
- b) Letter to The Honourable Michael Kerzner - Re: Recent \$77 Million Funding Announcement for Municipalities Policed by the Ontario Provincial Police

- c) Received a resolution from Smith Falls which we include in the minutes of this meeting. The resolution requested that the Province treat all Ontario municipalities equitably with support in funding to assist managing these increasing costs of policing.
- d) City Council Resolution - 2025 Police Budget respecting Resolution No. 241209-020 dated December 10, 2024.

9. Chairman's Report

Chair Thomson reported that since our last meeting he attended the OAPSB Directors meeting on November 25, 2024 and then on November 26 and 27th he and Chief Ambrose attended the OAPSB Labour Conference.

On Tuesday December 10, 2024 he and Chief Ambrose attended the OAPSB Zone 5 meeting in Guelph.

10. Governance

No governance to report for the open session.

11. Reports from Inspector D. Bishop

- a) Criminal Investigations Branch and Drug Enforcement/Criminal Intelligence Unit
- b) Auxiliary Unit Report
- c) Community Oriented Response & Enforcement Unit
- d) Bail Compliance and Warrant Apprehension Unit

12. Reports from Inspector J. Fluney

- a) Front Line Patrol and Collision Statistics
- b) Community Services Office
- c) Lost Hours and Training

13. Reports from Director of Civilian Services K. Fluney

14. Report from Director of Corporate Services S. Bell-Matheson and Director of Information Technology Services C. Hill

15. Report from Human Resources W. Pratt

As there were no requests for action in the above reports, they will be placed on file with these minutes for information purposes.

16. Financial Update from the Chief of Police

17. Operating Reports from the Chief of Police

a) Chief's Activity Reports

As there were no requests for action in the above reports, they will be placed on file with these minutes for information purposes.

18. Other Items and New Business

a) 2025 Budget

Chair Thomson noted that the resolution proposed by council means a reduction of approximately \$65,000 in our 2025 budget that this board approved at our November meeting and that Chief Ambrose presented to council on December 9, 2024.

Moved by B. O'Leary, seconded by S. Kukreja

"That Chair Thomson and Chief Ambrose collaborate to prepare a report for City Council, detailing the additional factors opposing the requested reduction in the draft 2025 budget, and to request an opportunity to present to City Council be approved." **CARRIED**

b) Updated Board Policies to comply with the new CPSA for approval

In June 2023, the board approved 91 policies, along with an additional 4 policies, which were subsequently posted on our website.

These policies require updates due to the new Community Safety and Policing Act (CSPA) taking effect on April 1, 2024. The updates are limited to minor language adjustments, such as replacing references to the Police Services Act (PSA) with the CSPA, and do not alter the intent or purpose of the policies.

Similarly, the OSPSB GP-003 Board Governance policy includes these specific updates to align with the CSPA. Changes to this policy are highlighted in yellow for clarity.

Moved by I. Boddy, seconded by S. Kukreja

*“That board approve all policies that have been updated to comply with the new Community Safety and Policing Act.” **CARRIED***

Moved by B. O’Leary, seconded by S. Kukreja

*“That OSPSB GP-003 Board Governance be approved with the changes to align with the CSPA.” **CARRIED***

c) Update on discipline report for 2nd half of 2025

Report to be added to the minutes, as well as uploaded to the website.

d) New Second Hand Shop Application

Chair Thomson noted that the board has received an application for a business name change. The entity previously known as Hock Stars Owen Sound has been incorporated under the new name Hock Stars Owen Sound Inc. This application does not involve the establishment of a new business but is primarily a formal name change.

Moved by I. Boddy, seconded by B. O’Leary

*“That the board approve the application Hock Stars to formally change the name to Hock Stars Owen Sound Inc.” **CARRIED***

e) 2025 OSPSB Meeting Dates

Moved by B. O’Leary, seconded by S. Kukreja

*“That the 2025 OSPSB meeting dates be approved.” **CARRIED***

19. Termination of the Public Meeting

Having completed all of the business items listed on the agenda Chair Thomson terminated the closed meeting at 11:15a.m.

Next: Meeting: January 22th, 2025

December 9, 2024

Rick Byers, M.P.P.
Bruce-Grey-Owen Sound
105 – 345 8th Street East
Owen Sound, ON N4K 1L3
rick.byers@pc.ola.org

Re: Request for Equitable Funding for Municipal Policing

Dear Mr. Byers,

On behalf of the City of Owen Sound, the Town of Hanover, and the Municipality of West Grey, we would like to raise an important concern about fairness in funding for the provision of municipal policing.

To preserve and promote the safety and well-being of the local community, municipalities are required to fund core policing responsibilities with local tax revenue. The City of Owen Sound, Town of Hanover, and the Municipality of West Grey, along with 41 other municipalities in Ontario have elected to serve their communities with their own police services.

While we appreciate the provincial government's recent decision to provide financial relief to municipalities facing higher costs for policing services provided by the Ontario Provincial Police, we are extremely concerned that municipalities who provide local policing have not received this additional support for providing policing services to our communities.

Recent wage increases awarded to the OPP, including a substantial increase in their last contract, have set a standard that influences wage expectations for all police services in the province, including those in our communities. If we do not provide compensation that keeps pace with the wages paid by the OPP, we risk losing our officers to police services providing higher wages.

Additionally, local police services in Owen Sound, Hanover and West Grey are also dealing with many of the same pressures being experienced by communities that contract the OPP for policing services, including the significant costs associated with the implementation of the Comprehensive Ontario Police Services Act, 2019; the opioid crisis, homelessness and mental health issues; yet we are not receiving the same financial support from the province to manage these rising costs, and have been left to deal with these rising costs on our own. This is simply unfair.

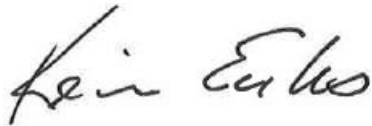
The recent additional provincial funding to municipalities to help offset the higher OPP costs is derived from all taxpayers in the province, including the taxpayers in municipalities who provide their own police services. As such, ratepayers in Owen Sound, Hanover, and West Grey, are supporting not only their own police services, but also the communities that have contracted the OPP to provide police services.

We are asking the Ontario government to provide equitable financial relief to all municipalities, regardless of whether they are policed by the OPP or local police services. All communities face the same challenges, and every municipality deserves fair treatment and support to keep residents safe.

We urge you to advocate for Owen Sound, Hanover, and West Grey, and the other 41 municipalities in the province who provide local police services, to ensure we get the funding we need to continue providing the quality policing our residents deserve.

Thank you for your attention to this important issue.

Sincerely,



Kevin Eccles
Mayor
Municipality of West Grey



Ian Boddy
Mayor
City of Owen Sound



Sue Paterson
Mayor
Town of Hanover



Cc: Premier of Ontario
Ontario Solicitor General
Police Board Chairs, Owen Sound Police Services, Hanover Police Services, West Grey Police Services
AMO
ROMA
All municipalities in Ontario providing local police services



From the office of President Roger Wilkie
Ontario Association of Chiefs of Police
Roger.wilkie@haltonpolice.ca

From the office of Chair Patrick Weaver
Ontario Association of Police Services Board
patrickj@weavergroup.ca

December 7, 2024

The Honourable Michael Kerzner
Solicitor General of Ontario
25 Grosvenor Street
18th Floor
Toronto, Ontario M7A 1Y6

Re: Recent \$77 Million Funding Announcement for Municipalities Policed by the Ontario Provincial Police

Dear Minister Kerzner,

On behalf of the Ontario Association of Police Services Boards (OAPSB) and the Ontario Association of Chiefs of Police (OACP), we are writing to make you aware of concerns expressed to us by small- and mid-sized police services and boards regarding the Government of Ontario's recent announcement of more than \$77 million in funding to assist small and rural municipalities in managing the increasing costs associated with Ontario Provincial Police (O.P.P.) services.

We acknowledge and appreciate the Province's investments in public safety and the positive impact such funding can have for police organizations in our province. In relation to the above announcement, we recognize that mitigating the financial burden of the collective bargaining agreement reached in July 2024 between the Province and the Ontario Provincial Police Association benefits communities policed by the O.P.P. and the broader benefits these investments bring to policing partners through enhanced access to specialized services and support.

However, many small- and mid-size police services boards and municipal police services have expressed concerns about the potential unintended consequences of this announcement. Specifically, this funding may exacerbate existing challenges for these services and boards as they navigate budget planning and strive to meet the increasingly complex demands of providing adequate and effective policing services under the *Community Safety and Policing Act* (CSPA) framework.

Once our associations were made aware of the \$77 million funding announcement, we sought input from the O.P.P. and the Province and understand a number of facts:

- The O.P.P. has not received any additional funding related to this announcement.
- O.P.P.-policed municipalities have not received any additional/net new funding.
- Municipal costs for O.P.P. Policed communities are increasing.

- The proposed one-time relief funding of \$77 million is intended to offset rising costs tied to police wage increases in the four-year contract between the Province and the Ontario Provincial Police Association.
- O.P.P.-policed municipalities and boards are not part of the O.P.P. bargaining process and are unable to influence the outcomes of contractual settlements.
- The O.P.P. values its partnerships with police services across the province, including collaborating on provincially funded joint forces operations (JFO), providing assistance with policing functions, responding to temporary/emergency requests for assistance, and maintaining investigative and specialized support to assist other police services.
- In 2023, over and above JFOs, the O.P.P. undertook more than \$40 million in salary expenses providing the above-noted assistance.

The concerns we are communicating to you from small- and mid-sized services and boards are not related to the valuable public safety services delivered by our provincial police service. Rather, the concerns centre on:

- The impact on municipal budget processes
- The on-going navigation of the significant and unfunded impacts of the new *Community Safety and Policing Act (CSPA)*
- Localized bargaining and wage increases
- Public perception of rising policing costs
- The ability for smaller municipalities to sustain a municipal policing model

In our opinion, the issues raised by this announcement underscore the need to address several systemic challenges and opportunities:

1. **Modernizing the Grant Funding Process:** Streamlining and updating the grant funding process is critical to ensure timely, equitable, and efficient allocation of resources that reflect the realities of Ontario police services, who all police within different local contexts.
2. **Securing Additional and Equitable Funding for CSPA Implementation:** The complexities of implementing the CSPA require targeted financial support from the Province of Ontario to enable police services to effectively meet evolving standards and expectations.
3. **Exploring Sustainable Funding Solutions:** Long-term, predictable funding mechanisms are essential to support the delivery of adequate and effective policing services, particularly in smaller and rural communities with limited resources.

Given the concerns raised by police services in the wake of the recent announcement, we are looking for your ministry officials to help us better understand the equitable funding models available to all police services across the province. We also believe that there is a need for clarity and greater awareness around the financial drivers, costs, and budget impacts related to delivering adequate and effective policing in today's policing environment. This awareness will allow for a meaningful examination of policing services funding opportunities and the ability to better inform the communities we serve and the boards and municipalities that approve municipal police budgets.

We greatly value the ongoing dialogue with you and your ministry officials on these matters and appreciate your personal commitment to supporting police services across Ontario. We would welcome an opportunity to delve deeper into these concerns, explore potential solutions, and ensure that this and other funding achieves its intended purpose without unintended negative consequences for other policing services.

Thank you for your attention to this important matter. We look forward to your response and the opportunity to work together to strengthen policing services across the province.

Sincerely,



Deputy Chief Roger Wilkie
President, Ontario Association of Chiefs of Police



Patrick Weaver
Chair, Ontario Association of Police Services Boards

- c.c. All Chiefs of Police and O.P.P. Commissioner
All PSB Chairs
Mr. Mario Di Tommaso, Deputy Solicitor General, Community Safety
Mr. Kenneth Weatherill, Assistant Deputy Minister, Public Safety Division

Allison Penner, Deputy Clerk
City of Owen Sound
808 2nd Avenue East
Owen Sound, ON N4K 2H4



Telephone: 519-376-4440 ext. 1235
Facsimile: 519-371-0511
Email: apenner@owensound.ca
Website: www.owensound.ca

December 13, 2024

Via Email

John Thomson
Chair, Owen Sound Police Service Board

Dear Mr. Thomson:

Re: Request for Police Budget with Increase Below 5%

Owen Sound City Council, at its meeting held on December 9 and 10, 2024, considered the above-noted matter, and passed Resolution No. S-241209-020 as follows:

"THAT in consideration of the Owen Sound Police Service 2025 draft budget, City Council directs staff to:

- 1. Request that the Owen Sound Police Services Board limit its 2025 budget increase to five percent (5%); and**
- 2. Place the funds saved by the reduction into the capital reserve."**

If you have any questions or concerns, please contact Kate Allan, Director of Corporate Services, at kallan@owensound.ca or 519-376-4440 ext. 1238.

Sincerely,

A. Penner
Allison Penner
Deputy Clerk

cc: Craig Ambrose, Police Chief, OSPS
Amy Gaviller, Executive Assistant, OSPS
Kate Allan, Director of Corporate Services, City of Owen Sound



REPORT TO THE OWEN SOUND POLICE SERVICES BOARD

SUBJECT: CRIMINAL INVESTIGATIONS BRANCH AND DRUG ENFORCEMENT / CRIMINAL INTELLIGENCE UNIT – NOVEMBER 2024

TO: Chair and Members of the Owen Sound Police Services Board

DATE: December 18th, 2024

RECOMMENDATION(S):

For Information

REPORT:

Investigations

Homicides (July & August 2023) - The three homicides from the summer of 2023 continue to require work and resources, although they are getting closer to completion. However, the court process for these when scheduled will create additional demands on staffing and resources. A bail hearing for one accused in the first homicide was held this month, resulting in the accused being denied bail. A preliminary hearing for one of the three charged in the second 2023 homicide has also commenced, and members of the investigative team continue to work on the third homicide. D/Cst. Geoff Bridgeman assumed the role of Primary Investigator in two of the three homicide investigations after Sergeant Pat Rawn's return to uniform patrol.

Uniform Assistance

Assault with a Weapon – (November 1st, 2024) – Members of CIB assisted with the investigation of a stabbing that had occurred in the downtown core of Owen Sound. A 31-year-old Owen Sound man was arrested in relation to the assault and was interviewed by CIB. The interview resulted in a full confession as well as identifying the whereabouts of the knife used in the assault. The knife was recovered by investigators and seized as evidence of the offence.

Domestic Breach of Conditions – (November 6th, 2024) – Members of CIB assisted uniform patrol with an allegation that a breach of non-contact conditions had occurred between a female and her ex-spouse, who was currently charged with domestic assault against her. The investigation revealed that grounds could not be established to support criminal charges. However, information was forwarded to officers and the Bail Compliance Team to conduct extra checks.

Sexual Assault – (November 12th, 2024) – Uniform patrol requested assistance from CIB regarding a sexual assault investigation. Advice and guidance was provided and it was determined that the investigation would remain with uniformed officers.

Domestic Assault – (November 19th, 2024) – Uniform patrol commenced a domestic assault investigation. As a result, a 22-year-old Port Elgin man was arrested and found to be in possession of a cellular device. The cellular device was believed to contain evidence of the offence and a section 487

Criminal Code Search warrant was written to search / extract the data from that device. Members of CIB executed the warrant, searched the device and located valuable evidence of the alleged offences.

MMHART Statistics

Officer Referrals/ Consultations = 6
Follow Ups = 12
Community Support Consultations/Referrals = 2
Incident Response/Support = 16
Proactive in Community Engagement (hours completed) = 4
STAR cases = 0

Training

Crisis Intervention Training - DC Martin, DC Houston

Meetings

Situation Table (STAR) Weekly Meetings – DC Bridgeman & DC Martin
CISO Operating Body Meeting – D/Sgt Gurney & DC Bridgeman
Efficiency Committee Meeting – DC Martin

Other

R v. LESLIE Discovery / Preliminary Hearing – November 18th to 22nd – MCINTOSH Homicide – DC Houston

Drug Overdose Information

In November 2024 the city had (1) suspected drug related death.

To date, the city has had (13) deaths from suspected drug overdoses.

The year 2023 ended with the Owen Sound Police Service having investigated a total of eleven (11) deaths from suspected drug overdoses. The year 2022 ended with a total of six (6), a total of fourteen (14) occurred in 2021 and a total of eight (8) occurred in 2020.

Missing Persons

Active: There are no outstanding missing persons being investigated.

SUBMITTED BY:

D. Bishop, Inspector



REPORT TO THE OWEN SOUND POLICE SERVICES BOARD

SUBJECT: Auxiliary Board Report – November 2024
TO: Chair and Members of the Owen Sound Police Services Board
DATE: December 18th 2024

REPORT:

In November 2024, the Auxiliary Unit was busy with community events and assisting the Uniform Branch with ride-along hours. The volunteer hours accumulated by the Auxiliary Unit totalled 233.

On November 2nd, Auxiliary members attended the Owen Sound Attack Hockey game for a 'Pass the Hat' fundraiser in support of the Special Olympics. This event is always well attended by our members and fun was had volunteering for a great cause, with generous community donations.

November 11th was Remembrance Day, where several Auxiliaries participated, both marching in the parade and on traffic details throughout the parade route.

On November 16th, Owen Sound had their Santa Claus Parade down the main street, followed by the opening of the Festival of Northern Lights in the River District. The Auxiliaries were out in droves to assist in many ways, including crowd control, community engagement, traffic, and footpatrol. The weather cooperated and it was a very successful evening.

On November 23rd, the Auxiliaries commenced their 1st food drive in support of the Salvation Army. A second food drive was conducted at the Zehrs grocery store on November 30th.

Auxiliary Jonelle CAROLL-BERUBE submitted her resignation for the Unit effective December 1st. Aux CAROLL-BERUBE was thankful for the opportunity to serve the community but cited her personal, family, and work responsibilities have made it difficult to meet the commitment required for the role. This brings our total number of auxiliary members to 14.

SUBMITTED BY:

Inspector D. Bishop



REPORT TO THE OWEN SOUND POLICE SERVICES BOARD

SUBJECT: Community Oriented Response & Enforcement Unit – November 2024

TO: Chair and Members of the Owen Sound Police Services Board

DATE: December 18th, 2024

RECOMMENDATION(S):

For Information

REPORT:

FOOT PATROL (Hours)	54
BICYCLE PATROL (Hours)	
CRIMINAL CHARGES	
WARRANT ARRESTS	
PROVINCIAL OFFENCES	7 warn
MOTOR VEHICLE COLLISIONS	1
COMPLIANCE CHECKS	4
BY-LAW OFFENCES	1

- **COMMUNITY PARTNERS**

- CORE participated in a walk for cancer fundraiser.
- CORE attended and participated in the annual Hockey Fest Ball Hockey event.
- CORE assisted at the Santa Clause Parade.
- CORE attended the City of Owen Sound Open House at the Bayshore Community Centre.
- CORE attended the annual East vs West High School hockey games.
- CORE attended and participated in the Festive RIDE event along with OPP, West Grey Police, Saugeen Shores Police and Hanover Police.

- **FOOT & BIKE PATROL LOCATIONS**

- The River District – including a focus on specific concerns identified by the community
- Safe n Sound overnight warming program/shelter
- Grey County Housing locations
- Non-Profit Housing locations
- Various School locations
- 1400 block of 2nd Avenue West
- Owen Sound Transit Terminal
- Church properties and parking lots
- Encampments
- Licensed Establishments

- Heritage Place Mall
- The Women's Centre

- **ASSIST UNIFORM PLATOONS**
 - CORE assisted patrol with an investigation involving an unwanted adult male.
 - CORE attended several calls for service involving wellbeing checks for persons appearing to be unresponsive.
 - CORE attended several calls for service involving unwanted parties.
 - CORE assisted patrol with an investigation involving a male reported carrying a knife.
 - CORE assisted patrol with locating two parties reported to be involved in a robbery.
 - CORE assisted with an ambulance call involving a non-fatal overdose for an adult female.
 - CORE assisted OPP with locating an adult male engaged in self harm behavior involving a knife.
 - CORE assisted in searching for an adult male making suicidal utterances.

- **INVESTIGATIONS**
 - CORE attempted to locate an adult male known to frequent the area and currently wanted on several outstanding warrants.
 - CORE spoke to the manager of a housing community to address concerns involving suspicious activity at a unit.
 - CORE attended a call for service involving several large aggressive dogs running in a residential area. The owner was identified and one By-Law offence notice was issued.
 - CORE assisted Barrie Police with a DNA order for an adult female.
 - CORE conducted several traffic stops involving e-bikes and provided education relating to equipment and rules of the road; several warnings issued.
 - CORE attended the hospital to assist with an adult female refusing to leave after being discharged from the inpatient mental health program.
 - CORE located an adult male unresponsive, contacted Ambulance and conducted life saving measures. Male suffered a non-fatal overdose, regained consciousness and transported to hospital by Ambulance.
 - CORE completed an investigation and located a 14-year-old female reported missing by her mother.
 - CORE conducted 4 compliance checks on known offenders residing in Owen Sound.

- **TRAINING / MEETINGS / OTHER DETAILS**
 - CORE attended OPC for the Power Case Management course.
 - CORE covered a platoon for two shifts.
 - CORE attended a community meeting via Zoom regarding a youth diagnosed with FASD and Autism, including a safety plan.
 - CORE attended a meeting at Safe 'n Sound with the program manager and Owen Sound Fire Prevention.
 - CORE attended a workshop for Adverse Childhood Experiences and Community Resilience.

FINANCIAL/RISK IMPLICATION(S):

N/A

OPERATIONS PLAN:

CORE focused on proactive and high-visibility foot patrol relating to goal CS2 in the River District during impactful times to increase public safety.

CORE also attended community events to improve visibility and address concerns identified in the community pertaining to goal CS2(c).

CORE also engaged in Bail Compliance and Warrant Apprehension duties.

ATTACHMENT(S):

N/A

SUBMITTED BY:

Inspector D. Bishop

DRAFT



REPORT TO THE OWEN SOUND POLICE SERVICES BOARD

SUBJECT: Bail Compliance and Warrant Apprehension Unit – November 2024

TO: Chair and Members of the Owen Sound Police Services Board

DATE: December 18th, 2024

RECOMMENDATION(S):

For Information

REPORT:

FOOT PATROL (Hours)	7
BICYCLE PATROL (Hours)	0
CRIMINAL CHARGES	65
WARRANT ARRESTS	8
PROVINCIAL OFFENCES	4
MOTOR VEHICLE COLLISIONS	0
COMPLIANCE CHECKS	6

- **COMMUNITY PARTNERS**
 - BCWA participated in a walk to raise money for Colon Cancer research.
- **FOOT & BIKE PATROL LOCATIONS**
 - The River District.
 - Grey County Housing Locations.
- **ASSIST UNIFORM PLATOONS**
 - BCWA was temporarily assigned to general uniform patrol to accommodate for resources.
- **INVESTIGATIONS**
 - BCWA completed more than 40 investigations which led to 65 criminal charges being laid such as Fail to Comply with Release Order/Undertaking/Probation/Recognizance, Theft Under \$5000, Assault with a Weapon, Assault, Assault Causing Bodily Harm, Forcible Confinement, Sexual Assault, Sexual Interference, Uttering Threats, Mischief Under \$5000, Theft Under \$5000, Criminal Harassment, Possession of Property Obtained by Crime, Unauthorized use of Credit Card, Fail to Attend Court and Fingerprints, etc. Several of these occurrences originated in the River District.

- BCWA executed 8 warrants on known offenders in Owen Sound.
- BCWA conducted 6 compliance checks on known offenders residing in Owen Sound.
- BCWA worked general uniform patrol for the majority of the month.

- **TRAINING / MEETINGS / OTHER DETAILS**

- BCWA attended an Owen Sound Police Service association meeting.
- BCWA attended a Victim Services training meeting.

FINANCIAL/RISK IMPLICATION(S):

N/A

OPERATIONS PLAN:

BCWA focused on proactive enforcement and monitoring of offenders in the City of Owen Sound.

BCWA is temporarily assigned to uniform patrol to accommodate for resources.

ATTACHMENT(S):

N/A

SUBMITTED BY:

Inspector D. Bishop

DRAFT



REPORT TO THE OWEN SOUND POLICE SERVICES BOARD

SUBJECT: Front Line Patrol Report and Collision Statistics – November 2024

TO: Chair and Members of the Owen Sound Police Services Board

DATE: December 9, 2024

RECOMMENDATION(S):

For Information

REPORT:

The following report highlights key metrics from OSPS Front Line Patrol, the RIDE program, and Collision Statistics for November 2024.

Front Line Patrol Report:

	Platoon #1-4		Traffic/Part Time Officers	
	November 2024	November 2023	November 2024	November 2023
Highway Traffic Act:	76	77	27	17
Compliance Reports:	6	12		
Recorded Cautions:	32	76	31	20
Liquor Licence Act:	1	6		
Criminal Code/ CDSA:	177	101	14	
Other POA/By-Law:	18	8		5
Foot Patrol:	65	77	45	24

Reduce Impaired Driving Everywhere (RIDE):

There was a total of 16 on-duty RIDE checks in the month of November with 276 drivers checked.

The total statistics for RIDE were:

- 37 officers
- 11 hours
- 276 drivers checked
- 10 HTA Charges or Warnings issued

Four impaired driving charges were laid during the month.

Collision Statistics:

Nov 2024 Oct 2024 Nov 2023

Total Collisions:	45	49	44
Collisions - East side	20	27	22
Collisions - West side	7	9	11
Collisions - parking lots	18	13	11
Fail to Remain Collisions	10	4	3
Collisions referred to CRC:	28	23	23
Collisions investigated by OSPS:	17	26	21

FINANCIAL/RISK IMPLICATION(S):

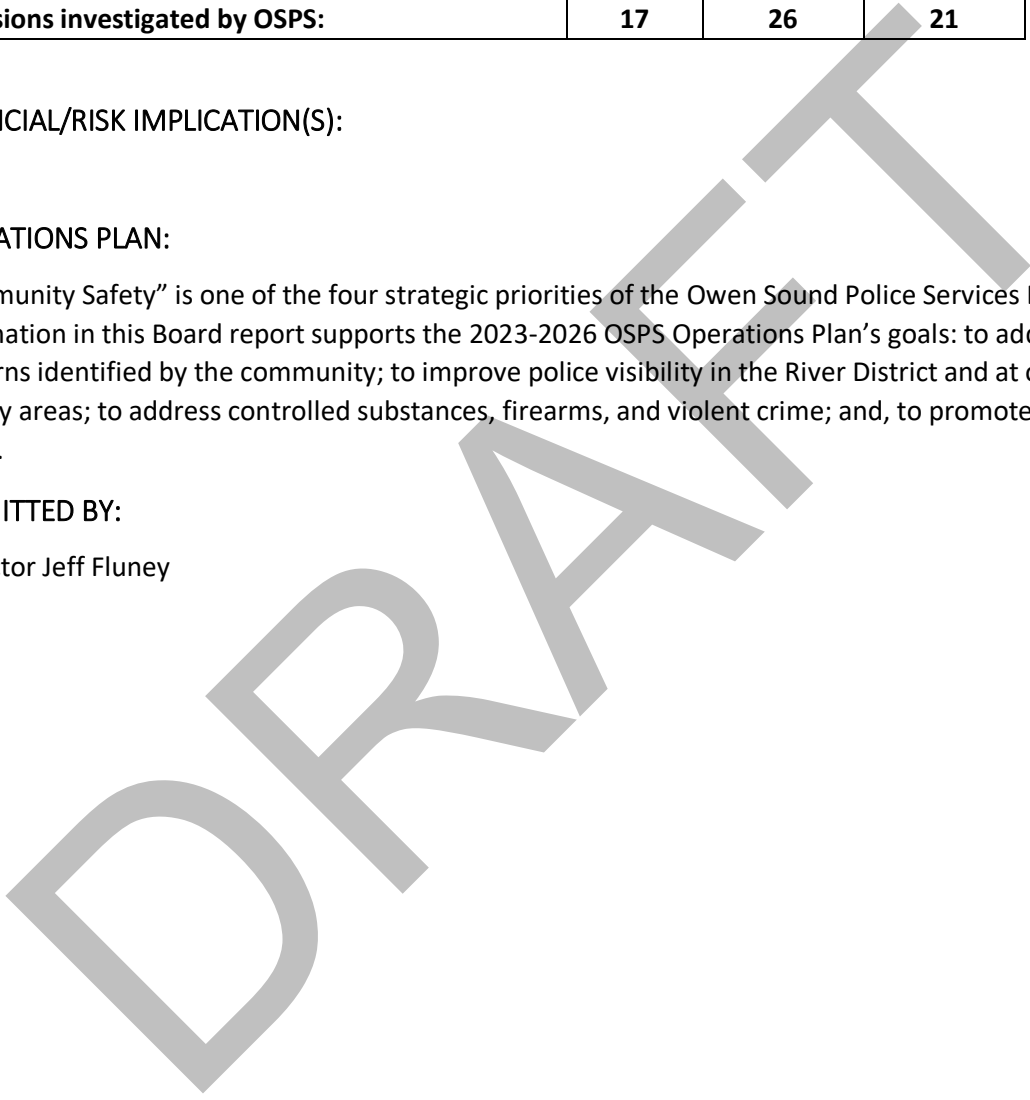
Nil

OPERATIONS PLAN:

“Community Safety” is one of the four strategic priorities of the Owen Sound Police Services Board. Information in this Board report supports the 2023-2026 OSPS Operations Plan’s goals: to address safety concerns identified by the community; to improve police visibility in the River District and at other priority areas; to address controlled substances, firearms, and violent crime; and, to promote road safety.

SUBMITTED BY:

Inspector Jeff Fluney





REPORT TO THE OWEN SOUND POLICE SERVICES BOARD

SUBJECT: Community Services

TO: Chair and Members of the Owen Sound Police Services Board

DATE: December 5, 2024

RECOMMENDATION(S):

For Information purpose

REPORT: COMMUNITY SERVICE OFFICER

The following report highlights key engagements of the Community Services Officer in November 2024

Traditional Corporate and Social Media for OSPS (Community Outreach Education/Celebrations/Awareness/Media Releases)

- Walk4Emilie, Crime Prevention, Remembrance Day, Promotion of CPA, Santa Claus Parade, Festival of Northern Lights, Hockeyfest OSPS involvement, Aux. Christmas Food Drives, Winter Driving-Traffic, Donation to OSPS thank you, Festive RIDE

Community Engagement & Committee Work

- YIPI student program- Attending community events & planning and for Alpha Street
- Crime Prevention Action Table
 - Online meeting
- Community Safety & Wellbeing Advisory Committee
- Diversity & Belonging Conference Steering Committee
 - Filming- video testimonials from conference
- School Board- Community/School Officer Committee
- LEAPPS (Law Enforcement Agencies & Partners to Protect Seniors)
 - Online meetings
- Youth in Policing Initiative-Provincial meetings
 - Online meetings
- Safe Schools Committee member- East Ridge/Hillcrest/Alexandra School
 - East Ridge & Hillcrest meetings
- Citizens Police Academy- Organizing staff for presenting-external promotion.

Community & School Presentations/Training

- Presentation at Central Place- part 2 elder abuse/Christmas scams
- OSDSS-Safe Driving
- Saint Dom- Social Media/Internet Safety
- Alexandra School- Making safe choices

Workshops/Conferences attended

- Crisis Intervention Course



(Pictures L-R- Walk 4 Emilie and Santa Claus Parade)

OPERATIONS PLAN:

“Community Wellbeing” is one of the four strategic priorities of the Owen Sound Police Services Board. The work of the Community Services Officer is instrumental in progressing the 2023-2026 OSPS Operations Plan’s goal to build and foster relationships with community groups, specifically the following actions: by educating OSPS members and the community on OSPS partnerships; by focusing on preventative youth programming in cooperation with school board and community groups; and, by fostering and building relationships with diverse groups within the community.

SUBMITTED BY:

Jason Cranny
Community Service Officer #569
Owen Sound Police Service



REPORT TO THE OWEN SOUND POLICE SERVICES BOARD

SUBJECT: Lost Hours and Training – November 2024

TO: Chair and Members of the Owen Sound Police Services Board

DATE: December 9, 2024

RECOMMENDATION(S):

For Information

REPORT:

The following report highlights key metrics from OSPS full time members for November 2024, including lost hours due to leave from sick time, short term disability (STD), and Workplace Safety and Insurance Board (WSIB), as well as training opportunities.

Lost Hours:

Month/Year	SICK/STD			WSIB		
	Number of Fulltime Members	Total Number of Shifts (complete and partial)	Total Number of Hours	Number of Members	Total Number of Shifts (complete and partial)	Total Number of Hours
November 2024	17	60	468	2	42	336
October 2024	16	45	484	2	46	368
November 2023	11	15	170	3	58	445

Training:

Members attended the following courses:

- Special Constable Training course
- Front Line Supervisor
- Powercase
- Equity, Diversity and Inclusion
- 21 members had Critical Incident/De-escalation Training
- three recruits continue their Basic Constable Training at OPC

FINANCIAL/RISK IMPLICATION(S):

The loss of scheduled work hours is a potential financial risk and is monitored to ensure a balance with members' physical and mental wellbeing. Financial resources are required to provide ongoing member training which is an essential to updating qualifications, knowledge, and ultimately organizational risk mitigation.

OPERATIONS PLAN:

"Our Members" is one of the four strategic priorities of the Owen Sound Police Services Board. Information in this Board report supports the 2023-2026 OSPS Operations Plan's goals: to promote members' mental and physical wellbeing; and, to promote professional development and training opportunities for all members.

SUBMITTED BY:

Inspector Jeff Fluney

DRAFT

REPORT TO THE OWEN SOUND POLICE SERVICES BOARD

SUBJECT: Records, Courts, and Bylaw Report – November 2024
TO: Chair and Members of the Owen Sound Police Services Board
DATE: December 18, 2024



RECOMMENDATION(S):

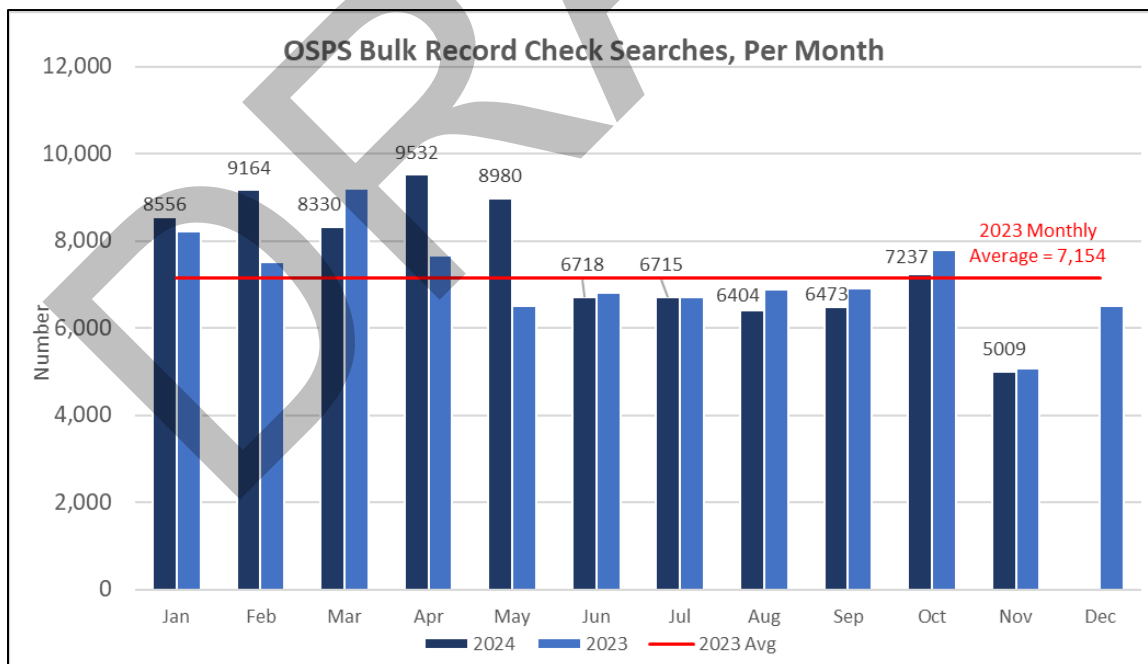
For Information

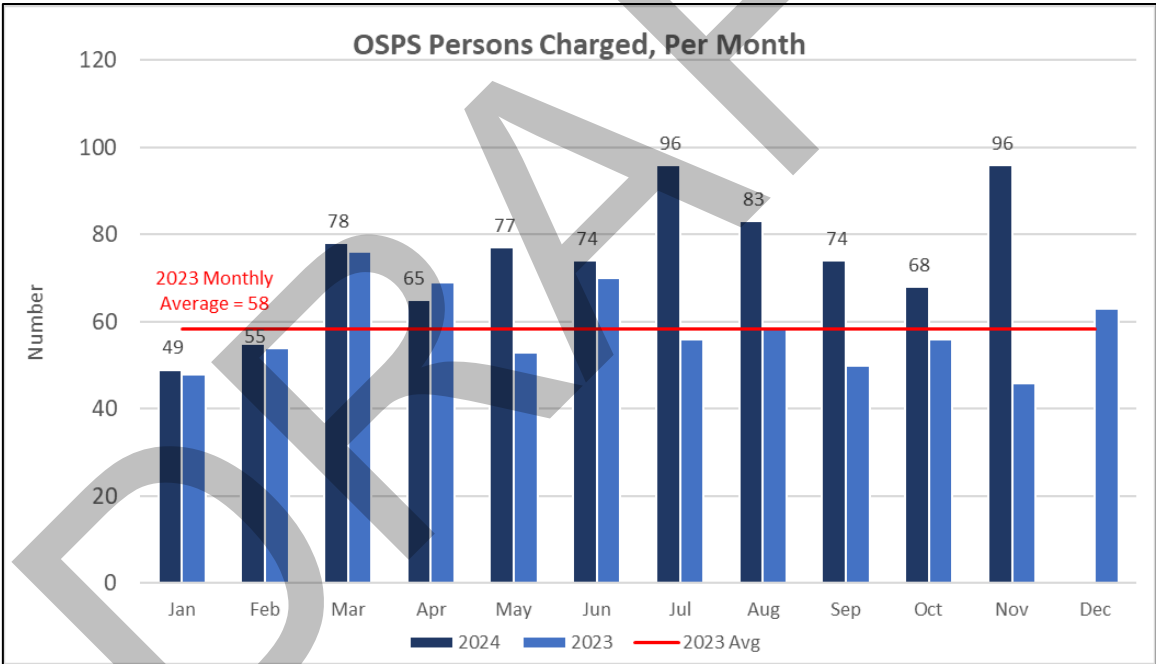
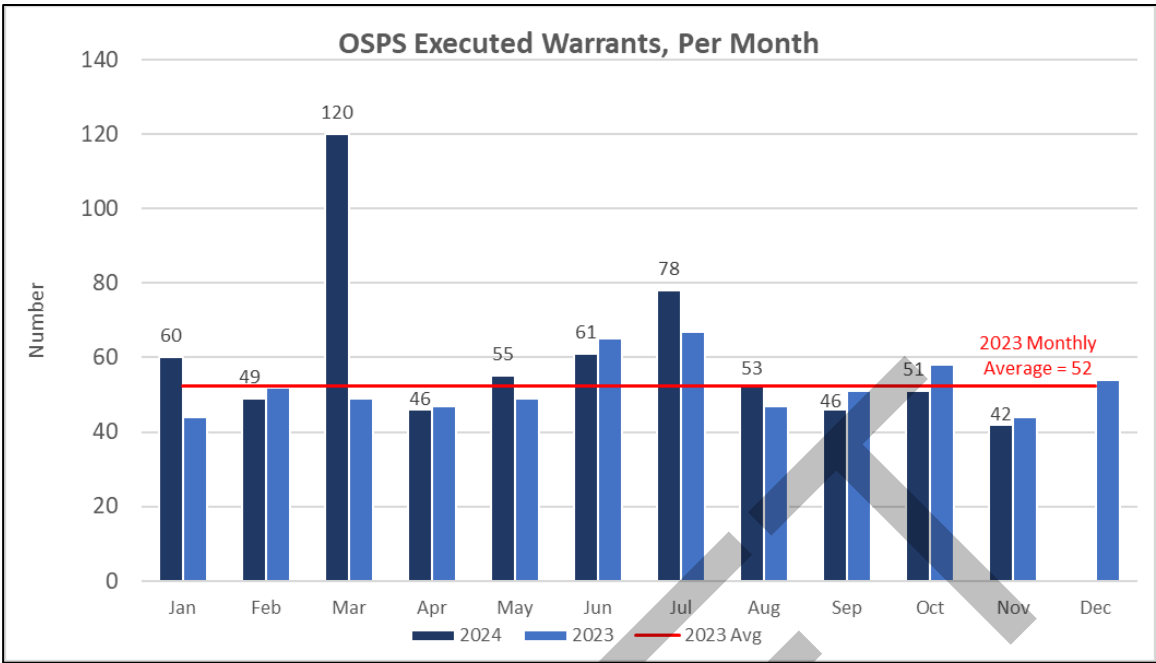
Report:

Records – November 2024:

Records Operational Statistics							
	This Month November 2024	Previous Month		Same Month Previous Year November 2023	2024		2023
		October 2024	% Change		Year-to-Date Jan.1-Nov.30, 2024	Year-to-Date Jan.1-Nov.30, 2023	
Records Services							
Bulk Record Check Searches	5,009	7,237	-30.8%	5,077	83,118	79,344	4.8%
Executed Warrants	42	51	-17.6%	44	661	573	15.4%
Persons Charged*	96	68	41.2%	46	815	637	27.9%

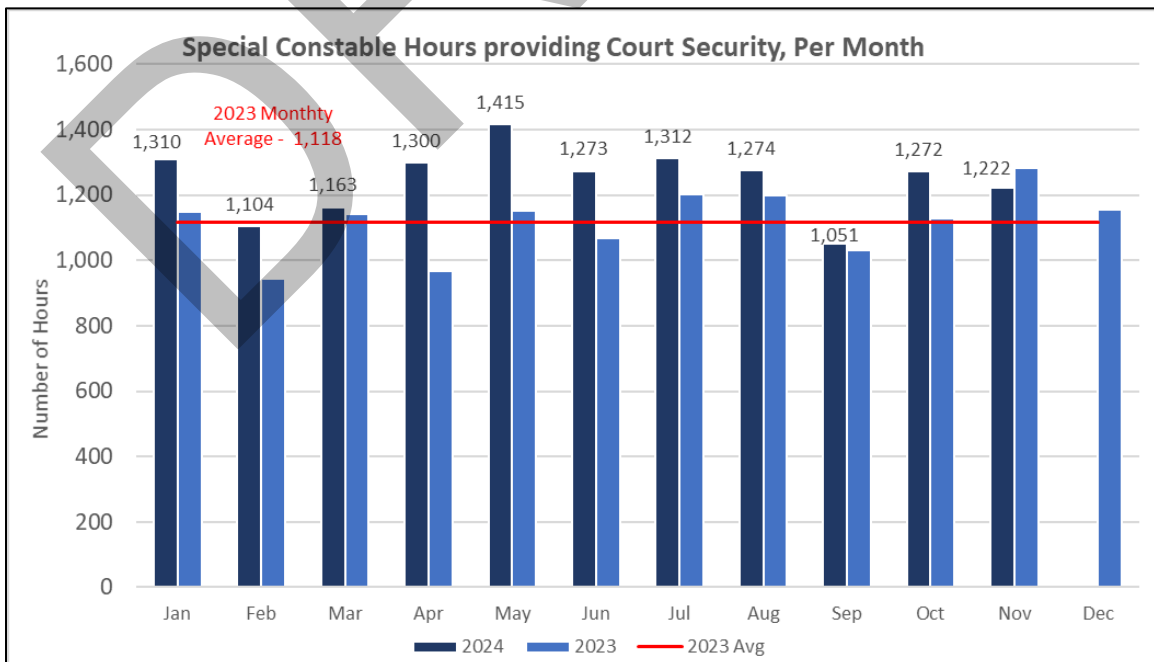
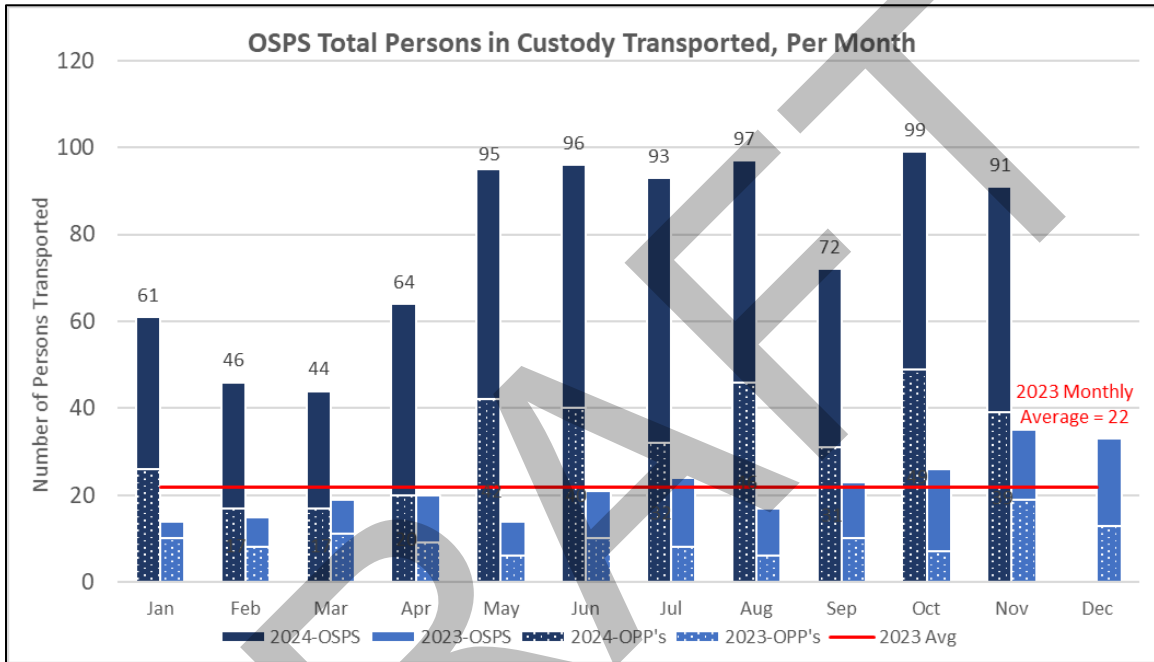
*May be multiple charges laid on same person. Includes adults and youth. Mostly CC charges, but may include some Provincial charges if coupled with CC charges.





Courts – November 2024:

Courts Operational Statistics							
	This Month	Previous Month		Same Month	2024	2023	
	November 2024	October 2024	% Change	November 2023	Year-to-Date Jan.1-Nov.30, 2024	Year-to-Date Jan.1-Nov.30, 2023	YTD % Change
Court Services							
Total Custodies Transported	91	99	-8.1%	35	858	228	276.3%
OPP	39	49	-20.4%	19	359	104	245.2%
OSPS	52	50	4.0%	16	499	124	302.4%
Video/Apearances	29	29	0.0%	47	530	589	-10.0%
Special Constable Hours	1,222	1,272	-3.9%	1,281	13,697	12,261	11.7%



All Ontario and Superior Courts of Justice for the Owen Sound Courthouse remain as hybrid courts. The majority of custody court appearances still remain virtually from the correctional facility however all new bail arrests by the police services (OPP and Owen Sound Police) are appearing in-person at the courthouse. This results in additional Special Constable hours required to cover those court appearances.

In November 2024 Provincial Offences court returned back to court sitting twice a week. This will create an increase in Special Constable hours.

Four new part time Special Constable's commenced their training in November. This was the first group trained as per the new training requirements for Special Constables under the Community Safety and Policing Act. In-class training was 3 weeks.

Bylaw – November 2024:

Letters for all taxi companies and private transportation company prepared advising of requirements to register for 2025. Also provided with new fee schedule.

Financial/Risk Implication(s):

Providing court security and transporting persons in custody comes with inherent risk, while the efficient and accurate processing of judicial documentation is foundational to community safety. The Owen Sound Courthouse serves all of Grey County, however court security is the responsibility of the Owen Sound Police Service. In July 2024 Grey County council voted on the sharing of court security costs between the municipalities and the City of Owen Sound commencing in 2025.

OPERATIONS PLAN:

The administrative services within Records, Courts, and Bylaw are essential components of the OSPS Mission to deliver high quality policing services that strengthen public safety and community wellbeing. Community Safety and Sustainability are two of the four strategic priorities of the Owen Sound Police Services Board. As part of the Operational Plan, Court security costs will be assessed and reviewed annually to advocate for a sustainable police funding model.

ATTACHMENT(S):

Nil

SUBMITTED BY:

Krista Fluney, Director, Civilian Services

REPORT TO THE OWEN SOUND POLICE SERVICES BOARD



SUBJECT: Owen Sound Emergency Communications Centre (OSECC) - September-October 2024

TO: Chair and Members of the Owen Sound Police Services Board

DATE: December 18, 2024

RECOMMENDATION(S):

For Information

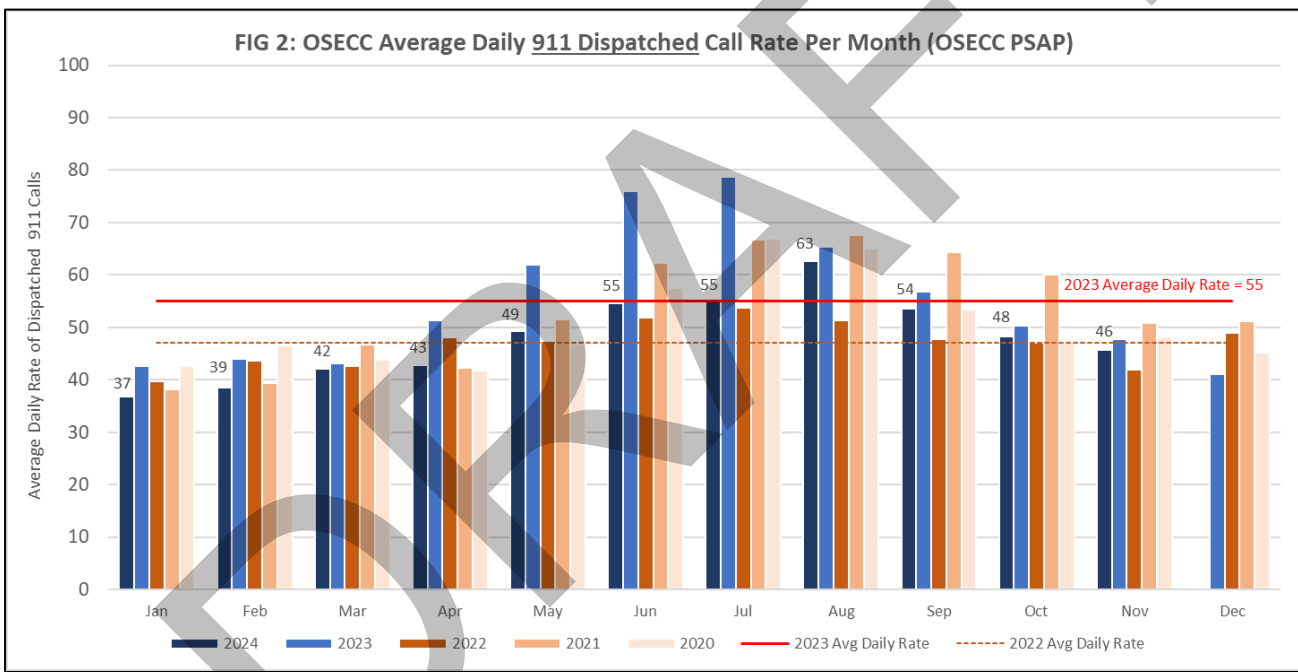
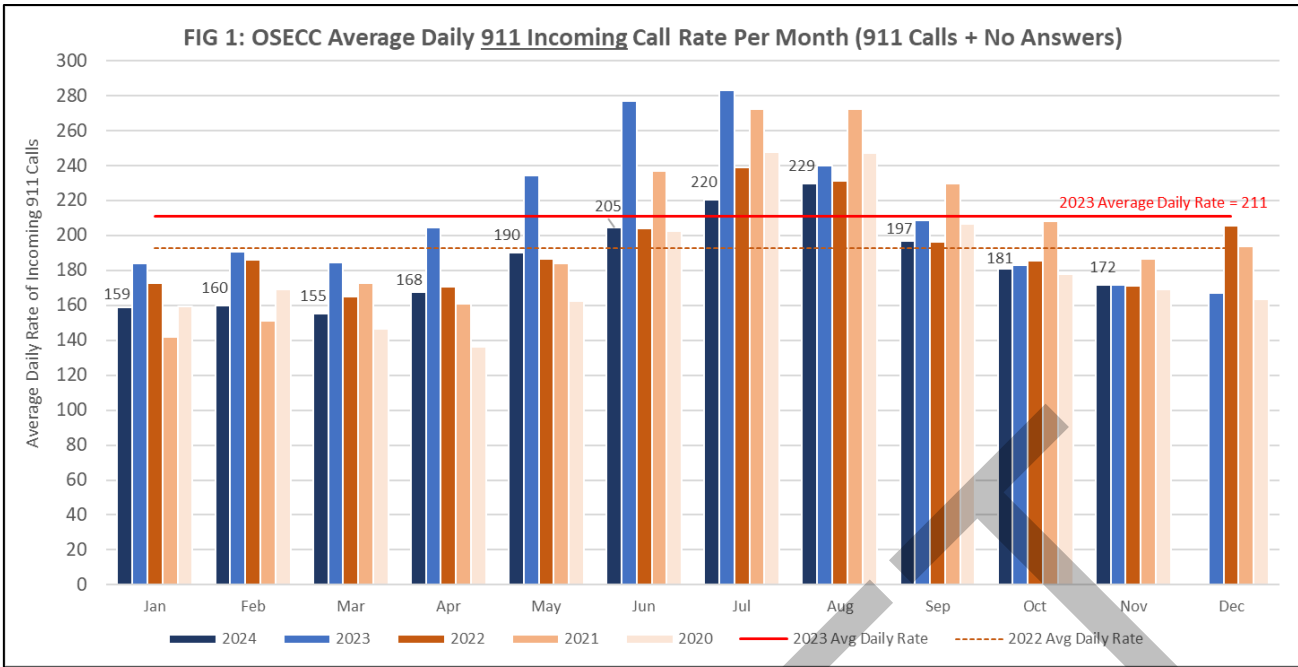
Report:

911 Calls – November 2024:

Source: Bell Flex reports	This Month November 2024	Previous Month		Same Month Previous Year November 2023	2024 Year-to-Date Jan.1-Nov.30, 2024	2023 Year-to-Date Jan.1-Nov.30, 2023	% Change
		October 2024	% Change				
All Incoming 911 Calls (Number)	5,149	5,601	-8.1%	5,145	62,029	71,727	-13.5%
Avg Daily Rate	171.6	180.7	-5.0%	171.5	185.2	214.8	-13.8%
No Answer 911 Calls (Number)	471	509	-7.5%	466	5,530	9,381	-41.1%
Answered 911 Calls (Number)	4,678	5,092	-8.1%	4,679	56,499	62,346	-9.4%
Avg Daily Rate	155.9	164.3	-5.1%	156.0	168.7	186.7	-9.6%
Transferred to Secondary PSAP (Number)	3,305	3,598	-8.1%	3,247	40,351	43,550	-7.3%
Dispatched by OSECC (Number)	1,373	1,494	-8.1%	1,432	16,148	18,796	-14.1%
Avg Daily Rate	45.8	48.2	-5.0%	47.7	48.2	56.3	-14.4%

The OSECC operates as both a primary and secondary PSAP. Approximately 70% of answered 911 calls are transferred to another PSAP, while Communicators in the OSECC dispatch about 30% of 911 calls to OSPs, five other police agencies, more than 50 fire stations, and Grey County Transportation.

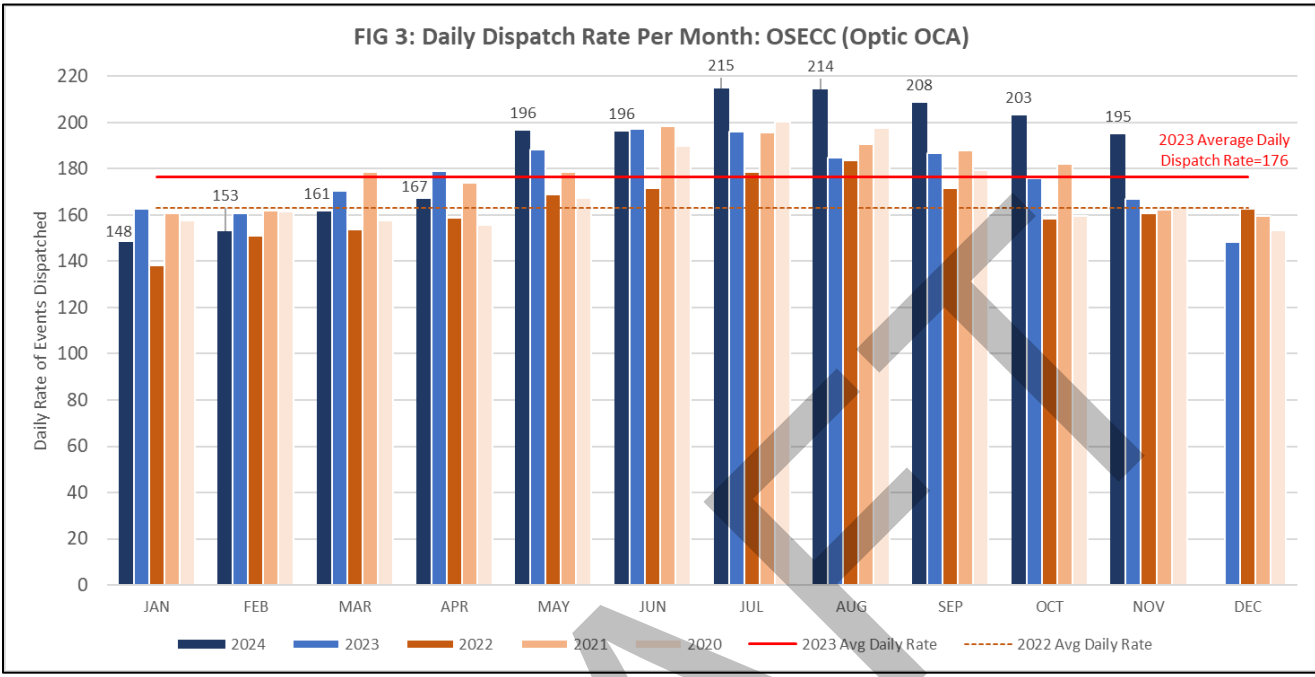
In November 2024, there were 5,149 incoming 911 calls, representing an average rate of 171.6/day (Figure 1). The OSECC transferred 3,305 of the answerable 911 calls and dispatched 1,373 of these 911 calls in November. The average dispatch rate of 911 calls was 45.8/day in November (Figure 2). Volume and rates of non-answerable, answerable, transferred, and dispatched 911 calls in the OSECC are all down in November compared to the previous month; similar in volume and rate compared to November 2023; and all down so far year-to-date.



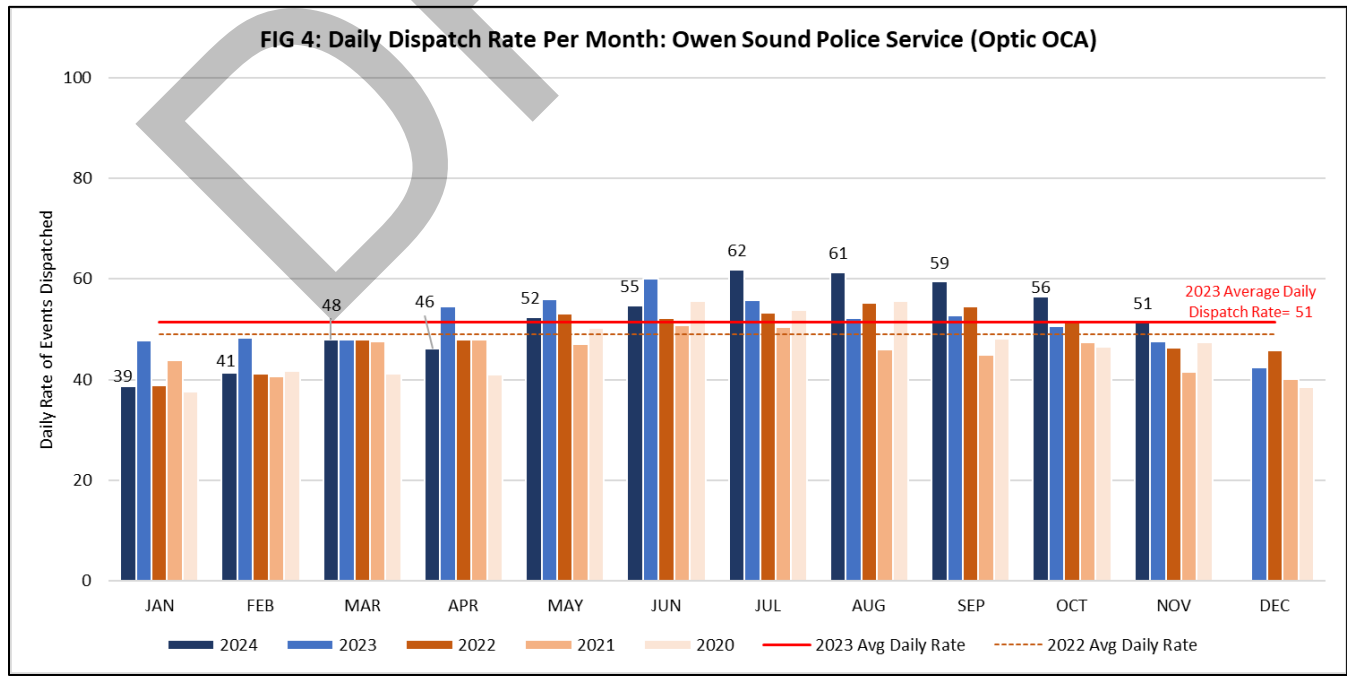
Computer Aided Dispatch (CAD) Events – November 2024:

Source: OPTIC's OnCallAnalytics	This Month November 2024	Previous Month October 2024	% Change	Same Month Previous Year November 2023	2024 Year-to-Date Jan.1-Nov.30, 2024	2023 Year-to-Date Jan.1-Nov.30, 2023	% Change
All CAD Events in OSECC (Number)	5,848	6,289	-7.0%	5,010	62,714	59,794	4.9%
All Police (inc. OSPS)*	5,177	5,651	-8.4%	4,501	56,237	53,720	4.7%
All Fire	480	628	-23.6%	461	5,573	5,138	8.5%
Grey County Transport	191	10	1810.0%	48	904	936	-3.4%
OSPS	1,539	1,751	-12.1%	1,430	17,428	17,420	0.0%
All CAD Events in OSECC (Avg Daily Rate)	194.9	202.9	-3.9%	167.0	187.2	179.0	4.6%
All Police (inc. OSPS)*	172.6	182.3	-5.3%	150.0	167.9	160.8	4.4%
All Fire	16.0	20.3	-21.2%	15.4	16.6	15.4	7.8%
Grey County Transport	6.4	0.3	2033.3%	1.6	2.7	2.8	-3.6%
OSPS	51.3	56.5	-9.2%	47.7	52.0	52.2	-0.4%

Calls that are dispatched through CAD come from a variety of sources such as the non-emergency phone line, walk-ins, officer generated, as well as the 911 phone line. In November, the OSECC dispatched a total of 5,848 calls for an average dispatch rate of 194.9 calls/day in November (Figure 3). Although down 4% from the previous month, the year-to-date increase in dispatch volume is up almost 5%, attributable to both police and fire agencies dispatched by OSECC. The overall 2023 average OSECC dispatch rate was 176/day, compared to the average dispatch rate so far in 2024 is 187/day.



The average daily dispatch rate for Owen Sound Police Service in November was 51.3 calls/day (Figure 4), and although in decline from the previous month, was greater than last November's average daily rate of 47.7. So far, the overall average year-to-date daily dispatch rate for OSPS is on par with last year. Trends over the past eleven months of 2024 show the first six months of OSPS dispatch volume lower than last year, while July to November volume is greater than last year's dispatching demands.



For the month of November, two IT technicians were deployed to Eastern Ontario to complete the second last of the installation sessions. One final visit remains for January.

Netagen, our NG911 vendor, completed hardware installs and IT is working with them on a daily basis to complete certification and onboarding.

A number of IT tickets were processed relating to changes in the new Communications Centre for procedures and fine tuning of work flow and system layouts.

IT began assisting Smiths Falls Police Service with a large number of IT requirements for modernization which will continue in 2025 with an annual support contract.

The OSECC recently completed its Computer Aided Dispatch (CAD) upgrade which provides for new hardware and software as the previous version was originally released 4 years ago. This was conducted by the vendor, the provincial government, and OSPS IT. This required many days of preparation and programming with communication to all of our dispatch clients.

The previous Communications Centre and the switchboard area have been dismantled of IT components with the goal of repurposing the switchboard office back into a functional meeting room/project office early in 2025.

2025 will be an extremely busy year with the hosted NG911, retention of information project, bail compliance dashboard, Microsoft 365, enhanced analytics, as well as Niche Records Management System's transition to their new User Application (UA) platform for all staff, and Smiths Falls modernization.

Financial/Risk Implication(s):

Risk management and contingency planning are integral to the day-to-day operations of a Public Safety Answering Point (PSAP). While the OSECC continues to grow and evolve, OSPS strives to maintain a balance of staffing that best aligns with workload demands, member wellness, emergency response standards, and contracted client expectations.

OPERATIONS PLAN:

Within the 2023-2026 OSPS Operations Plan, six unique actions have been identified as important to reach towards the goal of fostering a sustainable emergency communication centre. In addition, monitoring and publishing emergency response times to priority calls is part of the goal to address safety concerns identified by the community.

SUBMITTED BY:

Suzanne Bell-Matheson, Director, Corporate Services
Chris Hill, Director, Information Technology
Marg Gloade, Strategic Analyst

REPORT TO THE OWEN SOUND POLICE SERVICES BOARD



SUBJECT: Human Resources – November 2024
TO: Chair and Members of the Owen Sound Police Services Board
DATE: December 18, 2024

RECOMMENDATION(S):

For Information

REPORT:

Health & Safety:

We will be reviving the Health & Safety Committee which stopped operating in 2018. Once we have clarified who is on the committee representing members we will be sending two people for certification training and the monthly inspections will start again. There are several policies/procedures which need to be developed and rolled out and that work will start in the new year.

Recruitment:

Recruitment is continuing for Part Time Dispatch, Recruit and Experienced Constables. We are receiving very few applications through our website and postings on Indeed. We need to explore other options to reach passive candidates. Working with Emma Sweeney we have created a Social Media campaign focusing on what it's like working at OSPS. The campaign features 5 key messages: serve your community, a rewarding career, diversity and inclusion, support and training and joining a leading team. We will feature interactive stories and posts to engage the audience and we will work to grow our followers. We have a solid core group of followers on social media and our members have connected with their own social circles, we need to expand our connections to the next level.

To further expand our reach, we are proposing the creation of a recruitment video, specifically created for OSPS, which would be featured on a site called Front Line Coaching, which assists candidates in practicing for exams to become Recruit Constables, Sergeants and Inspectors. The video would reach candidates across the province who are wanting to progress in their careers within policing. The video will focus on the unique and special culture we have here along with benefits of the area itself. The cost is a one-time fee of \$10,000. We would have the rights to use the material for other purposes going forward (our own social media posts, the website etc.). This work will address part of goal S1a from the Operations Plan of promoting and planning for long term succession by developing a long term staffing, recruitment and retention plan within a competitive labour market.

Member Wellness:

With the feedback from the fall block training identifying job stress as a concern, the service is looking at possibly partnering with the Public Services Health & Safety Association to use their Occupational Stress Injury Resiliency Tool. The tool is a member survey administered by the PSHSA to measure occupational

stress and resiliency across the service. This would give us a baseline measurement of how our members are doing and identify areas of concern for future attention. This speaks to goal OM 1 of the Operations Plan, promoting members' mental and physical wellbeing.

Training/Professional Development:

The HR Manager attended a week of training on Equity, Diversity and Inclusion in the service. The course covered the topic in depth with coaching provided by both Sworn staff at various services and experts in the broader community. The material provided will allow us to evaluate our existing procedures and practices through an equity lens. Several senior staff also attended a one-day training on Best Practices to Address Incivility, Harassment and Discrimination in policing. This material will be used to draft a Respect in the Workplace Program which will be rolled out in the new year.

Staffing Overview:

The following are the staffing changes that have taken place during November.

- Transfers/Promotions
- Retirements/Resignations
 - Jade Gray, PT Dispatcher
 - Kailey Wheeler, PT Special Constable
 - Tamara Williamson, PT Dispatcher
 - Jonelle Carroll-Berube, Auxiliary Constable

Note: It is recommended that the Board move to accept the resignations as tendered and direct correspondence to members confirming acceptance of their resignations.

- Hires
 - Rebecca Geates, Recruit Constable

Two Sergeants have notified us of their intent to retire in the new year, Pat Rawn and Brent Baker. We are actively recruiting to backfill the headcount. The positions won't be posted until the incumbents actually depart. We are also actively recruiting to replace a Constable who will be joining another service in December.

SUBMITTED BY:

Wendy Pratt, Human Resources Manager



REPORT TO THE OWEN SOUND POLICE SERVICES BOARD

SUBJECT: Chiefs Activity Report – November 2024
TO: Chair and Members of the Owen Sound Police Services Board
DATE: December 18, 2024

- Days Off/Annual Leave – 2 days
- Meeting Dr. McPhee and Dr. Kahn Ontario Corners Office – 1 hour
- CSWBP – STAR Table Leads Meeting – 1 hours
- CSWBP – STAR Table Training Day– 1 day
- CISO Governance Body Meeting – 8 hours
- Evidence Based Policing Conference – Cambridge University & Barrie Police Service – Blue Mountain – 1.5 days
- City of Owen Sound Community Open House – 4 hours
- City of Owen Sound Safe City Community Session CO-Facilitator – 3 hours
- OSPS Grey Bruce First Responders Fair and OHL Attack Game – 3 hours
- Owen Sound Remembrance Day Parade & Service – 2.5 hours
- City of Owen Sound/OSPSB Training Session – 2.5 hours
- Inspector of Policing Data Analytics Meeting – Board – 1 hour
- Meeting with Violence Prevention Grey Bruce – 1 hour
- Gala Keystone/Big Brothers Big Sisters/BGCFS at Cobble Beach – 5 hours
- OSECC Meetings – 9 hours
- OACP Respectful Workplace Seminar (virtually) – 1 day
- OACP Zone 5 Executive Meeting - .5 hours
- Budget Preparation – 5.5 hours
- CACP ICT Committee Meetings (virtually) – 6.5 hours
- Grey Bruce Poverty Task Force Meeting – 1 hour
- Meeting New Crown Attorney Grey County Patrick Clement – 1 hour
- Zonta Club Flag Raising Owen Sound City Hall/16 Days of Activism Violence Against Women – 1 hour
- OAPSB Labour Conference Peel Region – 1.5 days

- Festive RIDE Program Kick Off with Grey Bruce Police Leaders – 1 hour

SUBMITTED BY:

Craig Ambrose, Chief of Police

DRAFT

CITY OF OWEN SOUND
POLICE SERVICES BOARD
For the Twelve Months Ending December 31, 2024

	DEC	YTD	VARIANCE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	
	BUDGET	FORECAST														
POL SERV BOARD GENERAL:																
11-3000-2410-59210	FROM PRIOR RESERVES	(32,500.00)	(32,500.00)	0.00											(32,500.00)	
11-3000-2410-61101	REMUNERATION	11,100.00	4,404.00	(6,696.00)		1,101.00			1,101.00			1,101.00			1,101.00	
11-3000-2410-61112	WAGES-PARTTIME	6,896.00	16,486.82	9,590.82	986.84	1,291.68	2,272.08	863.46	1,242.54	1,612.20	1,003.86	687.96	1,598.16	1,151.28	1,283.88	
11-3000-2410-61210	PAYROLL BENEFIT OVERHEAD	1,517.12	2,693.80	1,176.68	210.88	273.24	302.94	155.93	262.85	163.35	212.36	145.53	160.38	243.54	246.90	
11-3000-2410-61410	PAYROLL ACCRUAL EXPENSE		0.00	0.00	(161.60)										161.60	
11-3000-2410-63134	APPRECIATION FUNCTIONS		5,504.01	5,504.01				424.46				289.55	4,140.28	(250.00)	899.72	
11-3000-2410-65810	EMP EARNINGS ALLOCATION	22,500.00	22,500.00	0.00	1,875.00	1,875.00	1,875.00	1,875.00	1,875.00	1,875.00	1,875.00	1,875.00	1,875.00	1,875.00	1,875.00	
11-3000-2410-65815	POLICE EARNINGS REALLOCATION		0.00	0.00												
Total POL SERV BOARD GENERAL		9,513.12	19,068.43	9,575.31	2,921.12	3,439.92	5,551.02	2,894.39	3,804.85	4,751.55	3,091.22	2,708.49	5,024.09	7,410.10	3,155.78	(25,664.10)
POL SERV BOARD ADMIN:																
11-3000-2420-63120	PROFESSIONAL DEVELOPMENT	4,000.00	1,879.00	(2,121.00)			1,451.36			222.94						
11-3000-2420-63128	MEMBERSHIPS	3,600.00	1,897.27	(1,702.73)	1,897.27										204.70	
11-3000-2420-63130	MEETING EXPENSES	500.00	146.41	(353.59)												
11-3000-2420-63240	ADVERTISING		4,000.00	4,000.00				3,500.00							500.00	
11-3000-2420-64110	LEGAL FEES	9,000.00	961.64	(8,038.36)		8,222.23	3,337.74	2,360.83	1,058.30	569.86	3,012.11	(18,561.06)	961.63		146.41	
11-3000-2420-64130	CONSULTANT FEES		0.00	0.00												
Total POL SERV BOARD ADMIN		17,100.00	8,884.32	(8,215.68)	1,897.27	0.00	9,873.59	6,837.74	2,360.83	1,281.24	569.86	3,012.11	(18,561.06)	1,461.63	204.70	146.41
POLICE BOARD ACTIVITIES:																
11-3000-2430-53410	REVENUE	(2,000.00)	(3,612.74)	(1,612.74)			(3,430.85)			(115.99)		(65.86)				
11-3000-2430-53618	POLICE REPORT REVENUE	(384,000.00)	(404,033.50)	(20,033.50)	(37,089.00)		(77,655.50)	(42,431.00)	(40,274.50)	(30,712.00)	(30,622.00)	(29,002.00)	(29,493.00)	(34,336.50)	(15,655.50)	(36,762.50)
11-3000-2430-56110	INTEREST REVENUE	(34,000.00)	(69,231.94)	(35,231.94)	(5,601.03)		(5,574.18)	(6,139.84)	(6,202.64)	(6,072.11)	(5,571.62)	(5,956.31)	(6,010.80)	(5,590.20)	(5,571.62)	(5,168.83)
11-3000-2430-64510	BANK SERVICES CHARGES	200.00	181.22	(18.78)	13.22		15.15		12.00	18.39	12.94	15.00				
11-3000-2430-65610	TO POLICE BOARD RESERVES	419,800.00	476,696.96	56,896.96											476,696.96	
Total POLICE BOARD ACTIVITIES		0.00	0.00	0.00	(42,676.81)	(5,757.60)	(86,648.57)	(48,552.45)	(46,464.20)	(38,885.10)	(36,161.43)	(35,010.70)	(35,491.39)	(38,916.45)	(21,215.15)	434,779.85
		26,613.12	27,972.75	1,359.63	(37,858.42)	(2,317.68)	(71,423.96)	(38,820.32)	(40,298.52)	(30,852.31)	(32,500.35)	(29,290.10)	(49,028.36)	(31,044.72)	(17,854.67)	409,262.16

3000	1,359.63
3100	- 692,865.26
3200	217,353.36
3300	77,101.62
Forecast	- 397,050.64
wage accrual	396,788.22
Estimated Deficit	(262.43)

Anticipated Surplus	- 250,000.00	Uniform Part Time
	- 25,734.00	Insurance
	98,000.00	HR Support
	77,101.62	less court security
	- 100,632.38	



OWEN SOUND POLICE SERVICE							
2025 BUDGET SUMMARY							
DEPARTMENTS 3000 - 3100 - 3200 - 3300							
OPERATING BUDGET	BUDGET 2025	BUDGET 2024	BUDGET 2023	VARIANCE	By Dept.		
DEPARTMENT 3100 "OFFICERS"	7,971,134	7,247,004	6,845,671	724,130	9.99%	348,054	4.80%
							w/o CORE & special const
DEPARTMENT 3200 "CIVILIANS"	802,678	893,190	988,516	-90,512	-10.13%	-235,748	-26.39%
							w/o Pratt
DEPARTMENT 3300 "COURT "	268,704	411,788	281,616	-143,084	-34.75%		
DEPARTMENT 3000 "BOARD"	26,995	26,613	37,336	382	1.44%		
SUMMARY TOTAL	9,069,511	8,578,595	8,153,139	490,916	5.72%		
CAPITAL PURCHASES	150,000	150,000	150,000	-			
	9,219,511	8,728,595	8,303,139	490,916	5.62%		
OPERATING BUDGET INCREASE	5.72%	5.22%					
w/o CORE grant loss	1.43%						
w/o CORE & HR posn add	-0.26%						

New Policy	Old Policy	Remarks
Administration and Infrastructure		
AI-001OSPSB Strategic Plan	AI-001OSPS Framework for Business Planning	Reviewed and Revised policy name & number. Added 'CSPA' to opening statement. Updated wording from Business Plan to 'Strategic Plan'. Updated wording from prisoner to 'detainee'. Added #1 – 4. Changed PSA to ON Reg # in #6 (b) (V). Changed PSA to 'CSPA & its Regulations' in #8. Added #8 (e), (g), & (h). Added #9 & #10. Added #12 (f) from the Sample Board Policy. Added #14 & #15.
AI-002OSPSB Skills Development and Learning		Reviewed. Revised. Added 'incorporates the implementation of a program to coach or mentor new officers' to (a) (IV). Changed PSA to 'CSPA' & added bullets to (a) (V). Added (a) (VIII). Added (b).
AI-003OSPSB Equal Opportunity, Discrimination, Workplace Harassment	AI-003OSPSB-Equal Opportunity, Discrimination, Workplace	Reviewed. Revised policy name & number. Added 'and maintain' to (a), (b), (c) & (e). Changed PSA to 'CSPA' in (a). Changed PSA section # to 'CSPA section #' in (e).
AI-004OSPSB Communicable Diseases		Reviewed. Revised. Updated wording in (a). Added bullets to (a). Updated wording to 'act as the liaison with the local Public Health Unit in (c). Updated wording in (d).
AI-005OSPSB Use of Auxiliaries		Reviewed. Major revision.
AI-006OSPSB Use of Volunteers		Reviewed. Revised. Added 'written' to (a). Changed PSA to 'CSPA' in (a). Added (c), (e) & (f).
AI-007OSPSB Management of Police Records		Reviewed. Revised. Added 'and maintain written' to (a) & (c). Changed Major Case Management Manual to ON Reg # in (b).
AI-008OSPSB Marked General Patrol Vehicles		Reviewed. Revised. Added 'and maintain written' to (a).
AI-009OSPSB Safe Storage of Police Firearms		Reviewed. Revised. Added 'and maintain written & 'CSPA'.

New Policy	Old Policy	Remarks
AI-010OSPSB Police Uniforms and Equipment	AI-010OSPSB Police Uniforms	Reviewed. Revised policy name. Added opening statement. Added (a). Added 'and maintain written' to (b).
Administration and Infrastructure		
AI-011OSPSB Reporting and Information Sharing		Reviewed. Revised. Added 'on or before June 30 th in each year' to (a). Added (a) (I) & (V). Added 'make best efforts to negotiate' to (b). Added (b) (V) & (VI). Added (c) & (d).
AI-012OSPSB Use of Force		Reviewed. Revised. Reworded (c) (I). Added ON Reg # to (c) (II). Changed wording to bullets in (c) (II). Added (c) (III). Added ON Reg # to first three bullets in (c) (IV). Added 'based on the applications of the OPPITA' to last bullet in (c) (IV). Added last 2 bullets to (c) (V). Added ON Reg # to second bullet in (c) (VI). Added third bullet to (c) (VI). Added (c) (VII). Added ON Reg # & 'successfully completed the course entitled "Use of Force Requalification"' to (c) (VIII). Added (c) (IX). Added 'and maintain written' & ON Reg # to (c) (XI). Added ON Reg # to (c) (XVI). Added 'every calendar year' to (c) (XVIII). Added (d).
AI-013OSPSB Speed Detection Devices		Reviewed. Revised. Reworded #1 (a) (I) - (III), & (e). Added #1 (a) (V).
AI-014OSPSB Secure Holster		Reviewed.
AI-015OSPSB Equipment-Body Armour		Reviewed.
AI-016OSPSB Workplace Violence Prevention		Reviewed. Revised. Added 'and maintain written' to (a) & (b).
AI-017OSPSB Acoustic Hailing Devices		Reviewed. Revised. Updated ON Reg # to (b).
Crime Prevention		
CP-001OSPSB Problem Oriented Policing		Reviewed. Revised. Added 'ON Reg #' to opening statement. Added 'and maintain written' to (e).

New Policy	Old Policy	Remarks
CP-001OSPSB-001 Community Safety and Well-Being.		Reviewed. Revised. Added blue highlighted area.
CP-002OSPSB Crime Prevention		Reviewed. Revised. Changed PSA to ON Reg # to (a) (I). Added 'and maintain written' to (a) (IV).
Emergency Response		
ER-001OSPSB Preliminary Perimeter Control and Containment		Reviewed. Revised. Added blue highlight to (a). Added (c). Added 'and maintain written' to (d). Added ON Reg # to (d) (IV). Added (e) & (f).
ER-002OSPSB Tactical Units		Reviewed. Revised. Added ON Reg # to opening statement. Added 'and maintain written' to (b) (I). Added (b) (II).
ER-003OSPSB Hostage Rescue		Reviewed. Revised. Added ON Reg # to opening statement. Added 'and maintain written' to (b) (I).
ER-004OSPSB Major Incident Command		Reviewed. Revised. Added ON Reg # to opening statement. Added 'and maintain written' to (b) (I). Added (b) (II) & (III).
ER-005OSPSB Crisis Negotiation		Reviewed. Revised. Added ON Reg # to opening statement. Added 'and maintain written' to (b). Added (c).
ER-006OSPSB Bomb Threats and Explosives Disposal Units	ER-006OSPSB Explosives	Reviewed. Revised policy name & number. Added ON Reg # to opening statement. Added 'and maintain written' to (b).
ER-007OSPSB Ground Search for Lost Persons or Missing Persons		Reviewed. Revised. Added ON Reg # to opening statement. Added 'and maintain written' to (b). Updated wording in (c) to 'competence and experience'
ER-008OSPSB Emergency Plan	ER-008OSPSB Emergency Planning	Reviewed. Revised policy name & number. Added ON Reg #.
ER-009OSPSB Underwater Search and Recovery Units		Reviewed. Revised. Added ON Reg # to opening statement. Added (b) & (c). Added 'and maintain written' to (d) (I) & (II). Added (d) (III).

New Policy	Old Policy	Remarks
ER-010OSPSB Canine Units		Reviewed. Revised. Added ON Reg # to opening statement. Added 'and maintain written' to (c) (I) & (II). Updated wording in (c) (V) to 'competence and experience'.
Law Enforcement		
LE-001OSPSB Community Patrol		Reviewed. Revised. Added ON Reg # to opening statement. Added 'and maintain written' & 'community consultation' to (a).
LE-002OSPSB Communications and Dispatch		Reviewed. Revised. Added (b) (I). Added 'and maintain written' to (b) (IV) & (IX). Changed PSA to ON Reg & section # to (b) (V). Added 'prescribed training by the Minister to (b) (VII). Added (b) (VIII). Added 'and ensure the OSECC are provided with a copy of the procedure' to (b) (IX).
LE-003OSPSB Crime, Call and Public Disorder Analysis		Reviewed. Revised. Added (a) & (b). Added 'written' to (d) (I). Updated wording in (d) (II) to 'competence and experience'. Added (d) (VI).
LE-004OSPSB Criminal Intelligence		Reviewed. Revised. Added ON Reg # to opening statement. Added 'designated as the Criminal Intelligence Officers and represent this police service with Criminal Intelligence Service Ontario (CISO)' to (a). Added 'maintain' to (b) (I). Updated wording in (b) (III) to 'competence and experience'.
LE-005OSPSB Arrest		Reviewed. Revised policy number. Added ON Reg # to opening statement. Added 'and maintain written' to (a). Added (c) & (d).
LE-006OSPSB Criminal Investigation Management & Procedures		Reviewed. Revised. Added opening statement. Added 1 & 2. Updated wording in #3 (a), 4 (a), 4 (g) & 4 (i) to 'competence and experience' Added 'as part of the Annual Report to #4 (a). Added ON Reg #'s to 4 (b). Added 'and maintain written' to 4 (d). Updated 4 (e) to 'this Police Service's Procedure. Updated wording in 4 (f) to 'required number' & 'as stated in Section 1 (a) of this policy. Added ON Reg # to 4 (h). Added 'when required' to 4 (j) & 4 (k). Added CSPA section # to 4 (j). Added 'and maintain written' to 4 (n) (I). Updated wording in 4 (n) (II).
LE-007OSPSB Hate Bias Motivated Crime		Reviewed. Revised. Added 'and maintain written' to (c). Added 'written' to (d). Added (h) & (i).
LE-008OSPSB Hate Propaganda		Reviewed. Revised. Added 'written' to c). Added (d) & (e).

New Policy	Old Policy	Remarks
LE-009OSPSB Joint Forces Operations		Reviewed. Revised. Added 'CSPA & section #' to opening statement. Added 'and maintain written' to (a).
LE-010OSPSB Internal Task Force		Reviewed. Revised. Added 'CSPA & section #' to opening statement. Added 'and maintain written' to (a).
LE-011OSPSB Search of Premises		Reviewed. Revised. Added 'CSPA & section #' to opening statement. Added 'and maintain written' to (a).
LE-012OSPSB Search of Persons		Reviewed. Revised. Added 'CSPA & section #' to opening statement. Added 'and maintain written' to (a). Added (a) (III), (VII) & (IX). Added (c).
LE-013OSPSB Police Response to Persons who are Emotionally Disturbed or have a Mental Illness or a Developmental Disability		Reviewed. Revised policy. Added 'CSPA & section #' to opening statement. Added 'and maintain written' to (b). Added (b) (I) – (VI). Added (c) (II).
LE-014OSPSB Court Security		Reviewed. Revised. Added 'ON Reg #' to opening statement. Added (a), (b), (c) & (d). Changed form PSA to 'CSPA in (f). Added (g). Updated wording to 'competence and experience' in (h). Added (i), (j) & (k).
LE-015OSPSB Paid Informants and Agents		Reviewed. Revised. Added ON Reg # to opening statement. Added 'and maintain written' to (a) & (b). Changed Ontario Major Case Manual to ON Reg # in (b).
LE-016OSPSB Detainee Care and Control	LE-016OSPSB Prisoner Care and Control	Reviewed. Revised policy name & number. Updated wording from prisoner to 'detainee'. Added 'and maintain written' to (a). Added (a) (III) – (XI).
LE-017OSPSB Traffic Management, Enforcement and Road Safety		Reviewed. Revised. Added ON Reg # to opening statement. Added 'When determined by the Chief of Police' and ON Reg & section # to (a). Added 'and maintain written' to (b) (II). Updated wording to 'competence and experience' in (b) (III). Added (b) (IV).
LE-018OSPSB Witness Protection		Reviewed. Revised. Added 'and maintain written' to (a). Added (c).
LE-019OSPSB Stolen or Smuggled Firearms		Reviewed. Revised. Added 'written' to opening statement. Added (c). Changed PSA to 'CSPA and its Regulations' in (d).

New Policy	Old Policy	Remarks
LE-020OSPSB Collection, Preservation and Control of Evidence and Property		Reviewed. Revised. Changed from PSA to 'CSPA & section #' in (a). Added 'and maintain written' to (b) & (c). Added (f).
LE-021OSPSB Elder and Vulnerable Adult Abuse		Reviewed. Revised. Added 'written' to (b). Added (c), (d), (e), (f) & (g).
LE-022OSPSB Officer Note Taking		Reviewed. Revised. Added 'and maintain written' to opening statement. Added (I) & (II).
LE-023OSPSB Bail and Violent Crime		Reviewed. Revised. Added 'and maintain written' to opening statement. Added (e), (f) & (g).
LE-024OSPSB Intimate Partner Violence Incidents		Reviewed. Revised. Added (a) & (b). Added 'Partner' to (c). Updated Victim Services name in (c) (I). Updated wording in (c) (II), (III), & (IV). Added 'written' to (c) (V). Revised wording to 'receive any training prescribed by the Minister to (c) (VII).
LE-025OSPSB Supervision		Reviewed. Revised. Added (c), (d) & (e). Updated wording in (f) to 'have received the prescribed training by the Minister for the supervisory position or have the competence and experience'. Added ON Reg # to (g) (II).
LE-026OSPSB Missing Persons		Reviewed. Revised policy. Added (a), (b), & (g). Changed Major Case Management Manual to ON Reg # in (e). Added ON Reg # to (f).
LE-027OSPSB Child Abuse and Neglect		Reviewed. Revised. Added 'written' to (b). Changed Major Case Management Manual to ON Reg # in (d). Added (e).
LE-028OSPSB Criminal Harassment		Reviewed. Revised. Added 'written' to opening statement. Added CSPA to (a). Added 'which may included' and (I) – (IV) to (b). Added (c). Changed Major Case Management Manual to ON Reg # in (e).
LE-029OSPSB Preventing or Responding to Occurrences Involving Firearms		Reviewed. Revised. Added 'written' to (b), (c) & (d).
LE-030OSPSB Property Offences (including break & enter)		Reviewed. Revised. Added 'written' to (a).

New Policy	Old Policy	Remarks
LE-031 OSPSB Drug Investigation		Reviewed. Revised. Added (a). Added 'written' to (b). Updated wording to 'competence and experience' in (c). Added 'written' to (d).
LE-032 OSPSB Illegal Gaming		Reviewed. Revised policy number. Added 'written' to opening statement.
LE-033 OSPSB Detainee Transportation	OSPSB-OPS-034 Prisoner Transportation	Reviewed. Revised policy name & number. Added ON Reg # to opening statement. Updated wording from prisoner to 'detainee'. Added 'and maintain written' to (a). Updated wording to 'competence and experience' in (b).
LE-034 OSPSB Sexual Assault Investigation		Reviewed. Revised. Added opening statement. Added 'written' to (a). Changed Major Case Management Manual to ON Reg # in (a) (II). Added ON Reg # & Updated wording to 'competence and experience' in (c).
LE-035 OSPSB Waterways Policing (Safety)		Reviewed. Revised. Added 'Until otherwise directed' to first opening statement. Updated wording to 'Until otherwise directed' in second opening statement. Added 'and maintain written' to (a). Updated wording to 'competence and experience' in (c).
LE-036 OSPSB Child Pornography – Internet Child Exploitation		Reviewed. Revised. Added 'written' & 'CSPA' to (a).
LE-037 OSPSB Sudden Death and Found Human Remains		Reviewed. Revised. Added 'written' to (a). Added ON Reg & section # to (b). Changed Major Case Management Manual to ON Reg # in (c).
LE-038 OSPSB Fraud and False Pretence Investigation		Reviewed. Revised. Added 'written' to (a). Updated wording to 'competence and experience' in (d).
LE-039 OSPSB Homicide		Reviewed. Revised. Added (a) & (b). Changed Major Case Management Manual to ON Reg #'s in (c).
LE-040 OSPSB Parental and Non-Parental Abductions		Reviewed. Revised. Added 'written' to (a) & (c). Added (b). Changed Major Case Management Manual to ON Reg # in (c).

New Policy	Old Policy	Remarks
LE-041OSPSB Proceeds of Crime		Reviewed. Revised. Added 'written' to (a). Updated wording to 'competence and experience' in (b).
LE-042OSPSB Robbery		Reviewed. Revised. Added 'written' to (a). Changed Major Case Management Manual to ON Reg # in (b).
LE-043OSPSB Vehicle Theft		Reviewed. Revised. Added 'written' to (a).
LE-044OSPSB Youth Crime		Reviewed. Revised. Added 'written' to (a).
LE-045OSPSB Vehicle Pursuits	OSPSB-OPS-008 Suspect Apprehension Pursuits	Reviewed. Revised policy name & number. Major revisions to policy.
LE-046OSPSB Ontario Sex Offender Registry		Reviewed. Revised. Added 'and maintain written' to (b) & (c).
LE-047OSPSB Police Response to High- Risk Individuals		Reviewed. Revised. Added (a) (III).
Public Order Maintenance		
PO-001OSPSB Public Order Units		Reviewed. Revised. Added ON Reg # to opening statement. Added (b). Added 'and maintain written' & ON Reg & section # to (c).
PO-002OSPSB Police Action at Labour Disputes		Reviewed. Revised. Added ON Reg # to opening statement. Added 'and maintain written & ON Reg # & section # to (b). Updated wording from employment to 'activities' & Changed PSA to ON Reg & section # in (b) (III).
PO-003OSPSB Policing Indigenous Occupations & Protest		Reviewed. Revised. Added 'written' to (c).
Victim Assistance		
VA-001OSPSB Victim's Assistance		Reviewed. Revised. Added opening statement, (1) & (2). Changed Victim Services name in (a). Added 'and maintain written' to (b). Added (c) & (e).
Board Policies - General		

New Policy	Old Policy	Remarks
Notes:		
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OWEN SOUND POLICE SERVICE

BOARD POLICY

Issued: 2021

Reviewed:

Revised:

May 15, 2023

Expires: Indefinite

Rescinds:

OSPSB GP-003 Board Governance

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1. **Policy Statement:**

The purpose of this policy is to define the procedures of the Owen Sound Police Service Board (the "Board") in alignment with the *Community Safety and Policing Act (CSPA)*, 2019, and other relevant legislation. This policy ensures that the Board's operations are conducted in a manner that is transparent, accountable, and promotes effective governance.

2. **Mission Statement:**

To deliver high quality policing services while fostering collaborative partnerships and community engagement that strengthen public safety and community wellbeing.

3. **Preamble:**

- a) It is the responsibility of the Board to provide police services for the maintenance of law and order in the City of Owen Sound (the "Municipality") and to provide and maintain adequate police services in accordance with the policing needs of the Municipality; and
- b) It is the duty of the Chief of Police, in the capacity as chief law enforcement officer for the Municipality, to administer the police services of the City in accordance with objectives, priorities and policies established by the Board and to be responsible only to the Board.

4. **Definitions:**

- a) **CSPA** means the **Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1**, as amended from time to time;
- b) "Agenda" means the document prepared for distribution as prescribed by Section 18 of this Policy;
- c) "Board" means the City of Owen Sound Police Services Board, **established under Part IV of the CSPA**;
- a) "Chair" means the Chair of the Board pursuant to **Section 36(1) of the CSPA**;
- b) "Vice-Chair" means a member required to act from time to time in the place and stead of the Chair, pursuant to Section 9 of this Policy;
- c) "Member" means a member of the Board, pursuant to **Section 31 of the CSPA**;
- d) "Regular Meeting" means the regular monthly meetings of the Board, pursuant to **Section 43 of the CSPA**;
- e) "Closed Meeting" means a meeting or part of a meeting that is closed to the public in accordance with **Section 44 of the CSPA**;
- f) "Special Meeting" means a meeting called other than a regularly scheduled meeting called pursuant to the **CSPA** or the Provisions of this Policy;
- g) "Committee" means a Standing or ad hoc committee and any other similar entity composed of individuals of the Board pursuant to the **CSPA**;
- h) "Municipality" means The Corporation of the City of Owen Sound;

- i) "Days" means calendar days exclusive of Saturday, Sundays, and statutory holidays;
- j) "Delegation" means an address to the Board at the request of a person wishing to speak;
- k) "Chief of Police" means the Owen Sound Police Service Chief of Police reporting to Board;
- l) "Deputy" means the Owen Sound Police Service Deputy Chief of Police reporting to the Board;
- m) "Quorum" means a majority of the Members of the Board
- n) "Recorded Vote" means the making of a written record of the name and vote of each Member present who votes on a question and of each member present who does not vote;
- o) "Resolution" means the decision of the Board on any motion, duly passed in accordance with this Policy.
- p) "Secretary" means the Secretary of the Owen Sound Police Services Board; and
- q) "Association" means the Owen Sound Police Association.

5. **Policy Statement:**

- a) The rules and procedures herein shall be observed and shall be the rules and procedures for the order and dispatch of business of the Board;
- b) Except as herein provided, Roberts' Rules of Order shall be followed for governing the proceeding and conduct of Board members;
- c) Except as provided herein, no person, except members of the Board, the Chief of Police, the Deputy Chief of Police and the Secretary, shall be allowed the floor to speak during a meeting without the majority consent of the members in attendance at the meeting; and
- d) The rules and regulations contained in this Policy may be suspended by a vote of two-thirds of the whole Board.

6. **Composition of the Board:**

a) The Board shall consist of five (5) members in accordance with the **CSPA** and consist of the following:

I. The head of the municipal council or, if the head chooses not to be or is ineligible to be a member of the board, another member of the municipal council appointed by resolution of the municipality;

II. One member of the municipal council appointed by resolution of the municipality;

III. Two persons appointed by the Lieutenant Governor in Council; and

IV. One person appointed by resolution of the municipality, who is neither a member of the municipal council nor an employee of the municipality;.

7. **Selection of Chair and Vice-Chair:**

a) In accordance with **Section 36 (1) of the CSPA**, the members of the Board shall, at the first meeting held in January of each year, select from amongst its members, a Chair and Vice-Chair for one year;

b) The election of Chair shall be conducted by the Secretary;

c) The election of the Vice-Chair shall be conducted by the Chair;

d) If multiple members are nominated, each nominated member shall have an opportunity to speak briefly before voting proceeds;

e) Voting for Chair shall be by show of hands, in alphabetical order of nominees' surnames, with the nominee receiving a Majority Vote being appointed;

f) If an initial vote for Chair results in a tie or without Majority Vote, additional rounds of voting shall occur after brief recesses, until a nominee receives a Majority Vote or the matter is decided by lot drawn by the Secretary; and

g) The same process in (b)-(e) shall be followed for election of the Vice-Chair, conducted by the newly elected Chair.

8. **Replacement of the Chair:**

a) **Subject to section 36 (1) of the CSPA, read in conjunction with section 77 of the Legislation Act, 2006, which confers the authority on the Board to appoint a**

Chair, a Chair may be replaced by the vote of the majority of Board members for governance reasons. For clarity, governance reasons include anything the Board believes serves the best interests of the Board other than a breach of the Code of Conduct or other misconduct as defined in the *CSPA and its Regulations*;

- b) In the event of a breach of the Code of Conduct or other misconduct as defined in the Act, by the Chair, the Chair may be removed from the Board in accordance with the provisions of the Act or as otherwise permitted by law;
- c) Upon reappointment or replacement of the Chair under Sections 8(a) or 8(b), the Board shall elect a new Chair at the same or next meeting in accordance with Section 7 of this Policy

9. **Responsibilities of the Chair:**

The Chair Shall:

- a) Preside at all meetings of the Board;
- b) Set and approve the agenda for all meetings of the Board;
- c) Act as the spokesperson for the Board and represent the Board at official functions;
- d) Report on the activities of the Board, to Council as requested;
- e) Commence the meetings of the Board by taking the Chair and calling the meeting to order;
- f) Announce the business before the Board and the order to be acted upon;
- g) To receive and submit, in proper manner, all motions presented by the Members;
- h) Put to a vote all motions, which are moved and seconded, or necessarily arise in the course of a Board meeting, and to announce the result;
- i) To sit as ex-officio as a member of all Committees of the Board and be entitled to participate and vote at the meetings;
- j) Decline to bring forward motions to a vote which do not comply with this Policy, or which are not within the jurisdiction of the Board under the Act;
- k) Enforce the Rules of Procedure, maintain order and preserve the decorum of the meeting;

- l) Where it is not possible to maintain order, to adjourn or suspend the meeting to a time specified by the Chair, without any motion being made;
- m) Permit any question to be asked through the Chair of any employee of the Police Service in order to provide information to assist in any debate when the Chair deems it appropriate;
- n) Rule on any points of order raised by Members;
- o) Sign all documents for and on behalf of the Board including but not limited to by-laws, resolutions, orders, and agreements which have been approved by the Board;
- p) To adjourn the meeting when business is concluded or upon a motion to adjourn or to recess the meeting as required; and
- q) Subject to Section 21 of this Policy, upon becoming aware of a possible breach of the Code of Conduct, the **CSPA** or any Board by-law or Policy, by any Board member, shall make inquiries of the Member, Chief of Police or legal counsel as may be appropriate. In addition, bring to the attention of the Board any information which may be construed as being a breach of the Code of Conduct or this Policy;

10. Responsibilities of Vice-Chair

- a) The Vice-Chair shall act in the absence of the Chair and shall have the same authority as the Chair would have if present; and
- b) If both the Chair and Vice-Chair are absent from a meeting, the Members present shall elect an Acting Chair for that meeting until the Chair or Vice-Chair is available.

11. Responsibilities of Secretary:

Secretary shall:

- a) Organize meetings, prepare agendas for the meeting in consultation with the Chair, and ensure their timely distribution;
- b) Attend all Board meetings and Committee meetings;

- c) Record the minutes of the proceedings at the meetings of the Board and Committees of the Board; and
- d) Receive and circulate all communication addressed to the Board.

12. Responsibilities of the Board:

The Board shall be responsible for those duties as set out in **Section 10 and Section 37 (1) of the CSPA** as applicable and shall at all times discharge those duties in accordance with **Ontario Regulation 408/23 Code of Conduct for Police Service Board Members**

- a) Individual Board Members shall reference and comply with policy OSPSB GP-016 Code of Conduct for Board Members and **Ontario Regulation 408/23 Code of Conduct for Police Service Board Members**

13. Committees of the Board:

- a) In accordance with **Section 42 of the CSPA**, the Board may at any time appoint one or more Members to a Committee to inquire into matters under the Board's jurisdiction.
- b) The Committee shall report upon its work to the Board at the meeting of the Board next following the date of the Committee meeting; and
- c) The following standing committees of the Board are established to give recommendations to the Board for the Board's approval:
 - I. Negotiation Committee – having, subject to the approval of the Board, authority to deal with matters relating to negotiations with the Association;
 - II. Space Utilization Committee – having, subject to approval of the Board, authority to deal with matters related to renovations to the Police Services building; and
 - III. Labour/Management Committee - The Officers Agreement and Civilian Branch Agreement require a committee of two (2) Association members (1-Uniform & Civilian) and two (2) representatives of management shall meet twice a year to discuss matters related to the Collective Agreement.

14. Regular Meetings of the Board:

- a) The Board shall hold its regular meetings on the 4th Wednesday of each month or on such other date as may be determined by the Board;
- b) All public meetings shall start at 10:00 AM in the morning, in the 2nd Floor Public meeting room, unless directed otherwise;
- c) Regular meetings shall commence with the Closed Agenda followed by the Public Agenda;
- d) Closed Agenda Items shall be as outline in Section 25 (a) and (b) of this Policy;
- e) All regular meetings of the Board, except for Closed items, shall be open to the public;
- f) The Board shall hold at least four (4) regular meetings during each calendar year;
- g) Pursuant to Section 43(5) *CSPA* the Board or the committee, as applicable, shall publish notice of a meeting that is open to the public on the Internet, subject to the regulations made by the Minister, if any;
- h) Pursuant to Section 43(6) of the *CSPA* the notice shall be published at least seven days before the meeting, except in extraordinary circumstances;
- i) Pursuant to Section 43 (7) of the *CSPA*, the contents of the notice must include:
 - I. The proposed agenda for the meeting; and
 - II. Either:
 - the record of the most recent meeting of the police service board that was open to the public, other than the record of any part of the meeting that was closed to the public; or
 - instructions on how a member of the public may access the record referred to in the Section above.
- j) Meetings may be held in-person, virtually by electronic means, or through a hybrid model as determined by the Chair;

- k) For fully virtual meetings, the public shall be provided access to open session portions through conferencing details included on the public agenda and Board website. Public participation shall be restricted to observation only, except for registered delegations;
- l) The Chair shall preside over all meetings. If the Chair does not attend within 15 minutes after the scheduled start time, the Vice-Chair shall preside. If neither attends, the Members present shall appoint an Acting Chair for that meeting by resolution;
- m) The Board may cancel the next regular meeting or may change any one or more of its dates, or its time upon the concurring votes of a majority of the Members; and
- n) The Chair or in the absence of the Chair, the Vice-Chair as the case may be, may cancel a regular meeting of the Board, where the Chair or Vice-Chair deems such meeting is not warranted.

15. Quorum:

- a) Quorum shall be a majority of the Board's Members in accordance with Section 43(2) of the CSPA;
- b) A quorum at any meeting shall consist of at least three (3) members of the Board. The Chair, or the Vice-Chair, in the absence of the Chair, must be one of the members in attendance;
- c) Members participating electronically in open or closed sessions shall be deemed present for the purpose of quorum;
- d) If no quorum is present within 30 minutes after the scheduled start time, the Chair shall call the roll and have the Secretary record the Members present. The meeting shall be adjourned to the next regular meeting date or at the call of the Chair for a special meeting;
- e) If quorum is lost during a meeting, the Chair shall recess the meeting. If quorum is not regained within 30 minutes, the Chair shall call the roll, have attendance recorded, and adjourn the meeting; and
- f) Any agenda business not addressed due to lack of quorum shall be added to the next regular meeting agenda.

16. Special Meetings of the Board:

- a) The Chair, or in absence of the Chair, the Vice-Chair, may at any time summon a special meeting of the Board and shall do so whenever requested by a majority of the Members of the Board;

- b) The Secretary shall give notice to the Members of the Board of all special meetings of the Board whenever required by competent authority to do so. Such notice shall be by telephone, electronically, or other means deemed appropriate by the Secretary;
- c) No special meeting of the Board may be held with less than 24 hours notice to the Members;
- d) Notification of the public will be deemed complete with online posting of the Agenda on the Municipalities or Police Service's website made 24 hours in advance of a meeting called under Section 16 (a);
- e) In urgent situations, the Chair may call a special meeting on shorter notice delivered in the most expeditious manner;
- f) The notice shall state the business to be considered, and no other business shall be conducted except with agreement of all Members present. Decisions on agenda items shall be explained and recorded in the minutes; and
- g) A special meeting may only be canceled by the Chair, or Vice-Chair if the Chair is absent, with the consent of a majority of Members.

17. Calling a Meeting Order:

- a) The Chair shall call the meeting to order as soon as possible after the scheduled start time, provided quorum is present.
- b) Quorum:
 - I. If no quorum is present to enable a meeting to commence one-half hour after the time appointment for a meeting of the Board, the Secretary will, at the request of those Members present, call the roll, and record the names of the Members present and the Members will stand discharged from waiting further;
 - II. If a meeting does not take place because of a lack of quorum the Chair may announce a rescheduled date, time, and place for such a meeting to occur; and
 - III. The Secretary will attempt to give notice of any meeting so rescheduled by telephone or electronic mail of as in otherwise practical within the time available.

18. Board Agenda:

- a) The Secretary shall cause an agenda to be prepared, in the following order, for the use of the Members at the regular meetings of the Board:
 - I. Call to Order;
 - II. Land Acknowledgement;
 - III. Approval of the Agenda;
 - IV. Declarations of Conflict/Pecuniary Interest by Members;
 - V. Presentations/Delegations;
 - VI. Confirmation of minutes from previous meeting
 - VII. Business arising out of the minutes
 - VIII. Correspondence Received;
 - IX. Chairman's Report;
 - X. Governance;
 - XI. Reports from staff;
 - XII. Financial Reports;
 - XIII. Operating Reports from Chief;
 - XIV. Other Items and New Business; and
 - XV. Termination of Meeting.

- b) The Secretary shall meet or consult with the Chief of Police or designate to receive all reports and supporting materials for the agenda seven (7) days prior to the date for the Board Meeting and shall consult with the Chair. An item which is not included in the agenda may not be introduced at the meeting, without the consent of a majority of the Members present;

- c) Every letter, petition and other communication addressed to the Board shall be received by the Secretary of the Board who shall:
 - I. Where, in the opinion of the Secretary, the subject matter of any communication is properly within the jurisdiction of the Board, add it to the Agenda for the next regular meeting of the Board to be dealt with; and

- II. Where, in the opinion of the Secretary, and confirmed by the Chair, the subject matter of any communication within the jurisdiction of the Police Service, shall refer it to the Chief of Police for necessary action and a report presented at the next Board meeting if required.
- d) The Secretary shall deliver the agenda for each regular meeting to each Member of the Board not less than seventy-two (72) hours prior to the hour appointed for holding of the meeting via electronic mail or other method(s) accepted by the Board;
- e) Public and In Camera Agendas - every regular meeting will feature both Public and In Camera agendas. The In Camera Agenda, distinctively marked on paper, includes items requiring confidentiality as dictated by the CSPA or the *Municipal Freedom of Information and Protection of Privacy Act* or matters exclusively relevant to Board Members.

19. Disclosure – Conflict of Interest:

- a) The Chair and Members shall be governed by the *Municipal Conflict of Interest Act, R.S.O, 1990* and the agenda shall include a provision for Members to declare a conflict or conflicts of interest or a pecuniary interest in a matter;
- b) Where a Member, either on his or her own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the Board at which the matter is the subject of consideration, the Member shall:
 - I. Prior to any consideration of the matter at the meeting, disclose the interest and the general nature of the matter;
 - II. Not take part in the discussion of, or vote on any question in respect of the matter; and
 - III. Not attempt in anyway whether before, during or after the meeting to influence the voting on any such question
- c) Where a meeting is not open to the public, in addition to complying with the requirements, the Member shall forthwith leave the meeting for the part of the meeting during which the matter is under consideration;
- d) Where the interest of a Member has not been disclosed by reason of his or her absence from the particular meeting, the Member shall disclose his or her interest and otherwise comply at the first meeting of the Board attended by him or her after the particular meeting; and

- e) The Secretary shall record in reasonable detail, the particulars of any disclosure of conflict of interest, and the particulars shall appear in the minutes of that meeting of the Board.

20. Delegations:

- a) Any person desiring to be heard as a delegation shall submit a written request to the Secretary through the Board, on the prescribed form, Appendix B;
- b) Electronic Participation in Meetings – any person may participate in Board meetings electronically, under the following conditions:
 - I. Availability of suitable electronic participation methods for the meeting; and
 - II. Electronic participation must be clear, reliable, and facilitate two-way communication. Connections causing unreasonable delays or interference may be discontinued to preserve meeting integrity.
- c) The completed prescribed form must be received by the Secretary not later than noon (12:00 pm) on the Wednesday of the week preceding the day of the meeting;
- d) Delegations addressing the Board shall confine their remarks to the business stated in their request to be heard and shall present same in a respectful and temperate manner;
- e) The Board may at its discretion, expressed by resolution adopted by two thirds (2/3) vote of its members present hear any person in attendance;
- f) Delegations shall be limited to a maximum often (10) minutes of presentation time and ten (10) minutes of Board questions unless preauthorized by the Chair or Secretary. Additional preauthorized time will be indicated on the agenda. A delegation will be permitted a maximum of two spokespeople to address the Board during the permitted time;
- g) Should there be more than one delegation requested representing the same topic position at any meeting, the person requesting same shall be advised of the earlier request. The second and any additional requests for a delegation on the same meeting representing the same topic position shall be denied. If a delegation is requested representing a different position on the same issue the delegation will be permitted;

- h) A delegation once heard, shall not be entitled to be heard on substantially the same matter for a period of three (3) months from the date of first being heard, unless new information is being provided to assist the Board in its decision making. It will be determined by the Chair and/or Secretary if the information being provided shall be deemed to be new;
- i) Refusal of a request to appear as a delegation may be appealed to the Chair. The ruling of the Chair shall be final;
- j) Delegations will not be scheduled whose subject relates to a matter currently before the courts or administrative tribunals. No appeal to the Chair will be heard for refusal of delegation requests whose subject matter is before the courts or administrative tribunals;
- k) Upon the completion of a presentation to the Board by a delegation, any discourse between Members of the Board and the delegation shall be limited to Members asking questions for clarification and obtaining additional, relevant information only. Members of the Board shall not enter into debate with the delegation respecting the presentation;
- l) No delegation shall:
 - I. Speak disrespectfully of any person;
 - II. Use offensive words or unparliamentary language;
 - III. Speak on any subject other than the subject for which they have received approval to address the Board; or
 - IV. Disobey the rules of procedure or a decision of the Chair.
- m) The Chair may curtail any delegation, any questions of a delegation or debate during a delegation for disorder or any other breach of this Procedure and, where the Chair rules that the delegation is concluded, the person or persons appearing shall immediately withdraw.

21. **Conduct of Members:**

- a) Members shall adhere to the **CSPA** and its **Regulations**, alongside any additional policies ratified by the Board. This ensures all actions and discussions uphold the highest standards of integrity and respect.
- b) Prohibited Conduct:

- I. Use offensive words or unparliamentary language in meetings of the Board or against any Member;
- II. Deviate from the topic under discussion, ensuring a focused and productive debate.
- III. Criticize any decision of the Board except for the purpose of moving that the question be reconsidered;
- IV. Speak in a manner that is discriminatory in nature based on an individual's race, ancestry, place of origin, citizenship, creed, gender, sexual orientation, age, colour, marital status, family status or disability;
- V. Disobey the rules as set out in this Policy or a decision of the Chair, on questions of order or procedure as set out in this Policy;
- VI. Resolution of the Board, or upon the interpretation of the rules of the Board; and
- VII. If a Member persists in disobedience after having been called to order by the Chair, the Chair shall forthwith put the question, no amendment, adjournment, or debate being allowed: "That such Member be ordered to leave their seat for the duration of the meeting of the Board."
 - If a Member who has been ordered to leave their seat apologizes to the Chair and the other Members, they may, by vote of the Members, be permitted to retake their seat.

22. Rules of Debate:

- a) Every Member, before speaking to a question or motion shall first receive recognition from the Chair and then the Member shall address the Chair;
- b) When a Member wishes to speak to any question, motion, or item, they shall in an orderly fashion attempt to obtain the Chair's attention to indicate that such Member wishes to speak, and the Chair shall keep a list of those Members who have so indicated a desire to speak. The Chair shall then recognize the Members who wish to speak in the order in which their intentions have come to the Chair's attention and appear on the list;

- c) When two or more Members indicate their intention to speak, the Chair shall recognize the Member who, in his or her opinion, first indicated their intention to speak, and that Members may speak to the question or motion first;
- d) When a Member is speaking no other Member shall pass information between any Member or the Chair or interrupt that Member except to raise a point of order;
- e) A Member may require the question or motion under discussion to be read at any time during the debate, but so as not to interrupt a Member who is speaking;
- f) No Member shall speak more than twice to the same question or motion without consent of the Chair, except to explain a part of his or her speech which the Member feels may have been misunderstood, but in no instance, shall the Member be permitted to introduce any new matter;
- g) Notwithstanding Section 22 (f), a reply may be made by the Member who has presented a motion to the Board, following the conclusion of the speeches of the other Members;
- h) No Member shall speak to the same question or motion, or in reply, for more than ten minutes, without leave of the Chair;
- i) After a question is put by the Chair, no Member shall speak to the question, nor shall any other motion be made until after the vote is taken and the result has been declared; and
- j) If a Member considers that a ruling by the Chair is not in order, an appeal may be made. When challenged, the Chair may give a brief explanation of the ruling and ask the Members "Is the ruling of the Chair upheld?" In the event of a tie vote, the ruling is upheld. The decision of the Board under this Section is final.

23. Motions:

- a) All motions, except a motion to adjourn, shall be in writing, duly moved and seconded and passed to the Chair before being discussed or being put to a vote;
- b) The Board Chair shall read a motion before a vote is taken if required to do so by a Member;
- c) After a motion has been moved, it may be withdrawn by the mover at any time before a vote is taken;

d) A motion properly before the Board for decision must receive disposition before any other motion can be received, except motions:

- I. To adjourn;
- II. To amend;
- III. To refer;
- IV. To suspend the rules of procedure;
- V. To table the question; and
- VI. To vote on the question.

e) A motion to adjourn the meeting may be made at any time except:

- I. When a Member is speaking or during the taking of a vote;
- II. When the question has been called; and
- III. When a Member has already indicated to the Chair that they desire to speak on the question;

And, when resolved in the negative, cannot be made again until the Board has conducted further proceedings.

f) A motion to amend:

- I. Shall be relevant to the question to be decided; and
- II. Shall not be received if it in essence constitutes a rejection of the main questions;

And only one motion to amend such amendment shall be permitted, and any further amendment shall be made to the main questions.

g) A motion to refer the question shall include:

- I. The name of the Committee, or other body or official to whom the question is to be referred; and
- II. The terms upon which the question is to be referred;

And any debate will only be permitted with respect to the desirability of referring the question and the terms of the referral, and no discussion of the main question or an amendment thereto shall be allowed until after its disposition.

- h) After any question, except one of indefinite deferment has been decided by the Board, any Member who was present and who voted in the majority may, at a subsequent meeting of the Board, move for the reconsideration thereof, provided due notice of such intention is given as required by this Policy, but no discussion of the main question by any person shall be allowed unless the motion to reconsider has first been adopted; and
- i) No question shall be reconsidered more than once at a meeting of the Board.

24. Voting on Motions:

- a) A motion shall be deemed to have been carried when a majority of the Members present, and voting have expressed their agreement with the questions;
- b) When the Chair is satisfied that a question contains distinct proposals, he or she may divide the question or upon the request of a Member, shall divide the question, and the vote upon each proposal shall be taken separately;
- c) Every Member present at a meeting of the Board when a question is put shall vote thereon unless prohibited by statute, in which case the Secretary shall record the name of the Member and the reason that he or she is prohibited from voting;
- d) If a Member present does not vote when a question is placed, he or she shall be deemed to have voted in the negative, except where the Member is prohibited from voting by statute;
- e) When a recorded vote is permitted and required the Secretary shall conduct the vote in a counter-clockwise direction, starting on the Chair's right hand, asking the Members in favour to indicate with "yes", asking the Members opposed to indicate with "no", and recording each vote as it is cast;
- f) The Secretary will advise the Chair of the count of the vote, and the Chair will announce the results; and
- g) Where on any question on which there is a tie vote, the motion shall be deemed to have been lost.

25. Public and In-camera Meetings:

- a) Meetings of the Board shall be open to the public except as provided for in Section 43(3) of the [CSPA](#);

b) A meeting or part of a meeting may be closed to the public if the subject matter being considered is:

- I. The security of the property of the board;
- II. Personal matters about an identifiable individual, including members of the police service or any other employees of the Board;
- III. A proposed or pending acquisition or disposition of land by the Board;
- IV. Labour relations or employee negotiations;
- V. Litigation or potential litigation affecting the board, including matters before administrative tribunals;
- VI. Advice that would be inadmissible in a court by reason of any privilege under the law of evidence, including communications necessary for that purpose;
- VII. A trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- VIII. A trade secret or scientific, technical, commercial or financial information that belongs to the board and has monetary value or potential monetary value;
- IX. A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the board;
- X. Information that section 8 of the *Municipal Freedom of Information and Protection of Privacy Act* would authorize a refusal to disclose if it were contained in a record; or
- XI. An ongoing investigation respecting the Board.

c) Notwithstanding Subsection 25 (b), a meeting or part of a meeting shall be closed to the public if the subject matter to be considered cannot be disclosed pursuant to the *Municipal Freedom of information and Protection of Privacy Act*, R.S.O. 1990. C. M.56 as amended; and

- d) No persons other than Board Members and those persons authorized by the Board from time to time, shall attend closed meetings of the Board, and all other persons other than the Board members shall vacate the meetings if requested to do so by the Chairman.

26. Transparency and Confidentiality in Meetings:

- a) Board meetings shall remain accessible to the public, barring exceptions outlined in Sections 25 (b) or (c) due to the sensitive nature of discussed topics;
- b) Digital Engagement:
 - I. The commencement of each meeting shall include a disclosure regarding livestreaming/video recording;
 - II. Recorded meeting archives will be accessible post-meeting, without constituting the official meeting record, which remains the approved minutes.
 - III. Delegates and presenters shall be notified beforehand of livestreaming for transparent public access.

27. Duty of Confidentiality:

Pursuant to Section 44(4) of the CSPA The members of the Board or committee shall keep any matter considered in a meeting closed under section 26 (b) or (c) of this Procedure confidential, including by keeping confidential any information obtained for the purpose of considering the confidential matter, except:

- a) For the purpose of complying with an inspector exercising their powers or duties under the CSPA;
- b) As may otherwise be required in connection with the administration of the CSPA, the *Special Investigations Unit Act, 2019* or the regulations made under either of them;
- c) As may be required for a law enforcement purpose; or
- d) Where disclosure is otherwise required by law; and
- e) **Disclosure by resolution:**

Despite Section 27 of this Procedure, a Board may, by resolution, disclose or authorize a Board member to disclose any matter considered in a meeting closed under Section 26 (b) or (c), which may include disclosing information obtained for the purpose of considering the confidential matter.

f) Educational or training sessions:

A meeting of a police service board, or of a committee of the board, may be closed to the public if the following conditions are both satisfied:

- I. The meeting is held for the purpose of educating or training the members of the board or of the committee; and
- II. At the meeting, no member of the board or committee considers or otherwise deals with any matter in a way that materially advances the business or decision-making of the board.

28. Adjournments:

- a) The Chair may adjourn a meeting without a majority vote of the members in attendance at the meeting, only if:
 - I. Discussion and conduct has degenerated to the point where order cannot be restored;
 - II. An emergency exists, such as fire or flood; or
 - III. All business on the approved agenda for the meeting has been concluded.
- b) Any member may move adjournment at any time during a Board meeting except when another motion is being discussed. Unless all business on the approved agenda for the meeting has been concluded, such motion, to affect the adjournment, must be seconded by another member and must receive a majority vote in favour of the motion by the members in attendance at the meeting.

29. Recess:

The Chair may declare a recess during a meeting whenever the Chair considers it prudent to do so. A member may interrupt during a meeting to move that a short recess be declared. Such a motion is fully debatable and must be decided by a majority vote.

30. **Challenging the Chair:**

Every member in attendance at a meeting has the right to challenge any decision or ruling of the Chair. Those proposing a challenge to the Chair shall do so by stating: "I challenge the Chair", and then, briefly, stating the reason(s). The Chair shall recognize the challenge. Debate on a challenge is not permitted.

The Chair, upon being challenged, has the option of immediately:

- a) Revising their decision or ruling to the satisfaction of the challenger, or
- b) Putting the matter to a vote of the members in attendance at the meeting.

Only a majority vote of the members in attendance at the meeting can reverse a decision or ruling of the Chair. In the event of a tie vote, the decision or ruling of the Chair is sustained.

31. **Board Meeting Minutes:**

- a) The Secretary shall ensure comprehensive minutes are documented for every Board meeting, capturing:
 - I. Date, time, and location of the meeting;
 - II. Attendee names, including the presiding Chair and Board Members;
 - III. Confirmation and any adjustments of previous meeting minutes;
 - IV. Declaration of conflicts of interest; and
 - V. A concise record of all deliberations and resolutions.
- b) Minutes shall objectively encapsulate Board decisions and actions, avoiding subjective commentary;
- c) Adjustments to the minutes necessitate a Board majority approval;
- d) Subsequent Board meetings shall formally approve prior meeting minutes; and
- e) Approved minutes shall bear the signature of the Board Chair and the Secretary, validating their accuracy and completion.

32. **By-Laws:**

- a) Proposed by-laws and amendments – 1st and 2nd readings:
 - I. Proposed by-laws will come before the Board in draft form at the regular meeting occurring immediately before the regular meeting during which the first and second readings are to occur. All stakeholders will be informed of any by-law changes;

II. A resolution that leave be granted to introduce any by-law and that such by-law be read a first and second time shall be read by a member, other than the Chair, then by the Chair and voted upon;

III. The resolution would read as follows:

“That leave be granted to introduce by-law number (year - By-law number) and the same be hereby deemed to have been read a first and second time”

Moved by _____ Seconded by _____

IV. Any member wishing to vote against any one or more of the proposed by-laws may do so;

V. When there is more than one by-law being voted on and the Chair calls for a vote on the resolution and a member has voted against one or more of the proposed by-laws, the Chair shall ask the member to state which by-laws the member is voting in favour of and which by-laws the member is voting against;

VI. The Chair will then ask the Secretary to record the vote on each proposed by-law; and

VII. This procedure shall apply mutatis mutandis to all proposed by-law amendments.

b) Proposed by-laws and amendments – 3rd reading:

I. All proposed by-laws and amendments thereto, passed by the Board on first and second reading, shall be given a third and final reading at a regular meeting of the Board before such by-laws or amendments thereto shall be finally passed;

II. The resolution to be read by a member, other than the Chair, and then by the Chair would read as follows:

“That By-law (year - By-law number) be hereby deemed to have been read a third time and be finally passed, signed and sealed”;

III. Any member wishing to vote against any one or more of the proposed by-laws may do so;

- IV. When there is more than one by-law being voted on and the Chair calls for a vote on the resolution and a member has voted against one or more of the proposed by-laws, the Chair shall ask the member to state which by-laws the member is voting in favour of and which by-laws the member is voting against;
- V. The Chair will then ask the Secretary to record the vote on each proposed by-law; and
- VI. This procedure shall apply after all necessary changes having been made to all proposed by-law amendments.

33. Board Members – Statements:

- a) Board Members will fully uphold the *Ontario Regulation 408/23 Code of Conduct For Police Service Board Members:*
 - I. Section 11 - a member of the Board shall not knowingly make false statements pertaining to the duties of a member of a Board;
 - II. Section 12 - a member of the Board shall not purport to speak on behalf of the Board unless authorized by the board to do so;
 - III. Section 13 - a member of the Board shall clearly indicate when they are expressing a personal opinion when commenting on an action or omission of the Board, the police service maintained by the Board or a member of the Police Service;
 - IV. Section 14 - a member of the Board shall not access, collect, use, alter, retain, destroy or disclose to any person information that has been obtained by or made available to the member in the course of their duties if doing so would be contrary to law;
 - V. Section 15 - a member of the Board shall not disclose to the public information obtained or made available in the course of the member's duties except as authorized by the police service board or as required by law.
- b) Board members will keep confidential any information disclosed or discussed at a meeting of the Board, or part of a meeting of the Board, that was closed to the public;
- c) A Board member who expresses disagreement with a decision of the Board shall make it clear that he or she is expressing a personal opinion;

- d) The Chair will be considered the Board spokesperson for all media inquiries. When the Chair is unavailable, the Vice-Chair will be considered the Board spokesperson for all media inquiries;
- e) In special circumstances, such as during contract negotiations or where a Board subcommittee has been established on a specific issue, the Board may designate the member leading the negotiations, or the Chair of the subcommittee, as the case may be, to act as spokesperson for the Board on the subject in question;
- f) Board Members may communicate a position of the Board. However, should a Board Member publicly disagree with a position of the Board, or wish to comment on a matter not yet before the Board, the Board Member will clearly identify that he or she is speaking as an individual and not on the Board's behalf. A Board Member will not state that the Board has taken a position on a matter until the matter has been formally considered by the Board;
- g) When a media inquiry is made directly to Board Members regarding sensitive or confidential matters, Board Members will not comment but will advise the Chair or if applicable to the Chief of Police so that it may be directed to the most appropriate person;
- h) When a media inquiry is made by a member of the media with respect to factual information, administration of the Board, or decisions made by the Board during a public meeting, a designated Board member may provide information to the member of the media; and
- i) Media releases will be approved prior to release by the Chair, or in the Chair's absence, by the Vice-Chair. Board Members will receive a copy of the release as soon as possible once it has been approved.

34. Conduct Complaints:

- a) The Chair, or any member of the Board, will be required to bring forward all complaints about the conduct of the Chair or any other member of the Board to the entire Board, at a Board meeting, for review;
- b) All complaints will be received in writing with the complainant's name and return address identified;
- c) The Chair (or the Vice-Chair in the Chair's absence or if the Chair is the subject of the complaint) will make a recommendation as to how the Board should review the complaint;

- d) In reviewing the complaint, the Board will consider the following options:
- I. The complaint is of a minor nature and the affected Board Member should be asked to provide a written response to the complaint;
 - II. The complaint is of such a significant nature that external legal counsel should be retained; or
 - III. Any complaints regarding the conduct of the Board or a Board Member may be forwarded to the Inspector General pursuant to sections 106 or 107 of the CSPA.
- e) The affected Board Member will be permitted to provide a written response to the Board regarding the allegations contained in the complaint;

35. Board Property:

- a) Upon completion of a Board Member's term, the Board Member will return any Board or Service property that may be in their possession within 30 days; and
- b) Each Board Member who is issued a Police Service identification will be required to sign for their identification and will return both upon the termination or expiry of their appointment to the Board within 30 days.

36. Board Training:

A member of the Board or of a committee of the board shall successfully complete the following training:

- a) The training approved by the Minister with respect to the role of a Police Service Board and the responsibilities of members of a board or committee;
- b) The training approved by the Minister with respect to human rights and systemic racism;
- c) The training approved by the Minister that promotes recognition of and respect for:
 - I. The diverse, multiracial and multicultural character of Ontario society, and
 - II. The rights and cultures of First Nation, Inuit and Métis Peoples.
- d) Any other training prescribed by the Minister;
- e) Any other training determined by the Board;

- f) A member of the Board or committee shall not exercise the powers or perform the duties of a Board or committee member until the member has successfully completed the training prescribed;
- g) Pursuant to Section 44 – *Ontario Regulation 87/24 Training* - a member of the Board or committee shall not continue to exercise the powers or perform the duties of their position after the period prescribed by the Minister following their appointment until the member has successfully completed the training prescribed;
- h) Pursuant to Section 44 – *Ontario Regulation 87/24 Training* - made by the Minister may provide that a member of a Police Service Board or committee shall not exercise specified powers or perform specified duties or shall not continue to exercise specified powers or perform specified duties, until the member has completed specified training prescribed training within the timeline set out in the regulations.

37. Budgets:

- a) The Chief shall prepare the annual operating estimates and the annual capital estimates for submission to the Board, that show the amounts required to maintain the Police Service and provide it with equipment and facilities in order to provide adequate and effective policing, in such format and at such time as determined by Council and the Board;
- b) The Chair shall prepare the annual operating estimates for submission to the Board that show the amounts required to pay the expenses of the operation of the Board, in such format and at such time as determined by Council and the Board;
- c) As part of the preparation and submission of the annual capital estimates, the Chief shall prepare and submit the Capital Projects intended to be undertaken for that year or other multi-year period as requested by the Board or Council;
- d) Each Capital Project and its funding must be individually approved by the Board as part of the Capital budget;
- e) After adopting the operating and capital estimates, the Board shall submit the estimates to Council in accordance with the requirements of Section 39 of the Act or a similar provision under its successor legislation;
- f) The operating Budget adopted by Council and the Board establishes the spending authority for the Police Service and the Board;
- g) The Chief shall operate within the approved Budget and ensure that the Police Service's Net Expenditure does not exceed the approved Budget;

- h) The Chief shall report any anticipated over-expenditure to the Board as soon as such potential over-expenditure is known, but not less than quarterly, and, where possible, shall advise on how best to address the over-expenditure;
- i) Any expenditure that would result in the net operating Budget being exceeded requires the Board's approval prior to incurring such expenditure; and
- j) The obligations of the Chief identified in this section also apply to the Chair in respect to the Budget required to pay the expenses of the operation of the Board.
- k) **Capital Budget Spending Authority:**
 - I. The Capital Budget adopted by Council and the Board establishes the spending authority for the Capital Expenditures in the Budget year. The Chief shall ensure that the Police Service's Net Expenditures do not exceed the approved Budget;
 - II. The Chief shall report any anticipated over-expenditure to the Board as soon as such potential over-expenditure is known;
 - III. No expenditure shall be made for a Capital Project in excess of the funding approved for such project in the Capital Budget without the approval of the Board;
 - IV. The Board must approve any reallocation of funds between Capital Projects for which funds have been allocated within the Capital Budget and advise the Municipality of such reallocation;
 - V. The Board and the Municipality must approve any reallocation of funds between Capital Projects within the Capital Budget for which funds have not yet been allocated;
 - VI. In preparing the annual capital estimates, the Chief shall include a cash flow forecast which indicates the entire capital expenditure for each Capital Project, including those Capital Projects approved in previous years;
 - VII. Any Capital Project approved in a previous year for which a cash flow forecast is not included in subsequent capital estimates shall be considered to be completed and may be closed by the Municipality after consultation with the Chief; and

VIII. The Municipality shall close any Capital Project that is considered to be complete and shall report on such closure to the Board for subsequent submission by the Board to the Municipality.

38. General:

- a) The procedures for the investigation of complaints concerning the policies of the Owen Sound Police Services Board shall be in accordance with the **CSPA** and its **Regulations**; and
- b) The procedures for the investigation of complaints against members of this Police Service shall be in accordance with the provisions of the **CSPA** and Its **Regulations**; and
- c) It is the policy of this Board that City Councillors/Mayor who are appointed by the Board, cannot seek, or accept the endorsement of the Association.

Chair

Date

Appendix "A"

Ontario Regulation 408/23, Code of Conduct for Police Service Board Members

- a) A member of the Board shall not conduct themselves in a manner that undermines or is likely to undermine the public's trust in the Board or the Police Service maintained by the Board.

A member the Board shall not be subject to discipline for a contravention of this section if, on a balance of probabilities, their conduct was in the good faith performance of their duties as a Board member.

- b) A member of the Board shall comply with the *Community Safety and Policing Act (CSPA)* and the *Regulations* made under it;
- c) A member of the Board shall not, by act or omission, conduct themselves in a manner that is likely to cause the Board to fail to comply with the *CSPA* or the *Regulations* made under it;
- d) A member of the Board shall comply with any rules, procedures and by-laws of the Board;
- e) A member of the Board shall not substantially interfere with the conduct of Board meetings;
- f) A member of the Board contravenes this code of conduct if they are found guilty of an offence under the *Criminal Code (Canada)*, the *Controlled Drugs and Substances Act (Canada)* or the *Cannabis Act (Canada)* that was committed after they were appointed as a member of the Board;
- g) A member of the Board shall not, in the course of their duties, treat any person in a manner that the member, at the time, knows or reasonably ought to know would contravene the *Human Rights Code*. A member of the Board shall not be subject to discipline for a contravention this section, on a balance of probabilities, the member's conduct was in the good faith performance of their duties.
- h) A member of the Board shall conduct themselves in a professional and respectful manner in the course of their duties including, without limitation, not using abusive or insulting language in the course of their duties. A member of the Board shall not be subject to discipline for a contravention of this section if, on a balance of probabilities, the member's conduct was in the good faith performance of their duties.

Statements and Attendance:

- a) A member of the Board shall not knowingly make false statements pertaining to the duties of a member of this Board;
- b) A member of a Board shall not purport to speak on behalf of the police service Board unless authorized by the Board to do so;
- c) A member of the Board shall clearly indicate when they are expressing a personal opinion when commenting on an action or omission of this Board, the police service maintained by the Board or a member of the police service;
- d) A member of the Board shall not access, collect, use, alter, retain, destroy or disclose to any person information that has been obtained by or made available to the member in the course of their duties if doing so would be contrary to law;
- e) A member of the Board shall not disclose to the public information obtained or made available in the course of the member's duties except as authorized by the police service Board or as required by law

This section does not apply to information that was already made available to the public by a person who was authorized to do so prior to the member's disclosure.

- f) A member of the Board shall attend all Board meetings unless able to provide a reasonable explanation for the absence.

Misconduct and Conflicts of Interest:

- a) A member of the Board shall disclose any conduct of another member of Board that the member reasonably believes constitutes misconduct:
 - I. To the chair of the Board; or
 - II. If the misconduct involves the chair, to the Inspector General.
- b) A member of this Board shall disclose any charges laid against them under the *Criminal Code (Canada)*, the *Controlled Drugs and Substances Act (Canada)* or the *Cannabis Act (Canada)* and any finding of guilt made in relation to those charges;

This section only applies to charges or findings that were made after the member's appointment to the Board. The disclosure required by this section must be made to the person or body that appointed the individual as a member of the Board or, in the case of a member appointed by the Lieutenant Governor in Council, to the Minister.

- c) A member of the Board shall not apply for employment with the police service maintained by the Board unless they resign from the Board before applying;
- d) A member of the Board shall promptly disclose any conflict of interest:
 - I. To the chair of this Board; or
 - II. If the conflict of interest involves the chair, to the Inspector General.

After making the disclosure required by this section, the member shall disclose the conflict at the next meeting of this Board.

- e) A member of a Board shall not use their position as a Board member to:
 - I. Benefit themselves;
 - II. Benefit one or more persons with whom they have a personal relationship; or
 - III. Interfere with the administration of justice.
- f) A member of this Board shall not participate in discussion of or voting with respect to matters at Board meetings if the member has a conflict of interest in the matter.

Reporting

Any complaints regarding the conduct of the Board or a Board Member may be forwarded to the Inspector General pursuant to sections 106 or 107 of the *Community Safety and Policing Act*.

Appendix B

OWEN SOUND POLICE SERVICES BOARD-INFORMATION RE: DEPUTATIONS

The following information is compiled to assist person(s) with their Deputation before the Board.

Location

2nd Floor Public Meeting Room, Owen Sound Police Service
922 2nd Ave. West

***Report to the main desk at the Police Service to announce your arrival.**

Call to the Podium

At the appropriate time, the Chair will invite the person(s) to address the Board.

How to address the Board?

When addressing comments to the Board, it is proper to make your comments through the Chair instead of directly to the Board members. When addressing the Chair, it is quite proper to identify the Chair as Mr./Mrs. Chair.

When addressing comments to a Board Member, it is proper to make your comments through the Chair instead of directly to the Board Member. You should say "Through you Mr./Mrs. Chair to Member _____".

Time Limit on Deputations?

Police Services procedural by-law indicates deputations have a 10-minute time limit followed by question from the Board.

Should person(s) identify themselves?

Yes, it is important for the purposes of record keeping. It is important that it is indicated to the Chair and Board members the name of the person speaking and if they are representing an organization, the name of the organization.

What should the person(s) do when finish their deputation?

When the Board has heard your deputation and questions asked have been dealt with you are free to leave the building.

Does the person(s) need to provide any written information?

It is appropriate and desirable to have written information provided to the Board one week prior to your deputation for inclusion into the Board agenda package. This gives the Board an opportunity to prepare any questions they may have regarding the deputation

Request for Deputation

- **First name:**
- **Last name:**
- **Company/Group being represented:**
- **Address:**
- **Postal code:**
- **E-mail address:**
- **Telephone:**
- **Please select the meeting type you would like to make a deputation at:**
- **Requested Committee/Council meeting date:**
- **Subject/Description of the deputation:**
- **Will you have PowerPoint presentation or other documentation?**
- **Date**



REPORT TO THE OWEN SOUND POLICE SERVICES BOARD

SUBJECT: CSPA Aggregate Disciplinary Report
TO: Chair and Members of the Owen Sound Police Services Board
DATE: December 1st, 2024

REPORT:

The Community Safety and Policing Act (CSPA) which came into effect on April 1st, 2024, contains new requirements at Section 215(1) which states that;

A chief of police shall report, in accordance with the regulations, to the police service board or, in the case of the Commissioner, to the Minister regarding the aggregate disciplinary measures the chief has taken under this Part.

Regulation 90/24 of the CSPA then states at Section 9(1);

A chief of police shall, at a minimum, provide a report to the police service board or the Minister under subsection 215 (1) of the Act by June 1 and December 1 of every year.

The report shall contain the following information respecting the period covered by the report:

- 1. Each provision of Ontario Regulation 407/23 (Code of Conduct for Police Officers) made under the Act under which a disciplinary measure was imposed, which type of measure was imposed, and the number of times that each type of measure was imposed in relation to the provision.*
- 2. The number of times a disciplinary measure was imposed,*
 - i. under section 200 of the Act, without a hearing under section 201 of the Act,*
 - ii. under section 200 of the Act, following a hearing under section 201 of the Act, or*
 - iii. following a hearing under section 202 of the Act.*
- 3. If a disciplinary measure referred to in paragraph 1, 2 or 3 of subsection 200 (1) of the Act was imposed, for each paragraph,*
 - i. the average number of days or hours, and*
 - ii. the total number of days or hours.*
- 4. Any imposition of a disciplinary measure under section 200 of the Act without a hearing under section 201 of the Act in a previous period that was upheld, varied or overturned following a hearing during the*

period covered by the report, and information respecting any consequent effect on information included in a previous report.

(3) If the police service is divided into detachments or other sub-units, the information listed in subsection (2) shall be presented separately with respect to each detachment or sub-unit.

(4) The police service board or Minister shall publish each report on the Internet within 30 days of receiving it.

The Board received its first report under this section in June of 2024 and at that time there were **no instances** of reportable disciplinary measures taken by the Chief of Police.

This report will cover the time period from June 1st, 2024, through December 1st, 2024.

During this time period, the Chief of Police imposed a disciplinary measure on **two** occasions under section 200 of the Act, without a hearing.

In the first case, the Chief determined that a misconduct had been substantiated under Section 19 of Ontario Regulation 407/23 (Code of Conduct for Police Officers)

Section 19 of that Regulation states;

19. A police officer shall not, by act or omission, fail to perform their duties appropriately without lawful excuse if, at the time, they know or reasonably ought to know that their act or omission would amount to a failure to perform their duties appropriately.

The Chief in this incident imposed a penalty of written reprimand as authorized under Section 200 (1)(4) of the CSPA.

In the second case, the Chief determined that a misconduct had been substantiated under Section 28 of Ontario Regulation 407/23 (Code of Conduct for Police Officers)

Section 28 of that Regulation states

28. A police officer shall not lose or cause damage to clothing, equipment or other property issued to them, or obtained or made available to them, in the course of their duties, except as may be necessary to perform their duties as a police officer.

The Chief in this incident imposed a penalty of written reprimand as authorized under Section 200 (1)(4) of the CSPA.

In compliance with Section 9(4) of Regulation 90/24 it is recommended that the Board, on approval, publish this report to the Service's website within 30 days of receipt.

SUBMITTED BY:

Inspector D. Bishop