



WOODSTOCK POLICE SERVICE BOARD

PUBLIC MEETING AGENDA

DATE: January 13, 2025

Time: 3:00 P.M.

LOCATION: Woodstock Police Service Headquarters and via Zoom

1. Call to Order
2. Welcome
3. Election of the Chair
Recommendation: That ----- be elected Chair of the WPSB for the year 2025.
4. Election of the Vice-Chair
Recommendation: That ----- be elected Vice-Chair of the WPSB for the year 2025.
5. Approval of Agenda
Recommendation: The Board approves the agenda as circulated.
6. Declarations of Conflict of Interest
7. Approval of Minutes from December 4, 2024.
Recommendation: That the Board approves the minutes of December 4, 2024 as circulated.
8. Business Arising from the Minutes
9. Verbal Report from the Chair
 - a. Important Dates Schedule
10. Verbal Report from the Chief
11. Statistics/Reports – Deputy Chief
 - a. Calls for Service Statistic
 - b. Calls for Service Report
 - c. Charge Comparison
 - d. Other reports as necessary**Recommendation: That all statistics and reports under item 11 be received.**

12. Canadian Association of Police Governance (CAPG) 2025 Membership Renewal
Recommendation: That the Board approve payment in the amount of \$1,665.00 for the 2025 CAPG Membership fee.
13. Board Policy Review
 - a. Public Order Unit Policy
 - b. Purchasing Policy
 - c. Management of Police Records Policy
 - d. Speed Detection Devices Policy
 - e. Equipment – Body Armour Policy
 - f. Bail and Violent Crime Policy
 - g. Preliminary Perimeter Control and Containment Policy
 - h. Tactical Unit Support Policy
 - i. Hostage Rescue Team Support Policy
 - j. Major Incident Command Policy
 - k. Crisis Negotiation Policy
 - l. Explosives Policy
 - m. Ground Search for Lost and Missing Persons Policy
 - n. Underwater Search and Recovery Policy
 - o. Canine Unit Policy
 - p. Complaints of Misconduct Policy
14. Proceedings By-Law 01-2024 – Amendment of Section 12
Recommendation: That the Board approve Proceedings By-Law 01-2024 as amended.
15. Expense Allowance By-Law 02-2024 – Amendment of Section 3.7
Recommendation: That the Board approve Expense Allowance By-Law 02-2024 as amended.
16. Inspectorate of Policing Data Collection Initiatives Survey Responses Review
17. Unfinished Business
18. Closed Session
Recommendation: That the Board adjourns to Closed Session at _____ pm to discuss personal matters about identifiable individuals and labour relations or employee negotiations pursuant to S. 44(2)(b) and (d) of the *Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1, respectively, and that the desirability of avoiding their disclosure in the interest of any person affected or in the public interest outweighs the desirability of adhering to the principle that proceedings be open to the public.*
19. Motions arising from Closed Session
20. New Business (if necessary)

21. Date of next Board meeting Monday, February 10, 2025 @ 3:00 P.M. at Woodstock Police Service Headquarters and via Zoom.
22. Adjournment



WOODSTOCK POLICE SERVICE BOARD

The Woodstock Police Service Board met on December 4, 2024 at Woodstock Police Service Headquarters and via ZOOM at 3:00 p.m.

Present were: Ken Whiteford, Provincial Appointee; Leslie Farrell, Provincial Appointee; Mayor Jerry Acchione, Council Representative; Connie Lauder, Council Representative; Daryl Stevenson, Community Appointee and Kristin Barnim, WPSB EA.

Also in attendance were Chief Rod Wilkinson; Deputy Chief Nick Novacich; and Jamie Taylor, Inspector; and Kristi Lampman, Human Resources Coordinator and David Tilley, Zone 4 Police Advisor joined via Zoom.

1. CALL TO ORDER

Chair Whiteford called the meeting to order at 3:01 p.m.

2. WELCOME

Chair Whiteford welcomed everyone.

3. APPROVAL OF AGENDA

Moved by Jerry ACCHIONE

Seconded by Daryl STEVENSON

Resolved that the Board approve the agenda as circulated and amended.

Amendments:

i. Amended to add Correspondence - City Audit Presentation as Item 5B

ii. Amended to add False Alarm By-Law as Item 14B

CARRIED.

4. DECLARATIONS OF CONFLICTS OF INTEREST

Board Member Connie Lauder declared a conflict with regards to closed session Item #10.

5. APPROVAL OF MINUTES – October 28, 2024

Moved by Connie LAUDER

Seconded by Daryl STEVENSON

Resolved that the Board approve the minutes of October 28, 2024 as circulated.

CARRIED.

5 B). CORRESPONDENCE – CITY AUDIT PRESENTATION

The Board determined that a separate audit for the Board would be costly and time consuming. Instead, the Board will request a presentation from C. Scrimgeour as was done in 2024.

6. BUSINESS ARISING FROM THE MINUTES

None.

7. VERBAL REPORT FROM CHAIR

- Chair Whiteford reminded everyone of the surveys required for the Inspectorate of Policing Data Collection Initiatives. The Board agreed that the EA would prepare the survey responses, which would be reviewed at the next Board meeting prior to submission.

8. VERBAL REPORT FROM CHIEF

- Police Service Dog Striker celebrated his 11th birthday in November.
- Chief Wilkinson and Deputy Novacich attended the Remembrance Day Ceremony and laid a wreath.
- November is Intimate Partner Violence Awareness month. The WPS participated in the “Shine the Light” Campaign, which educates and raises awareness about intimate partner violence and abuse against women.
- The WPS welcomed five new Auxiliary Officers, who joined the community in lighting up Museum Square.
- Chief Wilkinson gave a shout-out to the Auxiliary and the officers who assisted with the Christmas parade.
- Chief Wilkinson reminded citizens of Woodstock that the Festive RIDE season is underway. This initiative targets impaired drivers.
- WPS sent an officer to Halton to participate in the Festive RIDE kickoff.
- December 14th is fill a cruiser day. WPS will be attending Sobey's, No Frills, and Zehrs, a longstanding initiative to support families in need of

food. Last year, ten cruisers were filled, and WPS hopes to exceed that this year.

- Chief Wilkinson acknowledged the hard work of officers and the Drug Unit, highlighting four recent major drug investigations – two of which were joint operations with other police services. Significant quantities of fentanyl, cocaine, and methamphetamines have been seized, making a substantial impact on street-level drug trafficking.

9. STATISTICS/REPORTS – DEPUTY CHIEF NOVACICH

- A) Calls for Service Statistics
- B) Calls for Service Report
- C) Charge Comparison Report
- D) Other reports as necessary

Moved by Jerry ACCHIONE

Seconded by Leslie FARRELL

Resolved that the Board receive all statistics and reports presented in Item 9.

CARRIED.

10. FINANCIAL STATEMENTS

Moved by Connie LAUDER

Seconded by Leslie FARRELL

Resolved that the Board receive the financial statements ending October 31, 2024 in Item 10.

CARRIED.

11. BOARD MEMBER EMAIL VOTE REGARDING CHRISTMAS CAMPAIGN DISCRETIONARY FUND – RATIFICATION OF VOTE – NOVEMBER 19, 2024

Moved by Leslie FARRELL

Seconded by Connie LAUDER

Resolved that the Board approve use of funds to support the initiative with Heart FM Radio of Woodstock to launch a Christmas Campaign. Funds used on this initiative not to exceed \$5,000.

CARRIED.

12. BOARD POLICY REVIEW

- A) Occupational Health and Safety Policy
- B) Citizen Rewards Policy
- C) Use of Board Resources During an Election Policy
- D) Skills Development and Learning Policy
- E) Communicable Diseases Policy

- F) Use of Auxiliaries Policy
- G) Use of Volunteers Policy
- H) Marked/Unmarked Vehicles Policy
- I) Safe Storage of Police Service Firearms Policy
- J) Police Uniforms Policy
- K) Use of Force and Weapons Policy
- L) Secure Holsters Policy
- M) Crime Prevention Policy
- N) Community Patrol Policy
- O) Traffic Management, Enforcement, and Road Safety Policy
- P) Multiple Officer Response Policy
- Q) Internal Task Forces Policy
- R) Joint Forces Operations Policy
- S) Undercover Operations Policy
- T) Criminal Intelligence Policy
- U) Crime, Call and Public Disorder Analysis Policy
- V) Paid Informants and Agents Policy
- W) Witness Protection Policy
- X) Police Response to Persons in Crisis Policy
- Y) Search of Person Policy
- Z) Search of Premises Policy
- AA) Arrest Policy
- BB) Detainee Care and Control Policy
- CC) Detainee Transportation Policy
- DD) Collection, Preservation and Control of Evidence and Property Policy
- EE) Police Action at Labour Disputes Policy
- FF) Police Action in Respect of Protests, Demonstrations, and Occupations Policy
- GG) Victims' Assistance Policy
- HH) Communications and Dispatch Policy
- II) Supervision Policy
- JJ) Adequate and Effective Policing Policy

Moved by Jerry ACCHIONE

Seconded by Connie LAUDER

Resolved that the Board approve all policies listed in item 11 A) through JJ).

CARRIED.

13. 2025 BUDGET PRESENTATION

Moved by Leslie FARRELL

Seconded by Daryl STEVENSON

Resolved that the Board endorse the 2025 Operating Budget as presented by the Chief.

CARRIED.

14. BOARD REPORT – 2024 BUDGET SURPLUS

Moved by Connie LAUDER

Seconded by Jerry ACCHIONE

Resolved that the Board approve the recommendation in the Board Report dated December 4, 2024 regarding 2024 budget surplus.

CARRIED.

14 B). FALSE ALARM BY-LAW

The Board was informed that a WPS Directive regarding False Alarms is being finalized.

15. UNFINISHED BUSINESS

None.

16. CLOSED SESSION

Moved by Daryl STEVENSON

Seconded by Jerry ACCHIONE

Resolved that the Board adjourns to Closed Session at 4:28 p.m. to discuss security of the property of the Board, personal matters about identifiable individuals, labour relations or employee negotiations, litigation or potential litigation affecting the board, 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, and 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 pursuant to S. 44(2)(a), (b), (d), (e), (h) and (j) of the *Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1*, respectively, and that the desirability of avoiding their disclosure in the interest of any person affected or in the public interest outweighs the desirability of adhering to the principle that proceedings be open to the public.

CARRIED.

CLOSED SESSION RISES

Moved by Connie LAUDER

Seconded by Jerry ACCHIONE

Resolved that the Board does now rise from Closed Session and reconvenes at 5:20 p.m.

CARRIED.

17. MOTIONS ARISING FROM CLOSED SESSION - # 1 - # 17

CLOSED SESSION # 1 - CLOSED SESSION AGENDA

Moved by Connie LAUDER

Seconded by Leslie FARRELL

Resolved that the Board approve the Closed Session Agenda as circulated and amended.

Amendments:

- i. Amended to remove Item 7*

CARRIED.

CLOSED SESSION # 2 - PERSONNEL REPORTS a) STAFFING REPORT

b) STAFFING ACTIVITY

Moved by Jerry ACCHIONE

Seconded by Daryl STEVENSON

Resolved that the Board receive for information the Staffing Report and Staffing Activity Report dated as of December 9, 2024.

CARRIED.

CLOSED SESSION # 3 - OVERTIME - CHIEF

Moved by Leslie FARRELL

Seconded by Daryl STEVENSON

Resolved that the Board receive the monthly tracking report for information.

CARRIED.

CLOSED SESSION # 4 – STATUS OF LEGAL CASES

Information only.

CLOSED SESSION # 5 – NOTICE OF LEGAL INDEMNIFICATION – PC

E.D. AND PC JOHN DOE

Information only.

CLOSED SESSION # 6 – BOARD MEMBER EMAILS

No motion arising.

CLOSED SESSION # 7 – BOARD SELF-EVALUATION DEBRIEF

This item was removed from the closed session agenda and discussed in open session.

CLOSED SESSION # 8 – OAPSB FALL CONFERENCE DATA

Information only.

CLOSED SESSION # 9 – BOARD REPORT – NFP – REFUND DEPOSIT ACCOUNT

a) NFP Canada – Group Benefit 2025 Renewal Report effective January 1, 2025

Moved by Connie LAUDER

Seconded by Jerry ACCHIONE

Resolved that the Board approve the renewal.

CARRIED.

b) NFP draw down from Refund Deposit Account

Moved by Connie LAUDER

Seconded by Jerry ACCHIONE

Resolved that the Board authorize the draw down as specified in recommendation #2 in the Report.

CARRIED.

At 4:59 p.m., Board Member Connie Lauder left the room for Closed Session Item #10.

CLOSED SESSION # 10 – BOARD MEMBER EMAIL VOTE REGARDING PC M.B. RESIGNATION ACCEPTANCE – RATIFICATION OF VOTE – NOVEMBER 5, 2024

Moved by Leslie FARRELL

Seconded by Daryl STEVENSON

Resolved that the Board ratify the email vote conducted on November 5, 2024, regarding the acceptance of the resignation of PC M.B.

CARRIED.

At 5:00 p.m., Board Member Connie Lauder returned to the room.

CLOSED SESSION # 11 – NOTICE OF RESIGNATION – PC S.L.

Moved by Daryl STEVENSON

Seconded by Jerry ACCHIONE

Resolved that the Board accept the resignation letter.

CARRIED.

CLOSED SESSION # 12 – NOTICE OF RESIGNATION – PC W.B.

Moved by Jerry ACCHIONE

Seconded by Leslie FARRELL

Resolved that the Board accept the resignation letter.

CARRIED.

CLOSED SESSION # 13 – NOTICE OF RESIGNATION – PC M.C.

Moved by Daryl STEVENSON

Seconded by Connie LAUDER

Resolved that the Board accept the resignation letter.

CARRIED.

CLOSED SESSION # 14 – NOTICE OF RETIREMENT – PC P.E.

Moved by Jerry ACCHIONE

Seconded by Connie LAUDER

Resolved that the Board accept the retirement letter.

CARRIED.

CLOSED SESSION # 15 – OPC SECONDMENT/RETIREMENT AGREEMENT – SGT D.C.

Moved by Leslie FARRELL

Seconded by Daryl STEVENSON

Resolved that the Board approve the Secondment/Retirement Agreement for Sgt. D.C.

CARRIED.

CLOSED SESSION # 16 – BOARD ONLY SESSION

Board discussed a personnel matter and authorized the Chair and Vice Chair to take the necessary action to finalize the document under discussion.

CLOSED SESSION # 17 – OTHER ITEMS AS NECESSARY

None.

BOARD SELF-EVALUATION DEBRIEF

The Board discussed the results of the self-evaluation and especially those items where deficiencies in performance were noted. Various means of addressing the six deficiencies were decided upon.

14. NEW BUSINESS

None.

15. Date of Next Board Meeting Monday, January 13, 2025 at 3:00 p.m.
at the Woodstock Police Service Headquarters.

16. ADJOURNMENT

Moved by Daryl STEVENSON

Seconded by Leslie FARRELL

Resolved that the Board does now adjourn at 5:34 p.m.

CARRIED.

"Original Signed by"

Ken Whiteford, Chair
Woodstock Police Service Board

"Original Signed by"

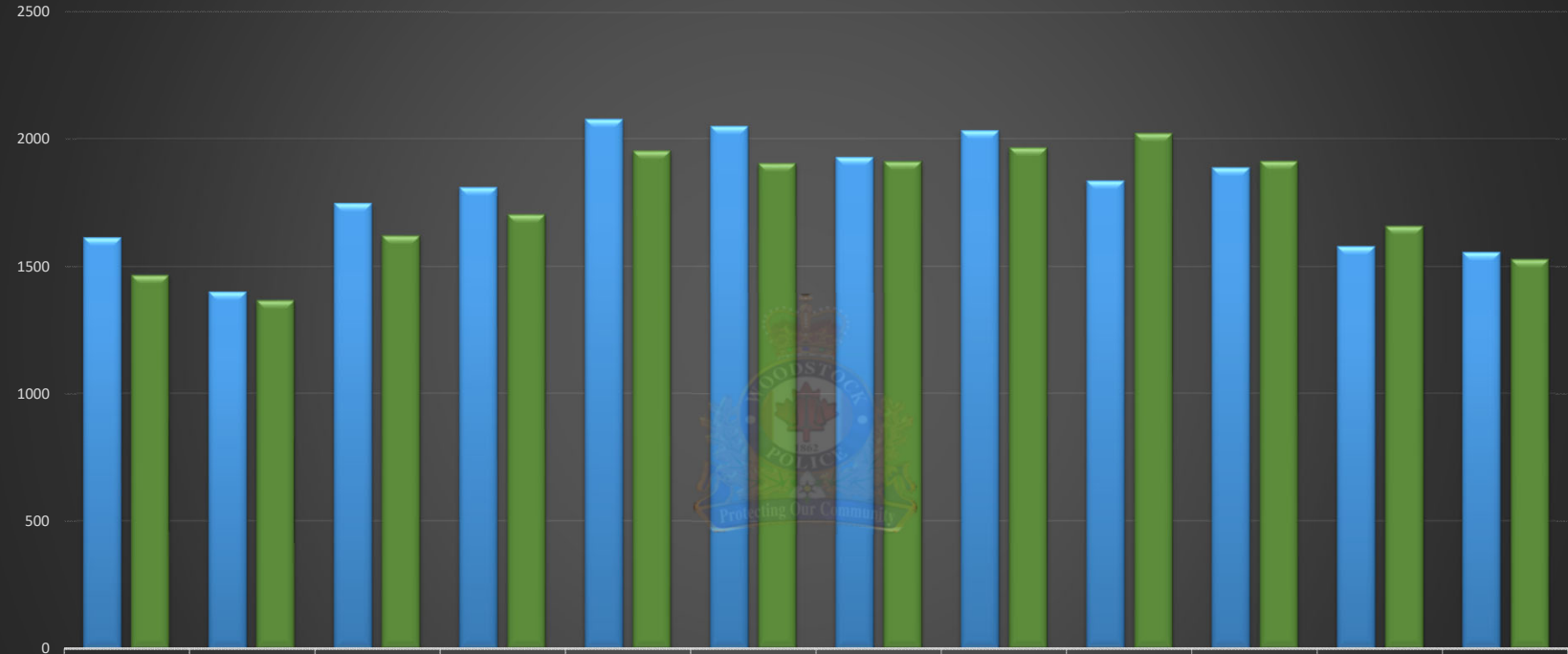
Leslie Farrell, Vice Chair
Woodstock Police Service Board



WOODSTOCK POLICE SERVICES BOARD
2025 SCHEDULE OF MEETINGS/CONFERENCES/EVENTS

Date	Time	Meetings/Training & Conferences/Events	Location
January 6 – 7		CAPG Winter Governance Summit	Chateau Laurier in Ottawa, Ontario
Monday, January 13	3:00 pm	WPSB Monthly Meeting	Headquarters
Thursday, January 16	9:30 am – 12:00 pm	Initial Proposal Exchange for Collective Bargaining	City Hall Boardroom
Monday, February 10	3:00 pm	WPSB Monthly Meeting	Headquarters
Monday, March 10	3:00 pm	WPSB Monthly Meeting	Headquarters
Monday, April 14	3:00 pm	WPSB Monthly Meeting	Headquarters
Monday, May 12	3:00 pm	WPSB Monthly Meeting	Headquarters
June 3 – 5		OAPSB Spring Conference and AGM	Best Western Plus Lamplighter Inn and Conference Centre in London, Ontario
Monday, June 9	3:00 pm	WPSB Monthly Meeting	Headquarters
August 14 – 16		36TH Annual CAPG Conference	Victoria, British Columbia
Monday, September 8	3:00 pm	WPSB Monthly Meeting	Headquarters
Monday, October 13 **THANKSGIVING – NEED TO CHANGE**	3:00 pm	WPSB Monthly Meeting	Headquarters
Monday, November 10	3:00 pm	WPSB Monthly Meeting	Headquarters
Monday, December 8	3:00 pm	WPSB Monthly Meeting	Headquarters

2024 WPS Calls for Service



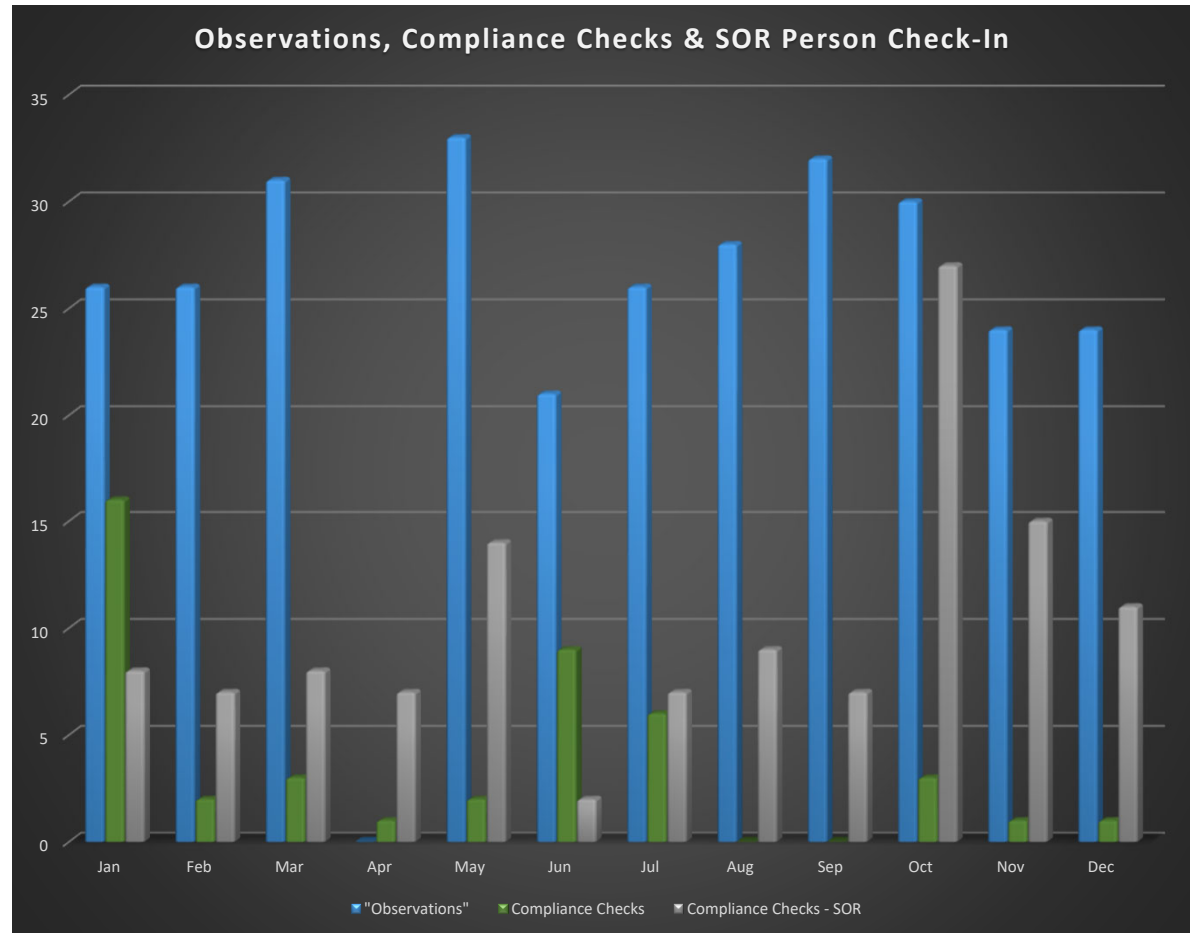
	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
2023	1614	1402	1749	1811	2078	2050	1929	2034	1837	1888	1579	1556
2024	1466	1367	1621	1704	1954	1904	1911	1966	2022	1913	1658	1529

2024

Police Services Board Report

Core Function	#	Objective	Category	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2024 year to date	2023 year to date
Calls for Service	1	Calls for Service		1466	1367	1621	1704	1954	1904	1911	1966	2022	1913	1658	1529	21015	21527
	2	911 Calls		3053	2692	2967	2994	3277	3361	3528	3567	3342	3175	2817	3168	37941	42216
	3	OPP Transfer		827	729	789	838	949	964	1061	1097	993	816	679	755	10497	
	4	London CACC		1154	1101	1110	1131	1140	1203	1194	1152	1077	1158	1063	1173	13656	
	5	County Fire / Other		92	51	88	60	77	112	102	92	78	96	165	211	1224	
	6	WPS and WPF		980	811	980	965	1111	1082	1171	1126	1304	1105	910	1029	12574	
	7	911 Hang Ups		67	57	78	82	133	112	144	134	110	105	100	143	1265	0
Community Patrol / CRU / Core	1	Log foot beat hours	Incidents	11	36	47	31	54	41	41	35	32	38	31	18	415	373
			Foot Beat Hours	13.25	55.5	64.5	48.75	86	56.75	71.25	63.25	70.5	66.25	52	32	680.00	432.5
	2	Bike & Park	Park patrol													0	0
			Bike patrol			1	2	4	7	4	3	2				23	0
3	Focused Patrols		3		2	1	3								9	14	
Criminal Investigation Services	1	Impaired Driving		3	5	7	7	7	12	9	10	6	9	11	17	103	69
	2	Criminal Charges Arrests		165	114	110	115	113	99	96	106	156	100	116	151	1441	1350
				100	126	108	112	110	124	132	128	127	127	110	92	1396	1467
	3	Controlled Drugs and Substance Act		6	6	22	10	4	10	16	21	14	2	4	5	120	143
																	0
4	Youth Criminal Justice		3	10	10	12	6	6	8	4	9	15	14	5	102	91	
5	Warrants Processed		35	37	24	20	26	39	50	36	39	51	31		388	426	
Police Complaints	1	LECA Complaints		2	1	0	0	0	2	0	0	0		1	1	7	13
	2	Internal Chief's					1	1	1							3	
	3	Concluded			3		1	1	2				1	1		9	
Road Safety	1	HTA Radar		31	42	86	82	64	66	52	87	166	73	54	22	825	538
	2	HTA Offences		57	81	83	58	66	74	95	123	111	69	92	41	950	582
	3	Provincial Offence (LLA, CAIA, TPA)		25	39	23	28	32	39	20	22	28	29	15	12	312	269
	4	By-Law / Parking		83	30	101	5	2	3	9	2	2	4	1	73	315	278
				1		1		9		4		4	4	13	16	52	35
			30		75		798		487		410	253	991	639	3,683	3850	
															-		

	"Observations"	Compliance Checks	Compliance Checks - SOR
Jan	26	16	8
Feb	26	2	7
Mar	31	3	8
Apr	0	1	7
May	33	2	14
Jun	21	9	2
Jul	26	6	7
Aug	28	0	9
Sep	32	0	7
Oct	30	3	27
Nov	24	1	15
Dec	24	1	11
	301	44	122



Canadian Association of Police
Governance
78 GEORGE STREET, SUITE 204
Ottawa ON K1N 5W1
GST/HST Registration No.: 87551 3467
RT0001



BILL TO

Woodstock Police Services
Board
615 Dundas St
Woodstock ON N4S 1E1

INVOICE 4935

DATE 09-01-2025 TERMS Net 30

DUE DATE 01-03-2025

ACTIVITY	AMOUNT
Membership Dues:2025/2026 CAPG Membership - Police Boards & RCMP/Municipal Advisory Committees -Service size 101-250 2025/2026 CAPG Membership - Police Boards & RCMP/Municipal Advisory Committees - Service size 101-250	1,665.00

SUBTOTAL 1,665.00

TOTAL 1,665.00

TOTAL DUE \$1,665.00



WOODSTOCK POLICE SERVICE BOARD POLICY

Subject:	Public Order Unit
Policy Number:	PO-001
Effective Date:	
Reviewed:	
Amended:	

Authority/Legislative Reference

Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1

Ontario Regulation 392/23 Adequate and Effective Policing (General)

Ontario Regulation 398/23 Alternative Provision of Policing Functions

Policy Statement

The Woodstock Police Service Board (the "Board") is committed to maintaining public order through effective partnerships and strategic planning. The purpose of this policy is to ensure the Woodstock Police Service (the "Service") has access to specialized public order services through formal agreements with other jurisdictions.

Policy Application

1. It is the policy of the Board with respect to public order maintenance that:
 - a. the Board will contract with any police service capable of providing the services of a public order unit within a reasonable response time;

- b. the Chief of Police (the "Chief") shall establish procedures, in consultation with the police service who is providing the services of the public order unit, that:
- i. set out the circumstances in which a public order unit may be deployed;
 - ii. set out the steps for obtaining the services of a public order unit;
 - iii. address the circumstances and processes for liaising with appropriate officials for the purposes of sections 63 – 68 of the *Criminal Code of Canada* (the "*Criminal Code*"), regarding unlawful assemblies and riot situations;
 - iv. outline the debriefing process for a public order incident following the deployment of a public order unit; and
 - v. ensure that all equipment listed under "public order units" in Schedule 1 – Required Equipment and Other Resources, of Ontario Regulation 392/23 Adequate and Effective Policing (General), is available to members of the public order unit.



WOODSTOCK POLICE SERVICE BOARD POLICY

Subject:	Purchasing
Policy Number:	AI-038
Effective Date:	
Reviewed:	
Amended:	

Authority/Legislative Reference

Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1

Policy Statement

The Woodstock Police Service Board (the "Board") is committed to ensuring that all purchasing activities are conducted in a transparent, fair, and accountable manner, in compliance with the *Community Safety and Policing Act*. This policy establishes the procedures and guidelines for the procurement of goods and services to support the operations of the Woodstock Police Service (the "Service").

Policy Application

1. All purchasing decisions must adhere to principles of fairness, transparency, and cost effectiveness. The procurement process must be designed to achieve best value while ensuring that expenditures are necessary, reasonable, and within budgetary constraints.
2. All purchases must follow a structured procurement process, which includes identifying the need for goods or services, obtaining quotes or proposals,

evaluating bids, and making a selection based on predetermined criteria. The process should ensure competition and impartiality, avoiding any conflicts of interest.

3. Different levels of approval are required based on the value of the purchase. Purchases below a specified threshold may require approval from designated staff, while higher-value purchases must be approved by senior management or the Board, as appropriate. Any purchase exceeding \$100,000 requires prior approval from the Board, unless explicitly authorized under an existing agreement.
4. For significant expenditures, a competitive bidding process must be conducted to ensure fairness and transparency. Requests for proposals (RFPs) or invitations to tender (ITTs) should be issued and bids must be evaluated based on criteria such as cost, quality, and vendor qualifications. The evaluation process must be documented to ensure accountability.
5. All individuals involved in the procurement process must disclose any potential conflicts of interest. Any actual or perceived conflicts must be managed in accordance with the Board's Conflict of Interest Policy to maintain the integrity of the procurement process.
6. Contracts must be formalized in writing and clearly outline the terms and conditions, including deliverables, timelines, and payment terms. Contract performance should be monitored to ensure compliance with agreed-upon terms and any issues must be addressed promptly.
7. Accurate records of all purchasing activities must be maintained, including documentation of procurement processes, approvals, contracts, and payments. Records must be retained for the period specified in the Board's Record Retention By-Law, and accessible for review as needed.
8. All purchasing activities must comply with ethical standards and regulations, including those related to anti-bribery, anti-corruption, and fair trade

practices. Board members and staff must conduct themselves with integrity and transparency throughout the procurement process.

9. This policy will be reviewed annually or as needed to reflect changes in legislation, regulations, or organizational needs. Revisions will be made to ensure the policy remains relevant and effective in guiding the Board's purchasing activities.



WOODSTOCK POLICE SERVICE BOARD POLICY

Subject:	Management of Police Records
Policy Number:	AI-007
Effective Date:	
Reviewed:	
Amended:	

Authority/Legislative References

Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1

Ontario Regulation 392/23 Adequate and Effective Policing (General)

Ontario Regulation 394/23 Major Case Management and Approved Software Requirements

Municipal Act, 2001, S.O. 2001, c. 25

Policy Statement

The Woodstock Police Service Board (the "Board") is committed to the effective management and safeguarding of police records to ensure the protection of privacy, the integrity of information, and compliance with legal standards.

Policy Application

1. It is the policy of the Board with respect to the management of police records that the Chief of Police shall:

- a. establish procedures on record management, including the collection, security, retention, use, disclosure, and destruction of records in accordance with the requirements of appropriate legislation;
- b. comply with the procedures set out in *Ontario Regulation 394/23 Major Case Management and Approved Software Requirements*; and
- c. establish procedures on Canadian Police Information Centre (CPIC) that are consistent with the *CPIC Reference Manual* and the Ministry's policy relating to CPIC Records.



WOODSTOCK POLICE SERVICE BOARD POLICY

Subject:	Speed Detection Devices
Policy Number:	AI-013
Effective Date:	
Reviewed:	
Amended:	

Authority/Legislative References

Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1

Occupational Health and Safety Act, R.S.O. 1990, c. O. 1

Policy Statement

The Woodstock Police Service Board (the "Board") is committed to ensuring the safe and effective use of speed detection devices by Woodstock Police Service (the "Service") officers. Recognizing the importance of maintaining public safety and adhering to legal standards, the Board acknowledges the need for proper training, equipment, and procedures to support the use of these devices.

Policy Application

1. It is the policy of the Board with respect to speed detection devices that the Chief of Police (the "Chief") shall:
 - a. ensure the provision of speed detection devices that:
 - i. comply with the current *Model Minimum Performance*

Specifications for Police Traffic Radar Devices DOT HS 808-069 and/or the current Model Minimum Performance Specifications for Lidar Speed Measurement devices DOT HS 809 239;

- ii. do not exceed $5\text{Mw}/\text{cm}^2$ for the emission safety limits in compliance with Appendix 1 on Occupational Exposure Limits established by Health Canada's *Safety Code 6* and adopted by Ontario Ministry of Labour's Health and Safety Guideline "*Radiofrequency and Microwave Radiation in the Workplace*";
 - iii. are tested for accuracy on set-up; and
 - iv. are tested and certified initially by the manufacturer's requirements in accordance with the National Highway Traffic Safety Administration (NHTSA) standards and tested and certified following any repair/maintenance with information on tested emission levels and recorded maintenance;
- b. ensure that each member uses, maintains and cares for the speed detection devices provided to them in accordance with the standards established by the Minister;
- c. ensure that police officers do not:
- i. use speed detection devices unless the member has successfully completed the required training course(s) delivered by a qualified instructor;
 - ii. have speed detection devices transmitting when not in use; and
 - iii. direct the speed detection devices towards any part of the body, specifically the head and groin areas;
- d. ensure that, at least every thirty-six months, every member who may be required to use speed detection devices receives a refresher training

- course by a qualified instructor that reviews the topics covered in the initial training course, including updates on changes in case law, new technological developments and/or operating procedures; and
- e. ensure that police officers receive information regarding the *Model Minimum Performance Specifications for Police Traffic Radar Devices DOT HS 808-069*, *Model Minimum Performance Specifications for Lidar Speed Measurement Devices DOT HS 809 239*, Health Canada's *Safety Code 6* and the *OHSA* including the Ontario Ministry of Labour's Health and Safety Guideline "*Radiofrequency and Microwave Radiation in the Workplace.*"



WOODSTOCK POLICE SERVICE BOARD POLICY

Subject:	Equipment – Body Armour
Policy Number:	AI-015
Effective Date:	
Reviewed:	
Amended:	

Authority/Legislative References

Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1

Occupational Health and Safety Act, R.S.O. 1990, c. O. 1

Ontario Regulation 405/23 Police Uniforms and Equipment

Ontario Regulation 391/23 Use of Force and Weapons

Policy Statement

The Woodstock Police Service Board (the "Board") is committed to ensuring the safety and protection of its members through the provision of high quality body armour. Recognizing the critical importance of this equipment in safeguarding officers from various threats, the Board establishes this policy to guide the acquisition, use, and maintenance of body armour.

Policy Application

1. It is the policy of the Board with respect to equipment-body armour that the Chief of Police shall:

- a. ensure the provision of body armour equipment is:
 - i. constructed to provide the level of protection necessary for the performance of duty that addresses:
 - the type of weapons members are likely exposed to;
 - protection for members from their own handguns and ammunition that are in accordance with prescribed specifications;
- b. ensure the provision of body armour that is purchased from manufacturers that:
 - i. practice effective quality control for testing and labelling in accordance with current National Institute of Justice (NIJ) Standards/Requirements on Ballistics Resistance of Body Armour;
 - ii. are certified under current International Organization for Standardization – ISO 9001:2015 standards for production and manufacturing; and
 - iii. ensure that the body armour provided is listed on the NIJ Compliant Products List, including replacement panels and carriers, in accordance with current NIJ Standards/Requirements;
- c. ensure that each member uses, maintains and cares for the body armour provided in accordance with the manufacturer’s instructions;
- d. ensure that a formal and documented inspection program is in place that addresses wear and tear;
- e. ensure that members receive the appropriate training on the legislative requirements of OHSA and information on use and care, as well as the benefits and limitations of body armour; and

- f. consult with designated employee representatives regarding the acquisition of body armour.

Publication of this guideline revision does not invalidate or render unsuitable any body armour models previously determined by the NIJ to be compliant to NIJ Standard 0101.06 Rev. A Requirements. While it may not be necessary to remove these existing armours from service, agencies are advised to always require their procurements to meet or exceed the most recent and up-to-date version of this guideline.



WOODSTOCK POLICE SERVICE BOARD POLICY

Subject:	Bail and Violent Crime
Policy Number:	LE-023
Effective Date:	
Reviewed:	
Amended:	

Authority/Legislative References

Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1

Ontario Regulation 392/23 Adequate and Effective Policing (General)

Policy Statement

The Woodstock Police Service Board (the "Board") is committed to ensuring public safety and the protection of victims by establishing comprehensive procedures for handling bail and violent crime cases. The Board prioritizes the careful assessment of bail conditions, thorough preparation of show cause reports, timely post-bail notifications, and rigorous enforcement of breach protocols. The goal is to uphold justice and prevent further harm through vigilant oversight and a commitment to community safety.

Policy Application

1. It is the policy of the Board with respect to bail and violent crime that the Chief of Police (the "Chief") shall establish procedures on bail and violent crime that address:

- a. assessing opposing bail on the secondary grounds;
- b. preparing the show cause report (bail hearing brief);
- c. post-bail hearing notifications; and
- d. breach of bail conditions.



WOODSTOCK POLICE SERVICE BOARD POLICY

Subject:	Preliminary Perimeter Control and Containment
Policy Number:	ER-001
Effective Date:	
Reviewed:	
Amended:	

Authority/Legislative References

Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1

Ontario Regulation 392/23 Adequate and Effective Policing (General)

Policy Statement

The Woodstock Police Service Board (the "Board") is committed to maintaining public safety through effective perimeter control and containment strategies. The Board directs the Chief of Police (the "Chief") to develop and implement procedures that define the circumstances for deployment, outline operational responsibilities, and coordinate with other emergency response services.

Policy Application

1. It is the policy of the Board with respect to preliminary perimeter control and containment that:
 - a. containment will be provided by qualified members of the Woodstock Police Service's (the "Service") containment team and/or by any police

- service capable of providing the services of a containment team;
- b. the Chief, in consultation with the assisting police service if applicable, shall establish procedures that address:
- i. the circumstances in which preliminary perimeter control and containment will be established;
 - ii. operational responsibility for an incident where preliminary perimeter control and containment is being established;
 - iii. the deployment of other emergency response services, including receiving assistance from other agencies;
 - iv. the duties of an officer involved in the establishment of preliminary perimeter control and containment, including compliance with the requirement of section 9(1)(5) of *Ontario Regulation 392/23 Adequate and Effective Policing (General)*, pending the deployment of a tactical unit; and
 - v. the training of officers in preliminary perimeter control and containment; and
- c. the Chief shall develop and maintain a manual on containment team services that addresses:
- i. the selection process for members of the team, including ensuring that members who provide this service meet the requirements of Ontario Regulation 392/23 Adequate and Effective Policing (General);
 - ii. the equipment to be used/available to the members of the team in accordance with Schedule 1 – Required Equipment and Other Resources, of Ontario Regulation 392/23 Adequate and Effective

Policing (General); and

- iii. the ongoing training of members of the team.



WOODSTOCK POLICE SERVICE BOARD POLICY

Subject:	Tactical Unit Support
Policy Number:	ER-002
Effective Date:	
Reviewed:	
Amended:	

Authority/Legislative References

Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1

Ontario Regulation 392/23 Adequate and Effective Policing (General)

Ontario Regulation 398/23 Alternative Provision of Policing Functions

Policy Statement

The Woodstock Police Service Board (the “Board”) is committed to providing effective and responsive support for the tactical unit within the Woodstock Police Service (the “Service”), ensuring compliance with the *Community Safety and Policing Act* and *Ontario Regulation 392/23 Adequate and Effective Policing (General)* (O. Reg. 392/23). The purpose of this policy is to ensure the Woodstock Police Service (the “Service”) has access to specialized tactical unit services through formal agreements with other jurisdictions.

Policy Application

1. It is the policy of the Board with respect to the services of a tactical unit that:
 - a. the Board will contract with any police service capable of providing the

services of a tactical unit that is available 24 hours a day and within a reasonable response time; and

- b. the Chief of Police, in consultation with the assisting police service, will:
 - i. establish procedures that set out the circumstances in which the service will be deployed, including the steps for obtaining the services and the reporting relationships;
 - ii. ensure that the Service's major incident commanders and crisis negotiators train with the other police service's tactical unit, where possible; and
 - iii. ensure that all equipment listed under "tactical units and hostage rescue teams" in Schedule 1 – Required Equipment and Other Resources, of Ontario Regulation 392/23 Adequate and Effective Policing (General), is available to members of the tactical unit.



WOODSTOCK POLICE SERVICE BOARD POLICY

Subject:	Hostage Rescue Team Support
Policy Number:	ER-003
Effective Date:	
Reviewed:	
Amended:	

Authority/Legislative References

Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1

Ontario Regulation 392/23 Adequate and Effective Policing (General)

Ontario Regulation 398/23 Alternative Provision of Policing Functions

Policy Statement

The Woodstock Police Service Board (the "Board") is dedicated to ensuring effective and responsive support for the hostage rescue team, in alignment with the *Community Safety and Policing Act, Ontario Regulation 392/23 Adequate and Effective Policing (General)* (O. Reg. 392/23) and *Ontario Regulation 398/23 Alternative Provision of Policing Functions*. The purpose of this policy is to ensure the Woodstock Police Service (the "Service") has access to specialized hostage rescue team services through formal agreements with other jurisdictions.

Policy Application

1. It is the policy of the Board with respect to the services of a hostage rescue team that:

- a. the Board will contract with any police service capable of providing the services of a hostage rescue team that is available 24 hours a day and within a reasonable response time; and
- b. the Chief of Police, in consultation with the assisting police service, will:
 - i. establish procedures that set out the circumstances in which the service will be deployed, including the steps for obtaining the services and the reporting relationships;
 - ii. ensure that the Service's major incident commanders and crisis negotiators train with the other police service's hostage rescue team; and
 - iii. ensure that all equipment listed under "tactical units and hostage rescue teams" in Schedule 1 – Required Equipment and Other Resources, of Ontario Regulation 392/23 Adequate and Effective Policing (General), is available to members of the hostage rescue team.



WOODSTOCK POLICE SERVICE BOARD POLICY

Subject:	Major Incident Command
Policy Number:	ER-004
Effective Date:	
Reviewed:	
Amended:	

Authority/Legislative References

Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1

Ontario Regulation 392/23 Adequate and Effective Policing (General)

Policy Statement

The Woodstock Police Service Board (the "Board") is committed to ensuring effective and timely major incident command services. The Chief of Police (the "Chief") will establish clear procedures for deployment, coordination, and training to maintain operational excellence and ensure the safety and security of the community during major incidents. The purpose of this policy is to ensure the Woodstock Police Service (the "Service") has access to specialized major incident command services through formal agreements with other jurisdictions.

Policy Application

1. It is the policy of the Board with respect to major incident command services that:
 - a. the Service will provide the services of a major incident commander by

- using its own qualified members, where feasible;
- b. the Board will contract with any police service capable of providing the services of a major incident commander that is available 24 hours a day and within a reasonable response time;
 - c. the Chief will, in consultation with the assisting police service, establish procedures that set out the circumstances, in which the service will be deployed, including the steps for obtaining the service and the reporting relationships; and
 - d. the Chief shall ensure that all equipment listed under “incident commanders” in Schedule 1 – Required Equipment and Other Resources, of Ontario Regulation 392/23 Adequate and Effective Policing (General), is available to every incident commander.



WOODSTOCK POLICE SERVICE BOARD POLICY

Subject:	Crisis Negotiation
Policy Number:	ER-005
Effective Date:	
Reviewed:	
Amended:	

Authority/Legislative References

Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1

Ontario Regulation 392/23 Adequate and Effective Policing (General)

Ontario Regulation 87/24 Training

Policy Statement

The Woodstock Police Service Board (the "Board") is committed to providing effective crisis negotiation services to ensure community safety. The Chief of Police (the "Chief") will establish clear procedures for deployment, coordination, and training to maintain readiness and operational excellence in handling crisis situations. The purpose of this policy is to ensure the Woodstock Police Service (the "Service") has access to specialized crisis negotiation services through formal agreements with other jurisdictions.

Policy Application

1. It is the policy of the Board with respect to crisis negotiation that:
 - a. the Service will provide the services of a crisis negotiator by using its own

- qualified members where practical;
- b. the Board will also contract with any police service capable of providing the services of a crisis negotiator available 24 hours a day and within a reasonable response time;
 - c. the Chief will, in consultation with the assisting police service, establish procedures that set out the circumstances, in which the service will be deployed, including the steps for obtaining the service and the reporting relationships; and
 - d. the Chief shall ensure that all equipment listed under “crisis negotiators” in Schedule 1 – Required Equipment and Other Resources, of Ontario Regulation 392/23 Adequate and Effective Policing (General), is available to every crisis negotiator.



WOODSTOCK POLICE SERVICE BOARD POLICY

Subject:	Explosives
Policy Number:	ER-006
Effective Date:	
Reviewed:	
Amended:	

Authority/Legislative References

Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1

Ontario Regulation 392/23 Adequate and Effective Policing (General)

Ontario Regulation 87/24 Training

Policy Statement

The Woodstock Police Service Board (the "Board") is committed to ensuring public safety by securing specialized explosive response services. The Chief of Police (the "Chief") will establish clear procedures for deploying these services, ensuring timely and coordinated responses to incidents involving explosives. The purpose of this policy is to ensure the Woodstock Police Service (the "Service") has access to specialized services of police forced entry explosive technicians and explosive disposal technicians through formal agreements with other jurisdictions.

Policy Application

1. It is the policy of the Board with respect to the services of police forced entry explosive technicians and explosive disposal technicians that:

- a. the Board will contract with any police service capable of providing the services of police forced entry explosive technicians, available 24 hours a day and within a reasonable response time;
- b. the Board will contract with any police service capable of providing the services of explosive disposal technicians, available 24 hours a day and within a reasonable response time;
- c. the Chief will, in consultation with the assisting police service, establish procedures that set out the circumstances, in which the service will be deployed, including the steps for obtaining the service and the reporting relationships;
- d. the Chief will, in consultation with the assisting police service, establish procedures on responses to a chemical, biological, radiological, nuclear or explosive incident; and
- e. the Chief shall ensure that all equipment listed under "explosive disposal units" in Schedule 1 – Required Equipment and Other Resources, of Ontario Regulation 392/23 Adequate and Effective Policing (General), is available to members of the explosive disposal unit.



WOODSTOCK POLICE SERVICE BOARD POLICY

Subject:	Ground Search for Lost and Missing Persons
Policy Number:	ER-007
Effective Date:	
Reviewed:	
Amended:	

Authority/Legislative References

Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1

Ontario Regulation 392/23 Adequate and Effective Policing (General)

Ontario Regulation 394/23 Major Case Management and Approved Software Requirements

Missing Persons Act, 2018, S.O. 2018, c. 3, Sched. 7

Ontario Regulation 182/19: General

Policy Statement

The Woodstock Police Service Board (the "Board") acknowledges the importance of effective coordination in ground searches for lost or missing persons. The Board is committed to ensuring the safety and well-being of the community through structures and collaborative efforts.

Policy Application

1. It is the policy of the Board with respect to ground search for lost or missing persons that the Chief of Police (the "Chief") shall:
 - a. promote, through partnerships with other police services, emergency service providers and/or volunteer groups, the coordination of ground search services in the jurisdiction served by the Woodstock Police Service (the "Service");
 - b. develop procedures on ground search for lost or missing persons;
 - c. ensure that search coordinators and team leaders have the knowledge, skills and abilities required to perform these functions; and
 - d. ensure that all equipment listed under "emergency ground or waterway search" in Schedule 1 – Required Equipment and Other Resources, of Ontario Regulation 392/23 Adequate and Effective Policing (General), is available to members involved in ground search services.



WOODSTOCK POLICE SERVICE BOARD POLICY

Subject:	Underwater Search and Recovery Unit
Policy Number:	ER-009
Effective Date:	
Reviewed:	
Amended:	

Authority/Legislative References

Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1

Ontario Regulation 392/23 Adequate and Effective Policing (General)

Occupational Health and Safety Act, R.S.O. 1990, c. O.1

Policy Statement

The Woodstock Police Service Board (the "Board") is committed to providing effective and timely emergency response services. The purpose of this policy is to ensure the Woodstock Police Service (the "Service") has access to specialized underwater search and recovery services through formal agreements with other jurisdictions.

Policy Application

1. It is the policy of the Board with respect to the services of an underwater search and recovery unit that:
 - a. the Board will contract with any police service capable of providing the services of an underwater search and recovery unit, available 24 hours a

day, within a reasonable response time;

- b. the Chief of Police, in consultation with the assisting police service, will:
- i. establish procedures that set out the circumstance in which the underwater search and recovery unit will be deployed, including the process for obtaining the services and the reporting relationships;
 - ii. establish procedures for the deployment of other emergency response services, including receiving assistance from other agencies;
 - iii. ensure that the Service's major incident commanders receive training, if appropriate; and
 - iv. ensure that all equipment listed under "underwater search and recovery units" in Schedule 1 – Required Equipment and Other Resources, of Ontario Regulation 392/23 Adequate and Effective Policing (General), is available to members of the underwater search and recovery unit.



WOODSTOCK POLICE SERVICE BOARD POLICY

Subject:	Canine Unit
Policy Number:	ER-010
Effective Date:	
Reviewed:	
Amended:	

Authority/Legislative References

Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1

Ontario Regulation 392/23 Adequate and Effective Policing (General)

Policy Statement

The Woodstock Police Service Board (the "Board") is committed to ensuring the effective use of specialized resources in public safety. In line with this commitment, a canine unit staffed by Woodstock Police Service (the "Service") members will be available 24/7, with procedures and training in place to ensure prompt, skilled deployment.

Policy Application

1. It is the policy of the Board with respect to the services of canine tracking that:
 - a. the Service will provide canine unit services through its own members and/or by engaging another police service capable of providing canine unit services;

- b. the services will be available 24 hours a day and within a reasonable response time;
- c. The Chief of Police (the "Chief"), in consultation with the assisting service if applicable will:
 - i. establish procedures that set out the circumstance in which the services of the canine unit will be deployed, including the process for obtaining the services and the reporting relationships;
 - ii. establish procedures for the deployment of other emergency response services, including receiving assistance from other agencies;
 - iii. develop and maintain a manual on canine services that is available to each member providing this service;
 - iv. ensure that members performing the functions of a canine team and/or unit have the knowledge, skills and abilities to provide the canine functions assigned;
 - v. ensure the ongoing training of members who provide this service; and
 - vi. ensure that all equipment listed under "canine units" in Schedule 1 – Required Equipment and Other Resources, of Ontario Regulation 392/23 Adequate and Effective Policing (General), is available to members of the canine unit.



WOODSTOCK POLICE SERVICE BOARD POLICY

Subject:	Complaints of Misconduct
Policy Number:	AI-023
Effective Date:	October 8, 2024
Reviewed:	
Amended:	

Authority/Legislative References

S. 38 of the Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1

Ontario Regulation 406/23 Discipline

Ontario Regulation 411/23 Complaints about Special Constables

Policy Statement

The Woodstock Police Service Board (the “Board”) acknowledges that sustaining the trust and confidence of the community is crucial for adequate and effective policing. To foster and safeguard public trust, it is essential that the community perceives the Woodstock Police Service (the “Service”) as accountable and upholding the highest standards of conduct for all its members. The Board is committed to implementing a thorough, impartial, and transparent complaints process to ensure that allegations of misconduct are addressed with due diligence, thereby guaranteeing that both members of the Service and the community are treated with fairness and respect.

Policy Application

1. Definitions

- 1.1. The "Complaints Director" under the *Community Safety and Policing Act (the "Act")*, handles public complaints about police officer conduct in Ontario. As head of the Law Enforcement Complaints Agency (LECA), they ensure an independent and fair complaints system, oversee investigations into senior police officials, and review systemic issues.

2. General

- 2.1. The Chief of Police (the "Chief") shall ensure that procedures are in place to maintain an effective and efficient complaint system and to adhere to all requirements under the *Act* and associated Regulations. The procedures shall provide that:
 - a. the Deputy Chief of Police shall liaise with the Complaints Director, and receive and investigate public complaints in accordance with *the Act*;
 - b. well defined and comprehensive processes exist for the purpose of investigating public complaints into alleged misconduct by sworn members and Special Constables;
 - c. adequate training is provided to all members of the Service in respect of the complaints procedures of the Service and relevant parts of *the Act*;
 - d. the Deputy Chief shall co-operate and follow the direction of the Complaints Director in respect of all public complaints;
 - e. a mechanism is developed and implemented to provide assistance for public complaints who may not be literate, or who may not be fluent in English.
- 2.2. Any complaint received by a Board member against a police officer or Special Constable shall be forwarded to the Deputy Chief. Complaints against police

officers will be sent by the Deputy Chief to the Complaints Director, and the complainant will be notified in writing with information about the Complaints Director's role. Complaints about Special Constables will be referred to the Deputy Chief and the complainant will be notified accordingly.

- 2.3. If the Board receives a report from an authority responsible for handling complaints about police officers in another province or territory, regarding a complaint against an Ontario police officer assigned to that jurisdiction, the Board shall forward the report to the Complaints Director.
- 2.4. If a person makes a complaint to the Board, a Board member, the Chief, or any member of the Service about the conduct of a Board member, the person or entity in receipt of the complaint shall forward the complaint to the Inspector General, inform the person who made the complaint that the complaint has been forwarded, and provide the person with information about the role of the Inspector General.

3. Policy and Procedure Complaints

- 3.1. If a person makes a complaint to the Board, a Board member, the Chief, or any member of the Service about:
 - a. the adequacy and effectiveness of policing provided;
 - b. a failure of the Board, the Chief, the Service, or a prescribed policing provider to comply with the *Act* or its regulations, other than misconduct, including a systemic failure;
 - c. the policies of the Board or the procedures of the Chief,

the complaint shall be forwarded to the Inspector General. The person who made the complaint shall be informed that the complaint has been forwarded, and the person shall be provided with information about the role of the Inspector General.

- 3.2. If the Inspector General refers a complaint to the Board about the Board's policies or the procedures of the Chief, the Board shall:
 - a. review the complaint as it relates to the policies and procedures referred to;
 - b. report back to the Inspector General within the time specified by the Inspector General, if any, about any steps taken in response to the complaint; and
 - c. report to the Minister about any steps taken in response to the complaint.

4. Complaints about Board Members

- 4.1. If a complaint is made to the Board, the Chief, or a member of the Service regarding the conduct of a Board member, the recipient shall forward the complaint to the Inspector General for assessment and possible investigation.
- 4.2. The complainant shall be informed in writing that the complaint has been forwarded to the Inspector General, along with an explanation of the Inspector General's role in reviewing Board member conduct complaints.

5. Complaints about Civilian Members

- 5.1. If a complaint is made regarding the conduct of a civilian staff member, the complaint shall be forwarded to the Uniform Inspector, who will review the complaint and prepare a report for the Deputy Chief.
- 5.2. Disciplinary action will be conducted in accordance with the levels outlined in the Service's Civilian Member's Code of Conduct.

6. Complaints about Sworn Members

- 6.1. The Chief shall investigate all complaints referred to the Chief by the Complaints Director, in the manner directed by the Complaints Director and in accordance with the requirements of *the Act* and associated regulations.

- 6.2. In conducting an investigation, the Chief shall endeavour to ensure that the investigation is concluded within 120 days of its commencement, not including any period during which an investigation is postponed or suspended in accordance with *the Act*.
- 6.3. If the timing requirements above are not met in respect of an investigation, the Chief of Police shall give notice of the status of the investigation to the complainant, the person who is the subject of the investigation, the applicable designated authority and the Complaints Director every 30 days until the investigation is concluded unless, in the opinion of the Chief of Police, doing so might prejudice the investigation.
- 6.4. On concluding an investigation, the Chief shall cause the investigation to be reported on in a written report. The Chief shall promptly give a copy of the report to the Complaints Director. A copy of the report shall be provided to the complainant, the person who was subject of the investigation, and any applicable designated authority, after the Complaints Director determines that providing a copy of the report will not interfere with a criminal investigation or proceeding.
- 6.5. The Chief may conduct an investigation of a police officer employed by the Service, other than a Deputy Chief of Police, and shall cause the investigation to be reported on in a written report.
- 6.6. The Chief shall promptly give notice of the substance of the reason for the investigation to the police officer, unless in the opinion of the Chief, to do so might prejudice an investigation into the matter.
- 6.7. In finally resolving the complaint, the Chief shall take no action, resolve the matter informally, or order a hearing, as appropriate, in accordance with the requirements of *the Act* and the Service's Public Complaints Directive.

7. Complaints about Special Constables

- 7.1. If the Chief or designate receive a complaint about a Special Constable, the

Chief or designate shall:

- a. provide the complainant with written acknowledgement that the complaint has been received;
 - b. ensure that the complaint is investigated to determine whether the Special Constable's conduct constitutes misconduct, contravened the terms and conditions of the Special Constable's certificate of appointment or contravened any provision of *the Act* or the regulations;
 - c. ensure that any allegations in the complaint of conduct that may constitute criminal conduct are investigated by a member of the Service or of another police service;
 - d. advise the complainant of the outcome of the investigation of the complaint and report on the outcome of the investigation to the Board; and
 - e. endeavour to complete any investigation of a Special Constable under this section within 120 days after receiving the complaint, not including any period during which the investigation is postponed or suspended.
- 7.2. If the timing requirements above are not met in respect of an investigation, the Chief or designate shall give notice of the status of the investigation to the complainant and to the person being investigated every 30 days until the investigation is concluded unless, in the opinion of the Chief or designate, doing so might prejudice the investigation.
- 7.3. If the Special Constable is found to have engaged in conduct that constitutes misconduct, contravened the terms and conditions of their certificate of appointment or contravened any provision of *the Act* or the regulations, the Chief shall take appropriate action to remedy the contravention.
- 7.4. Notice to the public about how to make a complaint against a Special Constable shall be published on the Service's website.

8. Complaints Against the Chief of Police or a Deputy Chief of Police

- 8.1. If the Board receives a complaint about the Chief of Police or a Deputy Chief of Police, the Board shall:
- a. forward the complaint to the Complaints Director in accordance with *the Act* and associated regulations;
 - b. adhere to all requirements of *the Act* and associated regulations in executing its responsibilities under this section;
 - c. seek legal counsel as required.

9. Reporting

- 9.1. The Chief shall submit annual reports to the Board, which shall include comparative data for the previous reporting period. This data should cover the total number of complaints against the Chief, total public complaints, as well as the different categories and numbers of allegations and resolutions.



WOODSTOCK POLICE SERVICE BOARD

BY-LAW 01-2024

A by-law governing the proceedings of the Board

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WOODSTOCK POLICE SERVICE BOARD

BY-LAW 01-2024

A by-law governing the proceedings of the Board

1. PREAMBLE

Preamble

- 1.1 WHEREAS section 46(1) of the *Community Safety and Policing Act* provides that a Police Service Board shall establish its own rules and procedures in performing its duties under this *Act*; and
- 1.2 WHEREAS the Police Service Board deems it expedient to pass such a by-law to make rules and regulations governing the orders and procedures of the Board.

NOW THEREFORE THE WOODSTOCK POLICE SERVICE BOARD ENACTS AS FOLLOWS:

2. INTERPRETATIONS

For the purposes of this by-law:

Definitions

- 2.1 “*Act*” means *Community Safety and Policing Act*, 2019, S.O. 2019, c. 1, Sched. 1;
- 2.2 “*Acting Chair*” means the Vice-Chair who shall act as the Chair if the Chair is absent or if the Chair’s position is vacant, pursuant to section 36(2) of the *Act* or as prescribed by section 7 of this by-law;
- 2.3 “*Agenda*” means the document prepared for distribution as prescribed by section 14 of this by-law;
- 2.4 “*Board*” means the Woodstock Police Service Board;
- 2.5 “*Chair*” means the Member elected as Chair of the Board by its Members pursuant to section 36(1) of the *Act*;
- 2.6 “*Chief*” means the Chief of Police of the Woodstock Police Service;

- 2.7 “*Committee*” means a Standing or Special Committee of the Board, pursuant to section 42(1)(a) of the *Act*;
- 2.8 “*Conflict of Interest*” means a situation in which a member of a police service board’s private interests or personal relationships place, or may reasonably be perceived to place, the member in conflict with their duties as a member of the police service board pursuant to section 2 of *Ontario Regulation 408/23* made under the *Act*;
- 2.9 “*Closed session*” means a meeting that is closed to the public in accordance with section 44(2) of the *Act*;
- 2.10 “*Delegation*” means an address to the Board or its Committees at the request of a person wishing to speak;
- 2.11 “*Executive Assistant*” means the person who has been appointed to the Executive Assistant position by the Board;
- 2.12 “*Hate speech*” means the use of extreme language or a form of communication that expresses detestation for or vilifies an individual or group of individuals based on colour, ethnicity, place of origin, race, creed, gender, or sexual orientation, among other grounds of discrimination under Ontario’s Human Rights Code;
- 2.13 “*Majority vote*” means an affirmative vote of more than one-half of the Members present and voting;
- 2.14 “*Meeting*” means a meeting of the Board or a Committee;
- 2.15 “*Member*” means a Member of the Woodstock Police Service Board and includes the Chair and Vice-Chair;
- 2.16 “*Motion to defer*” means a motion to delay consideration of a matter until later in the same meeting or to a future meeting of the Board or a Committee;
- 2.17 “*Motion to receive*” means a motion to acknowledge the particular item, report or recommendation under consideration and to have it placed in the records of the Board with no additional action being taken;
- 2.18 “*Motion to refer*” means a motion to dispose of a question under consideration, with or without any proposed amendment, in order to seek consideration by, and if deemed desirable, one or more reports from the Chief of Police, Executive Assistant or other official or Committee;
- 2.19 “*Motion to table*” means a motion to postpone without setting a definite date as to when the matter will be considered again;

- 2.20 “*Notice of motion*” means a written motion received by the Board, moved by a Member, for inclusion on an agenda of a subsequent meeting of the Board or Committee;
- 2.21 “*Point of order*” means a question by a Member with the view to calling attention to any issue relating to this by-law or the conduct of the Board’s business or in order to assist the Member in understanding the Board’s procedures, making an appropriate motion, or understanding the effect of a motion;
- 2.22 “*Point of privilege or personal privilege*” means a question by a Member who believes that another Member has spoken disrespectfully towards that Member or another Member who considers that their integrity or that of a Member has been impugned or questioned by a Member;
- 2.23 “*Presentation*” means an address to the Board or Committee at the request of the Board or a Committee of the Board;
- 2.24 “*Quorum*” means a majority of the Members of the Board in accordance with section 43(2) of the *Act*;
- 2.25 “*Recorded vote*” means a written record of the name and vote of every Member voting on any matter or question;
- 2.26 “*City*” means the City of Woodstock;
- 2.27 “*Resolution*” means the decision of the Board on any motion;
- 2.28 “*Service*” means the Woodstock Police Service;
- 2.29 “*Special meeting*” means a meeting, other than a regularly scheduled meeting, called pursuant to section 11 of this by-law;
- 2.30 “*Vice-Chair*” means the Member elected as the Vice-Chair of the Board by its Members pursuant to section 36(2) of the *Act*.

3. APPLICATION

General Application

3.1 The rules of procedure contained in this by-law shall be observed in all meetings and shall be the rule for the order and dispatch of business before the Woodstock Police Service Board. Except as herein provided, *Bourinot’s Rules of Order* shall be followed for governing and proceedings and conduct of the Members.

Committee Rules

3.2 The rules of procedure contained in this by-law shall be observed, with necessary modifications, in proceedings of all Committees of the Board.

<i>Suspension of Rules and Regulations</i>	3.3	The rules of procedure may be suspended at such time or times and upon such conditions as may be deemed appropriate by a majority vote.
<i>Procedures Not Covered in By-Law</i>	3.4	For any point of order or procedure for which rules have not been provided in this by-law, <i>Bourinot's Rules of Order</i> shall be followed.
<i>Statutes of Ontario to Prevail</i>	3.5	Should any provision of this by-law be or become in contravention of any legislation of the Province of Ontario, the provincial legislation shall prevail.
<i>Statutory Requirements</i>	3.6	Notwithstanding anything in this by-law, where the Board or a Committee convenes for the purpose of holding a hearing as required by any statute, the provisions of the statute and the <i>Statutory Powers Procedure Act</i> shall govern the proceedings.
<i>Amendments to Rules</i>	3.7	This by-law shall not be amended or repealed except by the concurring votes of the majority of the Members of the Board and a notice of motion to amend this by-law must be delivered to each Board Member and the Executive Assistant at least two weeks prior to the meeting at which the motion to amend is to be considered.

4. ELECTION OF THE CHAIR AND VICE-CHAIR

<i>Election of Chair</i>	4.1	Pursuant to section 36(1) of the <i>Act</i> , the Board shall elect a Chair at its first public meeting in each year.
<i>Election of Vice-Chair</i>	4.2	Pursuant to section 36(2) of the <i>Act</i> , the Board shall elect a Vice-Chair at its first public meeting in each year.
<i>Term</i>	4.3	The Chair and Vice-Chair of the Board shall hold office for a one-year term until their successors are elected in accordance with the <i>Act</i> and this by-law.
	4.4	The Chair and Vice-Chair may be elected for more than one term.
<i>Nominations</i>	4.5	The Executive Assistant shall act as a presiding officer at the election meeting of the Board in each year until the Chair and Vice-Chair are elected and shall call for nominations.
<i>Form of Nomination</i>	4.6	Each nomination shall be made openly and shall have the consent of the nominee and be seconded by another Member.
<i>Eligibility</i>	4.7	A nominee is a person whose candidacy for the position of Chair or Vice-Chair has been moved and seconded by Members present at the election meeting of the Board in each year.

<i>Nominations Closed</i>	4.8	Where it appears to the Executive Assistant, by asking for further nominations and receiving no response, that there are no further nominations, the Executive Assistant shall call for a motion declaring nominations closed.
<i>Speakers</i>	4.9	After nominations have been closed, each mover and seconder of a nominee and each nominee shall, prior to the vote being taken, be permitted to speak to the nomination for not more than five (5) minutes.
<i>Order of Speakers</i>	4.10	The speakers shall be called upon to address the Board in alphabetical order of the surnames.
<i>Withdrawal</i>	4.11	A nominee may withdraw their name at any time prior to the vote being called.
<i>Vote</i>	4.12	A vote shall be taken regardless of the number of nominations. No vote shall be taken by ballot or any other form of secret voting.
<i>Announcement</i>	4.13	When voting is completed, the Executive Assistant shall announce the new Chair.
<i>Election of Vice-Chair</i>	4.14	The election of the Vice-Chair shall follow the procedure set out for the election of the Chair.

5. DUTIES OF THE CHAIR

<i>Chair's Duties</i>	5.1	It is the duty of the Chair to: <ul style="list-style-type: none"> (a) Preside at all meetings of the Board so that its business can be carried out efficiently and effectively; (b) Be the spokesperson for the Board; (c) Represent the Board at official functions; (d) Commence the meetings of the Board by taking the Chair and calling the meeting to order, as soon as a quorum is present; (e) Announce the business before the Board and the order in which it is to be acted upon; (f) Receive and submit, in proper manner, all motions presented by the Members; (g) Put to a vote all motions which are moved or which necessarily arise in the course of the proceedings, and to announce the result; (h) Announce the results of the vote on any motions presented
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for a vote;

- (i) 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 put to a vote motions which do not comply with this by-law or which are not within the jurisdiction of the Board;
- (k) Maintain order and preserve the decorum of the meeting and decide on all points of order;
- (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 put;
- (m) To permit any question to be asked through the Chair of the Chief of Police of the Woodstock Police Service in order to provide information to assist in any debate when the Chair deems it proper;
- (n) Adjourn the meeting when business is concluded or upon a motion to adjourn or to recess the meeting is required.

Signature 5.2 The Chair and Vice-Chair, or if both of these Members are absent, the Board Member acting as Chair shall authenticate by their signature, as required, all documents for and on behalf of the Board including but not limited to by-laws, agreements, resolutions and minutes, which have been approved by the Board.

6. DUTIES OF VICE CHAIR

Vice-Chair Duties 6.1 It is the duty of the Vice-Chair to:

- (a) Act in the absence of the Chair and shall have the same authority as the Chair would have if present.

7. ACTING CHAIR

Appointment of Acting Chair 7.1 In case the Chair does not attend within fifteen (15) minutes of the time a quorum is present after the scheduled commencement time for a meeting of the Board, or after the resumption after an adjournment or recess, the Vice-Chair shall serve as Acting Chair. In the absence of the Chair and the Vice-Chair, the Executive Assistant shall call the Members to order and an Acting Chair shall be appointed from among the Members present and they shall preside until the arrival of the Chair or the Vice-Chair.

- Designation* 7.2 The Chair may designate the Vice-Chair, or in the absence of the Vice-Chair, another Member as Acting Chair during any part of a Board meeting when they leave the Chair for any reason.
- Authority of Acting Chair* 7.3 The Acting Chair shall have and may exercise all the rights, power and authority of the Chair under this by-law.

8. CONDUCT OF MEMBERS

- Conduct of Members* 8.1 A code of conduct setting out general standards for acceptable conduct by Members in performance of their duties is located in *Ontario Regulation 408/23* made under the *Act*.

9. DUTIES OF THE EXECUTIVE ASSISTANT

- Duties of Executive Assistant* 9.1 The duties of the Executive Assistant pertaining to meetings of the Board shall be to:
- (a) Serve as the administrative link between the Board, the Chief, the Board's legal counsel and labour negotiator, Committees of the Board, the media and members of the community;
 - (b) Organize meetings, prepare agendas for the meetings, in consultation with the Chair, and ensure their timely distribution;
 - (c) Attend all Board meetings and Committee meetings as required;
 - (d) Record the minutes of the proceedings at meetings of the Board and Committees of the Board;
 - (e) Receive all communications addressed to the Board;
 - (f) Upon advice from the Chair, prepare and issue all communications arising from the proceedings of the Board, unless otherwise directed by the Board;
 - (g) Maintain a current record of Board resolutions requiring further or future actions and to keep the Board informed of these matters;
 - (h) Other duties as assigned.

10. MEETINGS OF THE BOARD

- Regular Meetings* 10.1 The regular meetings of the Board shall be held at least four times each year pursuant to section 43(1) of the *Act*.

<i>Location, Time and Frequency</i>	10.2	The Board shall hold its regular meetings in the Woodstock Police Service Headquarters at 615 Dundas Street, Woodstock, Ontario, in accordance within the schedule adopted annually by the Board.
<i>Alternative Date and Time</i>	10.3	The Board may cancel the next regular meeting or may change any one or more of its dates, its time or its place, upon the concurring votes of a majority of the Members.
<i>Notice to Members</i>	10.4	Notice to Members of all meetings, agendas, agenda items, cancellations and postponements shall be provided by the Executive Assistant to all Members by electronic mail. A hard copy may also be picked up at the front desk at Woodstock Police Service Headquarters as requested by the Member. It may also be provided by telephone or personal contact in the case of an emergency.
<i>Notice to Media and Public</i>	10.5	Notice of all public meetings, cancellations and postponements shall be provided to the public and the media by posting a listing of these on the Board's web page. The Public Agenda to be posted on the seven (7) days before the monthly scheduled meeting, except in extraordinary circumstances pursuant to section 43(6) of the Act. Board Meetings are held the second Monday of each month, unless otherwise announced.
<i>Audio Conference</i>	10.6	A Member may make a request of the Chair, at least twenty-four (24) hours before the scheduled commencement of a meeting, that the Member wishes to participate in the meeting by means of audio conferencing if available. If the Member participates in the meeting by such means, the Member shall be deemed to have been present at the meeting for the purposes of the Act.

11. SPECIAL MEETINGS OF THE BOARD

<i>Special Meeting</i>	11.1	The Chair may at any time, summon a special meeting in accordance with the notice provisions of section 10.4.
	11.2	The Executive Assistant may summon a special meeting on the written request, including by electronic means, of the majority of the Members of the Board.
<i>Notice of Special Meeting</i>	11.3	Written notice of special meetings of the Board or its Committees, other than one summoned by verbal notice, setting out the time and place of the meeting and detailing the matters to be considered, shall be delivered to all Members not less than twenty-four (24) hours prior to the meeting in accordance with section 10.4 of this by-law.
<i>Process to Summons</i>	11.4	A special meeting may be summoned by verbal notice provided that at least two-thirds (2/3) of the Members of the Board consent to the time, the place, the manner and the matter to be considered and that the decision to summon the meeting is later ratified by

the Board.

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| <i>Matters Decided at Special Meeting</i> | 11.5 | At special meetings of the Board, the Board shall not decide upon any matter unless the matter has been specified in the notice calling the special meeting. This provision may be waived only where all Members are present to vote upon a motion to waive it and only with a majority vote. |
| <i>Failure to Meet Notice Provisions</i> | 11.6 | The lack of receipt of a notice of, or an agenda for, a special meeting by any Member shall not affect the validity of the special meeting or any action taken thereat. |

12. EMERGENCY MEETINGS

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| <i>Emergency Meeting</i> | 12.1 | Notwithstanding any other provision of this by-law, an emergency meeting may be called by the Chair without written notice to deal with an emergency or extraordinary situation, provided that an attempt has been made by the Executive Assistant to notify the Members and the public about the meeting as soon as possible and in the most expedient manner available. |
| <i>Agenda Items</i> | 12.2 | The only business to be dealt with at an emergency meeting shall be business dealing with the emergency or extraordinary situation. |
| <i>Member Polling</i> | 12.3 | At the discretion of the Chair and with the consent of the majority of the Members of the Board, an emergency or extraordinary situation may be dealt with by means of telephone or electronic polling, or other communication method as to permit all persons participating to communicate adequately with each other. The Board's decision must be reported back at the next regularly scheduled meeting for ratification. |
| <i>Email Votes</i> | 12.4 | In the event of an email vote, the Chair will call for a vote via email, and Board Members will respond with their vote. The first Board Member to respond will be deemed the mover, and the second Board Member to respond will be deemed the seconder. The results of the email vote will be ratified at the next Board meeting. |
| <i>Failure to Meet Notice Provisions</i> | 12.4
12.5 | The lack of receipt of a notice of, or an agenda for, an emergency meeting by any Member shall not affect the validity of the emergency meeting or any action taken thereat. |

13. QUORUM

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| <i>Quorum-Board</i> | 13.1 | A majority of the Members of the Board constitutes a quorum. |
| <i>Call Meeting to Order</i> | 13.2 | As soon after the hour of the meeting as a quorum is present, the Chair shall take the chair and call the meeting to order. |

<i>No Quorum at Beginning</i>	13.3	If a quorum is not present within fifteen (15) minutes after the scheduled time of a meeting, then the Executive Assistant shall record the names of the Members of the Board present and the meeting shall stand adjourned until the date of the next meeting of the Board.
<i>Loss of Quorum During Meeting</i>	13.4	If a quorum is lost during a meeting or if there is not a quorum after fifteen (15) minutes, the meeting shall be adjourned.

14. BOARD AGENDAS

<i>Materials for Agendas</i>	14.1	Except as otherwise provided by this by-law, all correspondence and other communication addressed to the Board which is received by the Executive Assistant at least three (3) business days prior to a regular meeting shall be placed on the agenda and shall be dealt with at the regular monthly meeting as additions to the Agenda.
<i>Redirection of Police Operational Matters</i>	14.2	Where, in the opinion of the Chair, the subject matter of any communication is properly within the jurisdiction of the Woodstock Police Service, such communication shall be referred to the Chief of Police for the necessary action without prior reference to the Board.
<i>Agenda</i>	14.3	<p>The Executive Assistant shall prepare the agenda, under the direction of the Chair, for distribution with the routine order of business for regular meetings of the Board to be as follows:</p> <ul style="list-style-type: none"> (a) Call to Order (b) Approval of Agenda (c) Declarations of Conflicts of Interest (d) Approval of Minutes (e) Business Arising from the Minutes (f) Delegations (g) Verbal Reports from the Board Chair (h) Verbal Reports from the Chief of Police (i) Communications/Correspondence (j) Statistics (k) Financial Statements (l) Unfinished Business

- (m) Other Business
- (n) Closed Session
- (o) Motions Arising from Closed Session
- (p) Date of Next Meeting
- (q) Adjournment

<i>Delivery of Agenda</i>	14.4	The Executive Assistant shall cause the agenda to be delivered to each Member at least seventy-two (72) hours before the scheduled time for a meeting the agenda and copies of related materials.
<i>Order of Business</i>	14.5	The business of the Board shall, in all cases, be taken up in the order in which it appears on the agenda, unless otherwise decided by the Board. Any matter on the agenda not decided by the Board shall be placed on the agenda of the next regular meeting of the Board.
<i>Communications/ Correspondence</i>	14.6	Every item of communication/correspondence intended to be presented to the Board or its Committees must be legibly written and must contain the signature and contact address of at least one person and preferably the addresses and contacts of all signatories. For all communications submitted, there shall be a designated contact person to whom the Executive Assistant can communicate on behalf of the Board or a Committee. Communication/correspondence containing hate speech will not be accepted or presented to the Board.
<i>Consent Agenda</i>	14.7	All or several items on the agenda for a meeting containing a recommendation to “receive as information” may be adopted by a single motion. Any specific items of business will be provided individual deliberation and debate upon the request of any Member.
<i>Introduction of Business Not Included on Agenda</i>	14.8	No business shall be introduced at a meeting which has not been included on the agenda for such meeting unless the person seeking to introduce the business obtains the approval of a majority of the Members of the Board present at the meeting.

15. BOARD MINUTES

<i>Minutes</i>	15.1	The Executive Assistant shall cause minutes to be taken of each meeting of the Board, which shall include: <ul style="list-style-type: none"> (a) The place, date and time of the meeting; (b) The name of the Chair and the attendance of the Members, the Executive Assistant, senior staff of the Woodstock Police Service, names of presenters and external
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delegations;

- (c) The confirmation and correction of the minutes of the previous meeting;
- (d) Declarations of conflicts of interest;
- (e) All other proceedings of the Board without note or comment.

<i>Approval</i>	15.2	The minutes of each Board meeting shall be presented to the Board for approval at the next regular meeting.
<i>Signature</i>	15.3	After the Board minutes have been approved by the Board, they shall be signed by the Chair and Vice-Chair or In their absence, by the Acting Chair.
<i>Posting of Minutes on Internet</i>	15.4	The approved public minutes of the Board shall be posted on the Board's web page.

16. DISCLOSURES OF CONFLICTS OF INTEREST

<i>Method of Disclosure</i>	16.1	Subject to the <i>Conflict of Interest Act</i> , where a Member has any conflicts of interest in any matter and is present at an open or closed session Board meeting or Committee meeting at which the matter is the subject of consideration, the Member shall: <ul style="list-style-type: none">(a) Prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof;(b) Not take part in the discussion, leave the meeting and not vote on, any question in respect of the matter; and(c) Not attempt in any way, whether before, during or after the meeting, to influence the voting on any such question.
<i>Absence – Disclosure at Next Meeting</i>	16.2	Where the interest of a Member has not been disclosed by reason of their absence from the particular meeting, the Member shall disclose their interest at the next meeting at which such Member attends.
<i>Record of Disclosure</i>	16.3	The Executive Assistant shall record the declaration of any conflicts of interest and the general nature thereof, where the meeting is open to the public, in the minutes of that particular meeting. Where the meeting is not open to the public, solely the declaration of any conflicts of interest shall be recorded in the minutes of the next meeting that is open to the public.
<i>Conflict of Interest Declaration Form</i>	16.4	Conflicts of Interest must be filed in writing to the Executive Assistant of the Board.

Conflict of Interest Registry 16.5 The Board will be required to establish a Conflict of Interest Registry administered by the Executive Assistant.

17. RULES OF DEBATE

General 17.1 All Members of the Board shall exercise their right to debate within the framework set out in these rules.

Recognition of Member 17.2 To address the Board, a member shall raise their hand and be recognized by the Chair and direct all comments through the Chair.

Order of Speakers 17.3 When two or more Members indicate their desire to speak at the same time, the Chair shall designate the order of speakers.

Addressing the Chair 17.4 Every Board Member, prior to speaking, must address the Chair, and all remarks must be directed through the Chair.

Relevancy 17.5 All remarks and comments must be relevant to the question under consideration and the Chair shall be the judge of such relevancy.

Interruptions 17.6 When a Member is speaking, no other Member shall interrupt the Member except to raise a point of order, privilege or personal privilege.

Read Motion 17.7 A Member may require the question or motion under discussion to be read at any time during the debate, but not so as to interrupt a Member who is speaking.

Speaking to a Question 17.8 No Member shall speak more than once to the same question or motion without leave of the Board Chair.

Reply 17.9 Notwithstanding section 17.8, 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.

Speaking Time 17.10 No Member shall speak to the same question or motion, or in reply, for more than five (5) minutes, without leave of the Board Chair.

After Question Put by Chair 17.11 After the question has been 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.

Points of Order 17.12 When a Member desires to address a point of order, the Member shall ask leave of the Chair to raise a point of order and, after leave is granted, the Member shall state the point of order to the Chair and the point of order shall be forthwith decided by the Chair.

<i>Chair to Rule on Point of Order</i>	17.13	Thereafter, a Member shall only address the Chair for the purpose of appealing the Chair's decision to the Board.
<i>Decision Final</i>	17.14	If no Member appeals, the decision of the Chair is final.
<i>Idem</i>	17.15	The Board's decision is final if the Chair is challenged.

18. RULES OF VOTING

<i>General</i>	18.1	All voting, except with respect to the election of the Chair and Vice-Chair, shall be conducted in the manner prescribed by the rules in this section.
<i>Put Question to Vote</i>	18.2	When the Chair is putting a question to vote, no Member of the Board may leave the room or cause any disturbance.
<i>Every Member Votes</i>	18.3	Every Member of the Board, including the Chair, who is present when a question is put shall vote thereon, unless disqualified by a conflict of interest.
<i>Failure to Vote</i>	18.4	The failure to vote by a Member who is not disqualified by a conflict of interest shall be deemed to be a negative vote.
<i>Manner of Vote</i>	18.5	The manner of determining the decision of the Board on a question shall be at the discretion of the Chair and may be by show of hands, voice or otherwise.
<i>Equality of Votes</i>	18.6	Where there is an equality of affirmative and negative votes on any decision, the question shall be deemed to be lost.
<i>Three Members Present</i>	18.7	In the event of conflict of interest when only three (3) Members are present, the matter under consideration will be postponed to the next regular meeting.
<i>By-law Amendment Vote</i>	18.8	A by-law can only be approved when more than fifty percent (50%) of the Board vote in favour of the amendment.

19. MOTIONS AND NOTICES OF MOTIONS

<i>Introduction of Additional Items</i>	19.1	No Member shall introduce any item to the Board for its consideration unless: <ul style="list-style-type: none"> (a) The item relates to a matter on the agenda for that meeting; (b) The matter is of an urgent nature; or (c) Leave is granted on a majority vote.
<i>Must be Seconded</i>	19.2	A motion shall be moved and seconded before the Chair shall put the question and the motion is recorded in the minutes of the meeting.

<i>Wording</i>	19.3	All motions or notice of motions shall be worded in the affirmative, where possible, and shall express fully and unambiguously the intention of the mover.
<i>Emergency Motion</i>	19.4	Notwithstanding the above, any motion may be introduced for consideration by the Board in a situation deemed to be an emergency by the Chair.
<i>Substantive Motion</i>	19.5	There may be only one substantive motion before the Board at any time.
<i>Motion to Amend</i>	19.6	A motion may be amended during debate provided that the motion to amend is relevant and not in direct opposition to the main question.
<i>Withdrawal</i>	19.7	After a motion has been seconded, it may be withdrawn by the mover and the seconder at any time before a vote is taken.
<i>Refer to Question</i>	19.8	A motion to refer a question shall include the name of the Committee, body or official to whom the question is to be referred.
<i>Direction to Chief</i>	19.9	A direction to the Chief of Police by the Board shall be authorized by resolution of the majority of the Members present.
<i>Deemed Carried</i>	19.10	A motion is deemed carried where a majority of the votes are in the affirmative.
<i>Procedure on Motions</i>	19.11	The procedure on a motion is as follows: <ul style="list-style-type: none"> (a) The motion shall be read, moved and seconded, whereupon the motion shall be deemed to be in the possession of the Board. The Chair shall then open debate; (b) The motion shall be debated in accordance with section 17; (c) The question shall be put to the Board by the Chair; (d) Vote shall be taken in accordance with section 18; (e) The motion shall be declared carried or lost.
<i>Chair to Refrain as Mover</i>	19.12	The Chair shall refrain from moving motions.

20. OUTSTANDING INQUIRIES AND MOTIONS

<i>General</i>	20.1	Inquiries made at a meeting of the Board may be introduced orally or in writing and shall be recorded in the minutes of the meeting.
<i>Follow-Up</i>	20.2	Following each Board meeting, the Executive Assistant will forward in writing any inquiries or motions requiring action or a

subsequent report to the Chief of Police or other person assigned responsibility for responding.

Written Response 20.3 The response shall be submitted in writing to the Executive Assistant for inclusion in an upcoming Board agenda.

21. PUBLIC ACCESS TO MEETINGS

Meetings Open to Public 21.1 Meetings of the Board shall be open to the public except as provided for in section 44(2) of the *Act* and this section of the by-law and no person shall be excluded from a meeting open to the public except for improper conduct.

Closed Sessions 21.2 A meeting may be conducted in Closed Session pursuant to section 44(2) of the *Act* if the Board is of the opinion that the subject matter being considered is:

- (a) The security of the property of the Board;
- (b) Personal matters about an identifiable individual, including members of the police service or any other employees of the Board;
- (c) A proposed or pending acquisition or disposition of land by the Board;
- (d) Labour relations or employee negotiations;
- (e) Litigation or potential litigation affecting the Board, including matters before administrative tribunals;
- (f) Advice that would be inadmissible in a court by reason of any privilege under the law of evidence, including communications necessary for that purpose;
- (g) Information explicitly supplied in confidence to the Board by Canada, a province or territory or a Crown agency of any of them, a municipality or a First Nation;
- (h) A trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the Board, which, if disclosure, 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;
- (i) A trade secret or scientific, technical, commercial or financial information that belongs to the Board and has monetary value or potential monetary value;
- (j) 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;

(k) Information that section 8 of the Municipal Freedom of Information and Protection of Privacy Act would authorize a refusal to disclosure if it were contained in a record; or

(l) An ongoing investigation respecting the Board.

22. DELEGATIONS AND PRESENTATIONS

<i>Delegation</i>	22.1	This portion of the agenda is to allow anyone desiring to address the Board in person on behalf of themselves or otherwise.
<i>Timeline for Request in Writing</i>	22.2	Delegations wishing to address the Board shall make a request in writing to the Executive Assistance ten (10) business days prior to the date of the next regular Board meeting.
<i>Subject Matter on Agenda</i>	22.3	If after the agenda is made available to the public seven (7) days prior to the Board meeting, any person who wishes to address the Board on behalf of themselves or otherwise with respect to a subject matter listed on the agenda shall make a request to the Executive Assistant five (5) days prior to the date of the next regular Board meeting.
<i>Written Brief</i>	22.4	A person or delegation desiring to address the Board shall attach to their written request a submission with sufficient details to reveal the nature of the presentation, including but not limited to any slideshows or PowerPoint presentations, relevant documentation, etc., and decision or action being requested of the Board, so that the request and the brief may be circulated to the members of the Board;
<i>Request for Financial Assistance</i>	22.5	Any delegation making a request for financial assistance of any kind shall submit such request in writing accompanied by sufficient information to enable senior administration to be fully informed for the purpose of assisting the Board. If in the opinion of the Chief of Police, sufficient information is not available in time for the meeting of the Board, the matter may be postponed until sufficient information becomes available for preparation of a senior administration report.
<i>Five Minute Limit</i>	22.6	Any person permitted to address the Board shall be limited to five (5) minutes unless otherwise authorized by the Board not including the time required to respond to questions of the Board.
<i>One Spokesperson</i>	22.7	A delegation shall address the Board through one (1) spokesperson. This person may express different points of view on any matter, but in order to avoid repetition, the Board may decline to hear a repetition of a point of view already expressed.

<i>Same Subject Matter</i>	22.8	No person shall be allowed to appear before the Board a second or subsequent time to address the same subject matter unless; the person is providing new information.
<i>Motion of Majority of Board Members to Speak</i>	22.9	When any person, not being a member of the Board nor an appointed official, desires to address the Board, and has not notified the Executive Assistant in accordance with the provisions of this by-law, they shall advise the Executive Assistant prior to the meeting and may be permitted to speak if a motion to that effect is carried by a majority vote of the members present.
<i>Subject Matter of Delegation</i>	22.10	No person or delegation shall be permitted to address the Board with respect to a subject matter that the Board, in accordance with section 44(2) of the <i>Act</i> determines should be considered in a Board meeting that is closed to the public.
<i>Agenda – Delegations</i>	22.11	Each request, submission or presentation received by the Board under delegations shall be dealt with under delegations.
<i>Next Board Meeting – New Business</i>	22.12	The Board may, with unanimous consent, consider the matter requested by the delegation or if unanimous consent is not provided, consideration will be given at the next meeting of the Board under “new business.”

23. MEDIA RELATIONS

<i>Board Spokesperson</i>	23.1	Unless otherwise specified, the spokesperson for the Board is the Chair of the Board. Should the Chair be unavailable, the Vice-Chair shall be the spokesperson for the Board.
<i>Executive Assistant as Resource</i>	23.2	On matters of factual information, administration of the Board, or communicating a decision of the Board in response to any enquiry, the Executive Assistant may act as a resource person on behalf of the Board.
<i>Special Circumstances</i>	23.3	No Board Member shall purport to speak on behalf of the Board unless they are authorized by the Board to do so, pursuant to section 12 of <i>Ontario Regulation 408/23</i> .
<i>Communication by Board Members</i>	23.4	A Board Member who expresses disagreement with a decision of the Board shall make it clear that they are expressing a personal opinion pursuant to section 13 of <i>Ontario Regulation 408/23</i> .
<i>Media Releases</i>	23.5	Media releases shall be approved by the Chair or the Vice-Chair prior to release. Board Members shall receive a copy of the release as soon as possible, once it has been approved.
<i>News Conferences</i>	23.6	News conferences on matters within the jurisdiction of the Board shall be called at the discretion of the Chair or the Vice-Chair. Whenever possible, Board Members shall be advised of the event prior to its taking place.

24. COMMITTEES

<i>Committees</i>	24.1	Subject to the provisions of section 42(1)(a) of the <i>Act</i> , Committees may be established by the Board at any time as is deemed necessary for the consideration of matters within the jurisdiction of the Board.
<i>Ad Hoc Committees</i>	24.2	The Board may establish Ad Hoc Committees of limited duration, to inquire and report on a particular matter or concern. An Ad Hoc Committee shall dissolve automatically once the matter or issue has been resolved.
<i>Board's Role</i>	24.3	The Board shall determine the appropriate number of Committees, their membership, mandate and reporting practices.
<i>General Rules of Committees</i>	24.4	The role of the Committees shall generally be to make recommendations to the Board on matters which are in their jurisdiction.
<i>Committee Chair</i>	24.5	Each Committee shall be Chaired by a Board Member.
<i>Committee Proceedings</i>	24.6	The rules governing the procedure of the Board and the conduct of Members shall be observed in all Committees so far as they are applicable.
<i>Committee Membership</i>	24.7	Members shall be appointed to Committees by the Board and confirmed on an annual basis.
<i>Members' Rights</i>	24.8	Members who are not Members of a specific Committee may attend meetings of that Committee and may, with the consent of the Chair of that Committee, take part in the discussion, but shall not be counted in the quorum or entitled to make motions or to vote at these meetings. The Chair, as ex-officio, is a member of every Committee.
<i>Sub-Groups</i>	24.9	No sub-groups of Committees shall be established without approval by the Board.

25. BY-LAWS

<i>One Motion</i>	25.1	Every by-law shall be introduced upon motion by a Member, and any number of by-laws may be introduced together in one motion, but the Board may, at the request of a Member, deal separately with any by-law.
<i>Form</i>	25.2	Every by-law, when introduced, shall be in typewritten form and shall comply with the provisions of any relevant legislation.
<i>Reading</i>	25.3	Every by-law of the Board requires only one reading before it may be passed.

Authentication 25.4 Every by-law which has been passed by the Board shall be numbered and dated and signed by the Chair and the Vice-Chair and shall be deposited in the files of the Board.

26. ENACTMENT

Repeal 26.1 All previous by-laws, sections of by-laws, and procedural policies of the Board that are inconsistent with the provisions of this by-law are hereby repealed.

Effective Date 26.2 This by-law shall come into effect on the date of its enactment.

ENACTED AND PASSED THIS 9th day of September 2024.

WOODSTOCK POLICE SERVICE BOARD

Chair "Original Signed By"

Ken Whiteford

Vice-Chair "Original Signed By"

Leslie Farrell



WOODSTOCK POLICE SERVICE BOARD

BY-LAW 02-2024

A by-law governing expense allowance, conferences, conventions, seminars, training courses, and workshops of the Woodstock Police Service Board

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WOODSTOCK POLICE SERVICE BOARD

BY-LAW 02-2024

A by-law governing expense allowance, conferences, conventions, seminars, training courses, and workshops of the Woodstock Police Service Board

1. PREAMBLE

- Preamble*
- 1.1 To provide a framework to cover the payment of reasonable expenses incurred with respect to attendance at conferences, conventions, seminars, workshops, and training course/event approved through the budget under travel and training for expenses incurred outside the City of Woodstock.
- 1.2 To provide direction regarding attendance at the events outlined in section 1.1, all members of the Board are eligible to attend provided the events take place in Ontario. The Chair or Vice-Chair of the Board, or if neither is available, another designated Board member, may attend events organized by the Canadian Association of Police Governance (CAPG). If the CAPG Annual Conference is in Ontario, the Board will determine the number of attendees based on budgetary considerations at the time.

NOW THEREFORE THE WOODSTOCK POLICE SERVICE BOARD ENACTS AS FOLLOWS:

2. INTERPRETATIONS

For the purposes of this by-law:

- Definitions*
- 2.1 “*Act*” means *Community Safety and Policing Act*, 2019, S.O. 2019, c. 1, Sched. 1;
- 2.2 “*Board*” means the Woodstock Police Service Board;
- 2.3 “*Chair*” means the Member elected as Chair of the Board by its Members pursuant to section 36(1) of the *Act*;
- 2.4 “*City*” means the City of Woodstock;

- 2.5 “*Member*” means a Member of the Woodstock Police Service Board and includes the Chair and Vice-Chair;
- 2.6 “*Service*” means the Woodstock Police Service;
- 2.7 “*Vice-Chair*” means the Member elected as Vice-Chair of the Board by its Members pursuant to section 36(2) of the *Act*.

3. APPLICATION

General Application

- 3.1 It is the responsibility of the delegate to keep transportation and accommodation at a reasonable cost. This by-law applies to Board Members and persons appointed to committees attending as a representative of the Board.

Expenses

- 3.2 Expenses include:
- (a) Registration fees of delegate;
 - (b) Actual cost of single room accommodation at the site of the event or within a reasonable distance;
 - (c) Members may choose their own method of transportation provided it does not exceed the most economical method, when possible. If delegate uses a personal automobile, the delegate will be reimbursed for mileage/kilometers as provided in section 3.3 of this by-law;
 - (d) If travelling by train, bus or air fare to and from the site of the conference and/or hotel.

Mileage Allowance

- 3.3 Mileage allowance will be paid in accordance with the rate used by the Woodstock Police Service per kilometre while travelling outside the City of Woodstock.

Per Diem

- 3.4 A per diem rate per day based on the Consumer Price Index is set each year to cover meals, gratuities, and any other expense not covered that is incurred under section 3.2 of this by-law.
- (a) This rate will be paid for the number of days the delegate attends, plus two days for travelling when distance requires arriving the night prior to the start of the conference and staying until the day after.
 - (b) No receipts will be required to claim per diem rate.
 - (c) When travelling out of the country the per diem will be factored at the currency rate of the country of travel.
 - (d) The per diem rate will be adjusted annually on January 1 to reflect the increase/decrease in the All-Item

Consumer Price Index and set by the City.

- Advance Funds* 3.5 The delegate may request advancement of funds, by means of an Expense Report, covering the registration fee, accommodation, and travel costs, except mileage.
- No Reimbursement of Alcohol* 3.6 No reimbursement will be made for the purchase of alcoholic beverages.
- Reimbursement of Expenses* 3.7 On return the delegate must complete an “Expense Report” form. Actual expenses incurred shall be supported by receipts, **with the exception of mileage.**
- Expense Review Officer* 3.8 The Chair is appointed “Expense Review Officer” (ERO) responsible for administering this by-law with respect to Members of the Board, the Chief of Police, and Board Executive Assistant.
- 3.9 The Vice-Chair is appointed as an Expense Review Officer for the purpose of administering this by-law as it relates to the Chair of the Board.
- 3.10 The Chief of Police is appointed as an Expense Review Officer for the purpose of administering this by-law as it relates to the Deputy Chief of Police.
- 3.11 To enable the Chair and Vice-Chair to carry out their responsibilities, all Expense Report forms generated by members of the Board will be submitted to the Executive Assistant of the Board for appropriate distribution.

4. ENACTMENT

- Repeal* 4.1 All previous by-laws, sections of by-laws, and procedural policies of the Board that are inconsistent with the provisions of this by-law are hereby repealed.
- Effective Date* 4.2 This by-law shall come into force on the date of its enactment.

ENACTED AND PASSED THIS 9th day of September 2024.

WOODSTOCK POLICE SERVICE BOARD

Chair

Ken Whiteford

Vice-Chair

Leslie Farrell



**Inspectorate
of Policing**

**Service d'inspection
des services policiers**

777 Bay Street
7th Floor
Toronto ON M5G 2C8

777, rue Bay
7e étage
Toronto ON M5G 2C8

2024 Police Service Boards Information (PSBI) Form

Total number of questions: 71

***Denotes required field**

Question	Field Type	Response Options
Organization and primary contact (31)		
1. Organization name*	Dropdown	Woodstock Police Service Board
2. Organization acronym (if applicable)	Text entry	WPSB
3. Upload file(s) describing the organizational structure as of September 1, 2024*	File upload	*I can upload this – it's included in our Annual Report
Note: convert the document to PDF format.		
Primary point of contact		
4. First name *	Text entry	Ken
5. Last name *	Text entry	Whiteford
6. Email address *	Text entry	*****
7. Telephone, including area code (e.g. 123-123-1234) *	Text entry	*****
8. Extension number, if applicable	Text entry	
9. Position title *	Text entry	Board Chair
10. Salutation	Text entry	--
Alternative point of contact		
11. First name	Text entry	Kristin
12. Last name	Text entry	Barnim
13. Email address	Text entry	*****
14. Telephone, including area code (e.g. 123-123-1234)	Text entry	*****
15. Extension number, if applicable	Text entry	--

16. Position title	Text entry	Board Executive Assistant
17. Salutation	Text entry	--
Headquarters mailing address		
18. Street number*	Text entry	615
19. Street name *	Text entry	Dundas Street
20. Unit number, if applicable	Text entry	--
21. Town/ City *	Text entry	Woodstock
22. Province (e.g. ON) *	Text entry	ON
23. Postal code (e.g., A1A 1A1) *	Text entry	N4S 1E1
24. Confirm whether the mailing address is different from the headquarters *	Multiple choice	Yes
Alternative mailing address		
25. Street number	Text entry	--
26. Street name	Text entry	--
27. Unit number, if applicable	Text entry	--
28. Town/City	Text entry	--
29. Province (e.g. ON)	Text entry	--
30. Postal code (e.g., A1A 1A1)	Text entry	--
31. Please provide the website of your police service board (if available).	Text entry	https://www.woodstockpolice.ca/en/about-us/police-service-board.aspx
Police service board members and board staff (7)		
1. Please specify the police service board type. *	Drop down	Municipal board
<p>Note:</p> <ul style="list-style-type: none"> Board type refers to the boards under the <i>Community Safety and Policing Act, 2019</i>. For example, section 32 defines the roles and duties of First Nation boards, and sections 37-41 define the roles and duties of municipal police service boards. First Nation board: Section 32 defines that a First Nation board may be constituted by the Minister in response to a request from a band council of a First Nation to ensure that adequate and effective policing is provided in a First Nation reserve or any other specified area. First Nation O.P.P. board: Section 77 defines that a First Nation O.P.P. board may be constituted by the Minister in response to a request from a band council of a First Nation to oversee the policing provided by the Commissioner pursuant to an agreement 		

<p>that has already been made or that the band council intends to make with the Minister for the provision of policing and other specified services by the Commissioner in the First Nation reserve or other specified area.</p> <ul style="list-style-type: none"> • Joint board: According to section 32 and 77, 'joint board' refers to: <ul style="list-style-type: none"> a. Two or more First Nation boards apply, with necessary modifications, to be joint First Nation boards. b. Two or more First Nation O.P.P boards apply, with necessary modifications, to be joint First Nation O.P.P boards. • Municipal board: According to sections 22, 23, 24, 25, or 26, 'municipal board' refers to: <ul style="list-style-type: none"> a. A board constituted with the Minister's approval to have policing responsibility for the municipality. b. A board constituted after multiple municipalities that have municipal boards enter into a written agreement to amalgamate their police services and jointly constitute a new municipal board. c. A board constituted after multiple municipalities enter into a written agreement to jointly constitute a municipal board. d. A board constituted after one municipality enters into a written agreement with another municipality to have that municipality's municipal board assume policing responsibility for the municipality. • O.P.P. detachment board: Section 67 defines an O.P.P. detachment board as a board constituted in accordance with the regulations made by the Minister for each detachment of the Ontario Provincial Police that provides policing in a municipality or in a First Nation reserve. 		
<p>2. Please specify the Ontario Association of Police Service Boards (OAPSB) Zone your police service board belongs to.*</p>	<p>Dropdown</p>	<p>Zone 4</p>
<p>3. Please specify the board's size by the number of member positions, as of September 1, 2024. *</p> <p>Note:</p> <ul style="list-style-type: none"> • Please include vacancies in the total. 	<p>Numerical</p>	<p>5</p>

<p>4. Please specify the composition of the police service board by entering the number of board members in the following selections as of September 1, 2024. *</p> <ul style="list-style-type: none"> a. Head of Board 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 b. Board member(s) of the municipal council appointed by resolution of the municipality c. Board member(s) appointed by resolution of the municipality, who is neither a member of the municipal council nor an employee of the municipality d. Board member(s) appointed by the Lieutenant Governor in Council <p><i>This question will be shown if 'Municipal Board' is selected in Question 1.</i></p> <p>Note:</p> <ul style="list-style-type: none"> • Please enter '0' if there is no value to report. • Please enter the actual number (headcount) of personnel. 	<p>Matrix, Numerical</p>	<ul style="list-style-type: none"> a. 1 b. 2 c. 1 d. 2
<p>5. Please specify the number of vacancies on the board as of September 1, 2024. *</p> <ul style="list-style-type: none"> a. Head of Board 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 b. Board member(s) of the municipal council appointed by resolution of the municipality c. Board member(s) appointed by resolution of the municipality, who is neither a member of the municipal council nor an employee of the municipality d. Board member(s) appointed by the Lieutenant Governor in Council <p>Note:</p> <ul style="list-style-type: none"> • Please enter '0' if there is no value to report. • Please enter the actual number (headcount) of personnel. 	<p>Numerical, matrix</p>	<p>0</p>

<p>6. Please indicate if the board employed and/or contracted any staff member(s), as of September 1, 2024. *</p> <p>Note:</p> <ul style="list-style-type: none"> Board staff refers to paid employees who support the Board and its members in fulfilling their legislated mandate and governance responsibilities. Examples include roles such as the Board Executive Assistant and Board Administrator. 	<p>Multiple Choice</p>	<p>Yes</p>
<p>7. Please specify the number of individuals (i.e., headcount) employed or contracted by the underlined entities who support the board, as of September 1, 2024. *</p> <ul style="list-style-type: none"> Permanent full-time employee Permanent part-time employee Non-permanent, paid <p>Note:</p> <ul style="list-style-type: none"> Please enter '0' if there is no value to report. Please enter the actual number (headcount) of personnel. 	<p>Numerical, Matrix</p>	<p>1 - non-permanent, paid</p>
<p>Board Information and Operations (10)</p>		
<p>1. Please indicate whether the board has established a policy/rule/procedure/process/plan regarding the following matters as of September 1, 2024. *</p> <p>Note:</p> <ul style="list-style-type: none"> Please see the complete list of policies/rules/procedures/processes/plans included in this question in Appendix A. <p>Examples:</p> <ul style="list-style-type: none"> Preparing and adopting a strategic plan for the provision of policing that addresses the matters below: <ul style="list-style-type: none"> How the police service board will ensure the provision of adequate and effective policing in accordance with the needs of the population of the area. [CSPA – S. 39(1)(1)] The objectives, priorities and core functions of the police service. [CSPA – S. 39(1)(2)] <p>Note:</p>	<p>Multiple Choice</p>	<ul style="list-style-type: none"> Yes No – In progress No – Other (please specify in the comment box) <p>SEE APPENDIX A BELOW</p>

<ul style="list-style-type: none"> • A comment box will be available in Qualtrics to accommodate additional entries or comments. • If you have multiple entries in the comment box, please use a comma to separate them. 		
<p>2. Please indicate the date when the policy/rule/procedure/process/plan was approved by the board. *</p> <p><i>This question will be shown if 'Yes' is selected in Question 1.</i></p> <p>Note:</p> <ul style="list-style-type: none"> • Please enter the date format as YYYY-MM-DD. 	Date	<p>--</p> <p>SEE APPENDIX A BELOW</p>
<p>3. Please indicate the frequency at which your board reviews and updates the policy/rule/procedure/process/plan (select all that apply). *</p> <p><i>This question will be shown if 'Yes' is selected in Question 1.</i></p> <p>Note:</p> <ul style="list-style-type: none"> • A comment box will be available in Qualtrics to accommodate additional entries or comments. • If you have multiple entries in the comment box, please use a comma to separate them. 	Multiple Choice	<p>Annually & When the related policy/regulation changes in the Act</p>
<p>4. Please indicate whether the board conducted a review of the chief of police's performance within the last twelve-month period preceding September 1, 2024. *</p> <p>[Citation: CSPA - S. 37(1)(g)]</p>	Multiple Choice	<p>Yes (Oct. 31, 2023)</p>
<p>5. Please indicate whether your board has made the following board information publicly available as of September 1, 2024: *</p> <ul style="list-style-type: none"> • Board budget • Board roles and responsibilities • Board member names • Board member positions • Board staff names • Board staff positions • How to join the board • Instructions for a member of the public to make complaints to the IoP about the adequacy and effectiveness of policing 	Matrix	<p>Board budget – Yes (in agendas) Board roles and responsibilities – Yes (website) Board member names – Yes (website) Board member positions – Yes (website) Board staff names – Yes (website) Board staff positions – Yes (website) How to join the Board – Yes (still need to activate page) Instructions for a member of the public to make complaints to the IoP about the adequacy and effectiveness of policing – Yes (website)</p>

<ul style="list-style-type: none"> Instructions for a member of the public to make complaints to the Law Enforcement Complaints Agency (LECA) about the misconduct of police officer(s) and/or any law enforcement officer(s) under its jurisdiction <p>Note:</p> <ul style="list-style-type: none"> Publicly available refers to information that is accessible to the general public. For example, this includes the information published on your board’s website or links/ instructions on your website that help the users locate the information. 		<p>Instructions for a member of the public to make complaints to LECA about the misconduct of police officer(s) and/or any law enforcement officer(s) under its jurisdiction – Yes (website)</p>
<p>6. Please indicate whether your board has made the following reports and materials publicly available as of September 1, 2024:</p> <ul style="list-style-type: none"> Annual reports Board meeting agenda Board meeting records (e.g., minutes) Board meeting schedules Board policies and by-laws Media releases Strategic plans Additional reports or materials (please specify in the comment box) <p>Note:</p> <ul style="list-style-type: none"> Please include “strategic/business plans” if they were published in place of “strategic plans”. For additional reports or materials that do not fall into the categories listed above, please provide a complete list of materials accessible to the public. A comment box will be available in Qualtrics to accommodate additional entries or comments. If you have multiple entries in the comment box, please use a comma to separate them. 	<p>Matrix</p>	<p>Annual reports – Yes Board meeting agenda – Yes Board meeting records (e.g., minutes) – Yes Board meeting schedules – Yes Board policies and by-laws – Yes (still need to activate page) Media releases – Yes? (through the Service on social media) Strategic plans – Yes Additional reports or materials – No (I created a page for reports (Use of Force Reports, Collection of Identifying Information in Certain Circumstances Reports, and Missing Persons Act Reports – but have not activated it, if we want to go ahead with this page, the answer will be changed to “Yes”)</p>
<p>7. Please indicate the specific years in which your board has made the following reports and materials publicly available as of September 1, 2024 (select all that apply):</p> <ul style="list-style-type: none"> Annual reports Strategic plans <p><i>The options will be populated if ‘Yes’ is selected in Question 6.</i></p>		<p>Annual Reports – 2020, 2021, 2022, 2023</p> <p>Strategic Plans – 2023-2026</p>

<p>Note:</p> <ul style="list-style-type: none"> Please select all applicable years if your published strategic plan covers several years. Please include “strategic-business plans” if they were published in place of “strategic plans”. 		
<p>8. Please specify the method(s) to contact your board or board member(s) that is publicly available as of September 1, 2024:*</p> <ul style="list-style-type: none"> Note: A comment box will be available in Qualtrics to accommodate additional entries or comments. If you have multiple entries in the comment box, please use a comma to separate them. 	Multiple Choice	<ul style="list-style-type: none"> Email Mailing address Online request form Phone number Other: (Please specify in the comment box)
<p>9. Please indicate whether every member in your board took an oath or affirmation of office in the form prescribed by the Minister at the time of his or her appointment as a member of the board, as of September 1, 2024. *</p> <p>[Citation: CSPA – S. 35(1)]</p>	Multiple Choice	Yes
<p>10. Please indicate any optional training topic(s) that your board members would like to receive that will help the board members fulfill their legislative responsibilities.</p> <p>Note:</p> <ul style="list-style-type: none"> Please consider all training course(s) and (or) program(s) delivered by, but not limited to Ontario Association of Police Service Boards (OAPSB), Canadian Association of Police Governance (CAPG), the Ontario Association of Chiefs of Police (OACP), the Police Association of Ontario (PAO), etc. Examples of optional training topics can be: CSPA interpretation; Police Governance, etc. Please exclude any training that does NOT directly support board members in fulfilling their legislative responsibilities. For example: in-house cyber security training etc. If you have multiple entries in the comment box, please use a comma to separate them. 	Text	Contract negotiations training
<p>Board Budget and Cost (18)</p> <ul style="list-style-type: none"> Operating budget includes salary and benefit expenditure and non-salary operational expenditure such as vehicle and building operating and maintenance, training, information technology operations, contracts for professional services, etc. Report dollar amounts rounded to the nearest dollar. 		

Please indicate the proposed and approved budget for the previous year. Round to the nearest collar (CAD).		
<p>1. Please specify the period applicable to the police service board's operating budget for the previous year. *</p> <p>Note:</p> <ul style="list-style-type: none"> The operating budget of the board refers to any expenditure that will ensure the board discharges its statutory police governance and oversight responsibilities. Operating budget includes expenditure on salaries, legal spending, administrative expenses, etc. A comment box will be available in Qualtrics to accommodate additional entries or comments. 	Multiple choice	<ul style="list-style-type: none"> Calendar Year (Jan. 1, 2023, to Dec. 31, 2023) Fiscal Year (Apr. 1, 2023, to Mar. 31, 2024) Other fiscal year (Please specify in the comment box)
<p>2. Please report the board's proposed operating budget request for the previous year. *</p> <p>Note:</p> <ul style="list-style-type: none"> The proposed operating budget refers to the amount your board proposed to the council for approval. 	Numerical	<p>NET: \$19,430,910 (got this from 2023 Annual Report)</p> <p>12/3/24 – IoP responded and said NET budget (taking into account revenues)</p>
<p>3. Please indicate whether the board can report the proposed budget for staff complement including salary and benefits the previous year. *</p>	Multiple Choice	<ul style="list-style-type: none"> Yes No <p>12/3/24 – IoP responded and said “staff complement refers to the staff who support the Board’s operations, excluding board members. They can be hired directly by the Board, or shared with the service”</p>
<p>4. Please report the board's proposed budget request for staff complement including salary and benefits for the previous year.</p> <p><i>This question will be shown if 'Yes' is selected in Question 3.</i></p>	Numerical	-- N/A
<p>5. Please report the board's approved operating budget request for the previous year. *</p> <p>Note:</p> <ul style="list-style-type: none"> The approved operating budget refers to the amount approved by the council. 	Numerical	-- Is this the same as the proposed budget (question 2 above)?
<p>6. Please indicate whether the board can report the approved budget of the staff complement including salary and benefits the previous year. *</p>	Multiple Choice	<ul style="list-style-type: none"> Yes No

<p>7. Please report the board's approved budget request for staff complement, including salary and benefits for the previous year.</p> <p><i>This question will be shown if 'Yes' is selected in Question 6.</i></p>	Numerical	-- N/A
<p>8. Please report the board's actual operating cost for the previous year. *</p>	Numerical	NET: \$18,790,553 (got this from 2023 Annual Report)
<p>Please indicate the proposed and approved budget for the current year. Round to the nearest dollar (CAD).</p>		
<p>9. Please specify the period applicable to the police service board's operating budget for the current year. *</p> <p>Note:</p> <ul style="list-style-type: none"> A comment box will be available in Qualtrics to accommodate additional entries or comments. 	Multiple choice	<ul style="list-style-type: none"> Calendar Year (Jan. 1, 2024, to Dec. 31, 2024) ? Fiscal Year (Apr. 1, 2024, to Mar. 31, 2025) Other fiscal year (Please specify in the comment box)
<p>10. Please report the board's proposed operating budget request for the current year. *</p>	Numerical	NET: \$20,914,720 (Got this from Budget Presentation)
<p>11. Please indicate whether the board can report the proposed budget of the staff complement including salary and benefits the current year. *</p>	Multiple choice	<ul style="list-style-type: none"> Yes No <p>(Is there a difference between "proposed" and "approved" staff compliment??)</p>
<p>12. Please report the board's proposed budget request for staff complement including salary and benefits for the current year. *</p> <p><i>This question will be populated if the board selects 'Yes' in Question 11.</i></p>	Numerical	-- \$31,092.66
<p>13. Please indicate if your police service board has approved the budget estimate for the current year. *</p>	Multiple choice	Yes – Board approved budget estimate for current year in December 2023 (see December minutes)
<p>14. Please indicate if any budget information for the current year is available to the public. *</p> <p><i>This question will be populated if the board selects 'Yes' in Question 13.</i></p>	Multiple choice	Yes – Budget information is on City Hall Agenda package for March 7, 2024
<p>15. Please indicate how the budget information for the current year is made available to the public (select all that apply).</p> <p><i>This question will be populated if the board selects 'Yes' in Question 14.</i></p> <p>Note:</p> <ul style="list-style-type: none"> A comment box will be available in Qualtrics to accommodate additional entries or comments. 	Multiple choice	<ul style="list-style-type: none"> City/ Regional council meeting Police service board meeting Online (including meeting memos, agendas, reports) Annual reports Other (please specify in the comment box)

<ul style="list-style-type: none"> If you have multiple entries in the comment box, please use a comma to separate them. 		
<p>16. Please report the approved board’s operating budget estimate for the current year. *</p> <p><i>This question will be populated if the board selects ‘Yes’ in Question 13.</i></p>	Numerical	-- Is this the same as the proposed budget (question 10 above)?
<p>17. Please indicate whether the board can report the approved budget of the staff complement including salary and benefits the current year. *</p> <p><i>This question will be populated if the board selects ‘Yes’ in Question 13.</i></p>	Multiple choice	<ul style="list-style-type: none"> Yes No <p>(Is there a difference between “proposed” and “approved” staff compliment??)</p>
<p>18. Please report the board’s approved budget request for staff complement, including salary and benefits for the current year. *</p> <p><i>This question will be populated if the board selects ‘Yes’ in Question 17.</i></p>	Numerical	-- \$31,092.66

Equity, diversity, and inclusion (1)

<p>1. Please indicate the social-demographic personnel information that has been collected about board members and staff(s) (including information provided anonymously), as of September 1, 2024 (select all that apply). *</p> <p>Note:</p> <ul style="list-style-type: none"> A comment box will be available in Qualtrics to accommodate additional entries or comments. If you have multiple entries in the comment box, please use a comma to separate them. 	Multiple Choice	<ul style="list-style-type: none"> Gender Race Ethnic or cultural origin Indigenous Identity (First Nations, Inuit, and Metis) Sexual orientation Place of origin Religion None of the above Other (please specify in the comment box)
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User feedback (4)

1. Length of time (in hours) to gather the necessary information and complete this form. *	Numerical	-- TBD
2. Number of your police service board member(s) and/or staff involved to gather the necessary information and complete this form. *	Numerical	-- TBD

<p>3. Extent users agree with the following statements *</p> <p>a) Easy to gather the requested data</p> <p>b) Inquiries for this form were addressed in a timely manner</p> <p>c) Did not experience a significant interruption in my work to complete this Form</p> <p>d) This Form was easy to understand</p> <p>e) Able to complete this Form in a reasonable amount of time</p>	Multiple choice	<ul style="list-style-type: none"> • Strongly disagree • Disagree • Neither agree nor disagree • Somewhat agree • Strongly agree <p>a) Disagree</p> <p>b) Somewhat Agree</p> <p>c) Disagree</p> <p>d) Disagree</p> <p>e) Disagree</p>
4. Feedback or suggestions	Text entry	--

Appendix A: List of policies/rules/procedures/processes/plans under the CSPA and its regulations

Administration and Governance (13 Requirements)			
No.	Requirement	Citations	Our Response
1	The administration of the police service.	CSPA – S. 38(1)(a)	Yes (hard to establish a date because it's broken down into several policies – I could add this comment to the "comment box")
2	The provision of adequate and effective policing in accordance with the needs of the population of the area for which it has policing responsibility.	CSPA – S. 38(1)(b)	Yes (December 4, 2024)
3	The disclosure by the chief of police of personal information about individuals.	CSPA – S. 38(1)(c)	Yes (October 8, 2024)
4	The disclosure of secondary activities of a member of a police service under section 89 and decisions under that section.	CSPA – S. 38(1)(d)	Yes (October 28, 2024)
5	The handling of discipline within the police service.	CSPA – S. 38(1)(e)	Yes (October 8, 2024)
6	The indemnification of members of the police service for legal costs, subject to subsection (4) in the legislation.	CSPA – S. 38(1)(f)	Yes, in collective agreements (not sure what date to use for this – Date SOA Contract was signed in 2020?)
7	Preparing and adopting a strategic plan for the provision of policing that addresses the matters below: (1) How the police service board will ensure the provision of adequate and effective policing in accordance with the needs of the population of the area.	CSPA – S. 39(1)(1)	Yes (October 28, 2024)
8	Filing an annual report with its municipality or band council regarding the implementation of the board's strategic plan and the achievement of the performance objectives identified in the strategic plan, on or before June 30 in each year.	CSPA – S. 41(1)(a)	No – In progress? – Our annual reports normally don't touch on the achievement of the performance objectives of the strategic plan (I am adding it to our 2024

			Annual Report so moving forward it'll be there)
9	Filing an annual report with its municipality or band council regarding the affairs of the police service, on or before June 30 in each year.	CSPA – S. 41(1)(b)	Yes (September 9, 2024)
10	Filing an annual report with its municipality or band council regarding the provision of policing as it relates to any community safety and well-being plans adopted by the municipalities or First Nations that are in the board's area of policing responsibility, on or before June 30 in each year.	CSPA – S. 41(1)(c)	Yes (September 9, 2024)
11	Performing the board's duties under the Act and the regulations.	CSPA – S. 46(1)	Yes, in our Proceedings By-Law (September 9, 2024)
12	The disclosure of misconduct that is alleged to have been engaged in by the chief of police or deputy chief of police of the police service.	CSPA – S. 183(2)	Yes (October 8, 2024)
13	Providing notice to the Complaints Director if a police service board becomes aware that a chief of police or deputy chief of police of a police service maintained by the board may have engaged in conduct that constitutes misconduct, whether during the conduct of an investigation or otherwise, the board shall, in prescribed circumstances.	CSPA – S. 197(2)	Yes (October 8, 2024)
Community Engagement and Diversity (6 Requirements)			
1	Preparing and adopting a diversity plan to ensure that the members of the police service reflect the diversity of the area for which the board has policing responsibility.	CSPA – S. 37(1)(e)	Yes, in our Equity and Inclusion Policy (October 28, 2024)
2	The quantitative and qualitative performance objectives and indicators of outcomes relating to interactions with youths.	CSPA – S. 39(1)(4)(i)	No – Other – We mention something about this in our Strategic Planning Framework Policy but we don't actually have a process/procedure for this
3	The quantitative and qualitative performance objectives and indicators of outcomes relating to interactions with members of racialized groups.	CSPA – S. 39(1)(4)(ii)	No – Other – We mention something about this in our Strategic Planning Framework Policy but we don't actually have a process/procedure for this
4	The quantitative and qualitative performance objectives and indicators of outcomes relating to interactions with members of First Nation, Inuit and Métis communities.	CSPA – S. 39(1)(4)(iii)	No – Other – We mention something about this in our Strategic Planning Framework Policy but we don't actually have a process/procedure for this
5	The quantitative and qualitative performance objectives and indicators of outcomes relating to interactions with persons who appear to have a mental illness or a neurodevelopmental disability.	CSPA – S. 39(1)(5)	No – Other – We mention something about this in our Strategic Planning Framework Policy but we don't actually have a process/procedure for this

6	Crime prevention initiatives.	O. Reg. 392/23 – S.24(1)	Yes (December 4, 2024)
Operational Procedures (57 Requirements)			
1	Community patrol that addresses when and where directed patrol is considered necessary or appropriate, based on the policing needs of the community.	O. Reg. 392/23 – S.6(1)(1)	Yes (December 4, 2024)
2	Traffic direction and enforcement, including traffic patrol.	O. Reg. 392/23 – S.6(1)(2)	Yes (December 4, 2024)
3	When more than one police officer must respond to an occurrence or call for service.	O. Reg. 392/23 – S.6(1)(3)	Yes (December 4, 2024)
4	Internal task forces.	O. Reg. 392/23 – S.6(1)(4)(i)	Yes (December 4, 2024)
5	Joint forces operations.	O. Reg. 392/23 – S.6(1)(4)(ii)	Yes (December 4, 2024)
6	Undercover operations.	O. Reg. 392/23 – S.6(1)(4)(iii)	Yes (December 4, 2024)
7	Criminal intelligence.	O. Reg. 392/23 – S.6(1)(4)(iv)	Yes (December 4, 2024)
8	Crime, call for service and public disorder analyses.	O. Reg. 392/23 – S.6(1)(4)(v)	Yes (December 4, 2024)
9	Informants and agents.	O. Reg. 392/23 – S.6(1)(4)(vi)	Yes (December 4, 2024)
10	Witness protection and security.	O. Reg. 392/23 – S.6(1)(4)(vii)	Yes (December 4, 2024)
11	Police response to persons who are in crisis, regardless of whether those persons appear to have a mental illness or a neurodevelopmental disability.	O. Reg. 392/23 – S.6(1)(4)(viii)	Yes (December 4, 2024)
12	Search of the person.	O. Reg. 392/23 – S.6(1)(4)(ix)	Yes (December 4, 2024)
13	Search of premises.	O. Reg. 392/23 – S.6(1)(4)(x)	Yes (December 4, 2024)
14	Arrest.	O. Reg. 392/23 – S.6(1)(4)(xi)	Yes (December 4, 2024)
15	Bail and violent crime.	O. Reg. 392/23 – S.6(1)(4)(xii)	No – In progress
16	Detainee care and control.	O. Reg. 392/23 – S.6(1)(4)(xiii)	Yes (December 4, 2024)
17	Detainee transportation.	O. Reg. 392/23 – S.6(1)(4)(xiv)	Yes (December 4, 2024)

18	Property and evidence control.	O. Reg. 392/23 – S.6(1)(4)(xv)	Yes (December 4, 2024)
19	The functions, responsibilities and reporting relationships of a public order unit and its members, including in relation to the role of a public order commander and, if any, to a police liaison team.	O. Reg. 392/23 – S.8(1)	No – In progress
20	The deployment of a public order unit for planned and unplanned public order incidents, setting out the circumstances for deployment.	O. Reg. 392/23 – S.8(2)(i)	No – In progress
21	The deployment of a public order unit for planned and unplanned public order incidents, specifying the process for authorizing deployment.	O. Reg. 392/23 – S.8(2)(ii)	No – Other? Operational
22	The deployment of a public order unit for planned and unplanned public order incidents, identifying operational responsibility for authorizing deployment.	O. Reg. 392/23 – S.8(2)(iii)	No – Other?
23	The debrief of a public order incident within the police service following the deployment of a public order unit, that includes the preparation of a summary of information regarding the incident, including the nature of the incident, the date, time and location of the incident, the environment in which the incident occurred and the details on the response to the incident by the public order unit.	O. Reg. 392/23 – S.8(3)(i)	No – In progress
24	The debrief of a public order incident within the police service following the deployment of a public order unit, that includes an analysis of the outcome of the incident, including what worked well and recommendations for improvements, as well as matters to be addressed through changes to procedures or training.	O. Reg. 392/23 – S.8(3)(ii)	No – Other?
25	Police action in respect of labour disputes.	O. Reg. 392/23 – S.8(4)	Yes (December 4, 2024)
26	Police action in respect of protests, demonstrations and occupations.	O. Reg. 392/23 – S.8(5)	Yes (December 4, 2024)
27	The provision of the functions of a tactical unit, a hostage rescue team, an incident commander, a crisis negotiator, and explosive disposal, setting out the circumstances in which the members of a police service providing the functions will be deployed.	O. Reg. 392/23 – S.10(1)(i)	No – In progress
28	In relation to the functions of tactical units and hostage rescue teams, authorizing the tactical supervisor or incident commanders to determine how many tactical officers are required to be deployed to an incident.	O. Reg. 392/23 – S.10(1)(ii)	No – Other? Our policy doesn't speak to the authorization of tactical supervisors or incident commanders (Major Incident Command Policy doesn't either)
29	In relation to the deployment of incident commanders and crisis negotiators, specifying the process for authorizing deployment.	O. Reg. 392/23 – S.10(1)(iii)(A)	No – Other? Our policy doesn't speak to the process for authorizing deployment
30	In relation to the deployment of incident commanders and crisis negotiators, identifying operational responsibility for authorizing deployment.	O. Reg. 392/23 – S.10(1)(iii)(B)	No – Other? Our policy doesn't speak to identifying operational responsibility for authorizing deployment

31	In relation to the deployment of incident commanders and crisis negotiators, ensuring an incident commander assigned to manage an incident has the training prescribed by the Minister that is appropriate to the incident.	O. Reg. 392/23 – S.10(1)(iii)(c)	No – In progress (training mentioned in our Major Incident Command Policy and Crisis Negotiation Policy – If these policies are approved on Jan 13, this answer can be changed to Yes)
32	If the police service has a containment team, procedures for that team, including setting out the circumstances in which the team will be deployed.	O. Reg. 392/23 – S.10(2)	No – In progress
33	Preliminary perimeter control and containment, setting out the circumstances in which preliminary perimeter control and containment will be established.	O. Reg. 392/23 – S.10(3)(i)	No – In progress
34	Preliminary perimeter control and containment, identifying who has operational responsibility for the establishment of preliminary perimeter control and containment.	O. Reg. 392/23 – S.10(3)(ii)	No – In progress
35	Preliminary perimeter control and containment, setting out the duties of police officers in respect of establishing preliminary perimeter control and containment until the arrival of a tactical unit or containment team.	O. Reg. 392/23 – S.10(3)(iii)	No – In progress
36	Procedures relating to extreme incidents that are consistent with the Extreme Incident Response Plan.	O. Reg. 392/23 – S.10(4)	Yes (October 28, 2024)
37	If the police service has a mobile mental health and addictions crisis team, procedures respecting its functions and the provision of those functions.	O. Reg. 392/23 – S.10(5)	Yes (December 4, 2024) – In our Police Response to Persons in Crisis Policy
38	Explosive forced entry and explosive disposal, respecting the initial response to occurrences involving found or suspected explosives.	O. Reg. 392/23 – S.10(6)(i)	No – Other? Our policy doesn't speak to initial response to occurrences involving found or suspected explosives
39	Explosive forced entry and explosive disposal respecting the deployment of police forced entry explosives and explosive disposal services, setting out the circumstances for deployment.	O. Reg. 392/23 – S.10(6)(ii)(A)	No – In progress
40	Explosive forced entry and explosive disposal respecting the deployment of police forced entry explosives and explosive disposal services, specifying the process for authorizing deployment.	O. Reg. 392/23 – S.10(6)(ii)(B)	No – Other? Our policy doesn't speak to specifying the process for authorizing deployment
41	Explosive forced entry and explosive disposal respecting the deployment of police forced entry explosives and explosive disposal services, identifying operational responsibility for authorizing deployment.	O. Reg. 392/23 – S.10(6)(ii)(c)	No – Other? Our policy doesn't speak to identifying operational responsibility for authorizing deployment
42	Responses to a chemical, biological, radiological, nuclear or explosive incident.	O. Reg. 392/23 – S.10(7)	No – In progress (waiting for policy to be approved on Jan. 13)
43	Emergency ground search, rescue and recovery, respecting the coordination of searches and management of searchers by a search manager, including the deployment of members of the police service as searchers.	O. Reg. 392/23 – S.10(8)(i)	No – In progress (waiting for policy to be approved on Jan. 13)

44	Emergency ground search, rescue and recovery, setting out requirements for the tracking and documentation of emergency ground searches by a search manager.	O. Reg. 392/23 – S.10(8)(ii)	No – Other? Our policy doesn't mention the tracking and management of searchers by a search manager including the deployment of members of the police service as searchers
45	Emergency waterways search, rescue and recovery, including underwater search and recovery, respecting the functions, responsibilities and reporting relationships of members of a police service who are responsible for or undertake waterways search, rescue and recovery and of persons who are assisting those members while acting under their direction.	O. Reg. 392/23 – S.10(9)(i)	No – Other? Our policy mentions "reporting" but not "responsibilities"
46	Emergency waterways search, rescue and recovery, including underwater search and recovery, respecting the deployment of members of the police service for waterways search, rescue and recovery, setting out the circumstances for deployment.	O. Reg. 392/23 – S.10(9)(ii)(A)	No – In progress (waiting for policy to be approved on Jan. 13)
47	Emergency waterways search, rescue and recovery, including underwater search and recovery, respecting the deployment of members of the police service for waterways search, rescue and recovery, specifying the process for authorizing deployment.	O. Reg. 392/23 – S.10(9)(ii)(B)	No – other? Our policy doesn't speak to specifying the process for authorizing deployment
48	Emergency waterways search, rescue and recovery, including underwater search and recovery, respecting the deployment of members of the police service for waterways search, rescue and recovery, identifying operational responsibility for authorizing deployment.	O. Reg. 392/23 – S.10(9)(ii)(c)	No – other? Our policy doesn't speak to identifying operational responsibility for authorizing deployment
49	The functions, responsibilities and reporting relationships of canine units and canine teams.	O. Reg. 392/23 – S.10(10)(i)	No – other? Our policy doesn't speak to the functions, responsibilities and reporting relationships of canine and canine teams
50	The deployment of canine units and canine teams, setting out the circumstances for deployment.	O. Reg. 392/23 – S.10(10)(ii)(A)	No – in progress (waiting for policy to be approved on Jan. 13)
51	The deployment of canine units and canine teams, specifying the process for authorizing deployment.	O. Reg. 392/23 – S.10(10)(ii)(B)	No – other? Our policy doesn't speak to the deployment of canine units or the process for authorizing deployment
52	The deployment of canine units and canine teams, identifying operational responsibility for authorizing deployment.	O. Reg. 392/23 – S.10(10)(ii)(c)	No – other? Our policy doesn't speak to the operational responsibility for authorizing deployment
53	Communications and dispatch services.	O. Reg. 392/23 – S.15(3)	Yes (December 4, 2024)
54	Supervision, including setting out circumstances in which a supervisor must be contacted and when a supervisor must be present at an incident.	O. Reg. 392/23 – S.17(2)	Yes (December 4, 2024)
55	The conduct of investigations.	O. Reg. 395/23 – S.24	Yes (October 28, 2024)

56	Vehicle pursuits policies that are consistent with O. Reg. 397/23.	O. Reg. 397/23 – S.3	Yes (October 28, 2024)
57	The complaints to be made to the chief of police of the police service maintained by the board about the conduct of special constables who are members of the police service maintained by the board.	O. Reg. 411/23 – C.4(1)(a)	Yes (October 8, 2024)
Victim Assistance (3 Requirements)			
1	Providing assistance to victims that reflect the principles of the Victims' Bill of Rights, 1995 and the Canadian Victims Bill of Rights.	O. Reg. 392/23 – S.14(a)	Yes (December 4, 2024) Mentioned in our Adequate and Effective Policing Policy
2	Providing assistance to victims that set out the responsibilities of members of the police service in providing assistance to victims.	O. Reg. 392/23 – S.14(b)	Yes (December 4, 2024)
3	The quantitative and qualitative performance objectives and indicators of outcomes relating to police assistance to victims of crime and re-victimization rates.	CSPA – S. 39(1)(3)(vii)	No – other? Our policy doesn't mention quantitative and qualitative performance objectives and indicators
Performance and Reporting (16 Requirements)			
1	The objectives, priorities and core functions of the police service.	CSPA – S. 39(1)(2)	No – other? We don't have a policy that speaks to this
2	The quantitative and qualitative performance objectives and indicators of outcomes relating to the provision of community-based crime prevention initiatives, community patrol and criminal investigation services.	CSPA – S. 39(1)(3)(i)	No – other? This is mentioned in the Strategic Planning Framework but we don't elaborate on it
3	The quantitative and qualitative performance objectives and indicators of outcomes relating to community satisfaction with the policing provided.	CSPA – S. 39(1)(3)(ii)	No – other? This is mentioned in the Strategic Planning Framework but we don't elaborate on it
4	The quantitative and qualitative performance objectives and indicators of outcomes relating to emergency calls for service.	CSPA – S. 39(1)(3)(iii)	No – other? This is mentioned in the Strategic Planning Framework but we don't elaborate on it
5	The quantitative and qualitative performance objectives and indicators of outcomes relating to violent crime and clearance rates for violent crime.	CSPA – S. 39(1)(3)(iv)	No – other? This is mentioned in the Strategic Planning Framework but we don't elaborate on it
6	The quantitative and qualitative performance objectives and indicators of outcomes relating to property crime and clearance rates for property crime.	CSPA – S. 39(1)(3)(v)	No – other? This is mentioned in the Strategic Planning Framework but we don't elaborate on it
7	The quantitative and qualitative performance objectives and indicators of outcomes relating to youth crime and clearance rates for youth crime.	CSPA – S. 39(1)(3)(vi)	No – other? This is mentioned in the Strategic Planning Framework but we don't elaborate on it
8	The quantitative and qualitative performance objectives and indicators of outcomes relating to interactions with youths, racialized groups, and First Nation, Inuit, and Métis communities.	CSPA – S. 39(1)(3)(viii)	No – other? This is mentioned in the Strategic Planning Framework but we don't elaborate on it

9	The quantitative and qualitative performance objectives and indicators of outcomes relating to road safety.	CSPA – S. 39(1)(3)(ix)	No – other? This is mentioned in the Strategic Planning Framework but we don't elaborate on it
10	Reporting on identifiable information collection and retention, including the number of times identifiable information was collected.	O. Reg. 400/23 – C.13(1)(1)	Yes (October 8, 2024) Our Collection of Identifying Information Policy mentions “the number of individuals from whom identifying information was collected” – is this the same thing?
11	Reporting on identifiable information collection and retention, including the number of times identifiable information was retained.	O. Reg. 400/23 – C.13(1)(2)	No – other? Our Collection of Identifying Information Policy mentions “the Chief shall ensure that all identifying information collected be retained, accessed, and disclosed in accordance with O. Reg. 400/23” but doesn't mention “number of times”
12	Reporting on identifiable information collection and retention, including the number of times identifiable information was accessed.	O. Reg. 400/23 – C.13(1)(3)	No – other? Our Collection of Identifying Information Policy mentions “the Chief shall ensure that all identifying information collected be retained, accessed, and disclosed in accordance with O. Reg. 400/23” but doesn't mention “number of times”
13	Reporting on identifiable information collection and retention, including the number of times identifiable information was disclosed.	O. Reg. 400/23 – C.13(1)(4)	No – other? Our Collection of Identifying Information Policy mentions “the Chief shall ensure that all identifying information collected be retained, accessed, and disclosed in accordance with O. Reg. 400/23” but doesn't mention “number of times”
14	Reporting on identifiable information collection and retention, including the number of times identifiable information was corrected or updated.	O. Reg. 400/23 – C.13(1)(5)	No – other? Our Collection of Identifying Information Policy doesn't mention number of times identifiable information was corrected or updated
15	Avoidance of conflicts in policing functions.	O. Reg. 401/23 – S.12(1)	Yes (October 8, 2024)
16	Publication of crime analysis and trends.	O. Reg. 397/23 – S.3	Yes (December 4, 2024)
Conflict and Complaints Management (2 Requirements)			
1	Complaints about special constables and publishing notice on how to make complaints.	O. Reg. 411/23 – C.4(1)(a)	Yes (October 8, 2024 Board meeting the Board approved Special Constable Complaint Form)

2	Publishing notice on the Internet informing people how to make a complaint described in O. Reg. 411/23– C.4(1)(a).	O. Reg. 411/23 – C.4(1)(b)	Yes (October 8, 2024 Board meeting the Board approved Special Constable Complaint Form)
Emergency Response (2 Requirements)			
1	Vehicle pursuits policies.	O. Reg. 397/23 – S.3	Yes (October 28, 2024)
2	Extreme Incident Response Plan obligations.	O. Reg. 392/23 – S.12(1)	Yes (October 28, 2024)
Technology and Resource Management (3 Requirements)			
1	Policies on information technology.	CSPA – S. 39(1)(6)	No – other? Our Strategic Planning Framework Policy mentions “information technology” but doesn’t elaborate on it
2	Policies on resource planning.	CSPA – S. 39(1)(7)	No – other? Our Strategic Planning Framework Policy mentions “resource planning” but doesn’t elaborate on it
3	Policies on police facilities.	CSPA – S. 39(1)(8)	Yes (October 28, 2024)

Policing Insight Statement – IoP Initiative

PART A: GENERAL QUESTIONS

- 1. What are the most impactful initiatives the board has implemented within the last two years? How have these initiatives impacted the board's governance? (Limit the response to two initiatives with a maximum of 500 words. Include what prompted the initiative and the benefit(s) realized or anticipated. Please provide concrete details, numbers and other data, where possible.)**

In late April 2024, the Board increased our Executive Assistant's hours from part-time to full-time. This change has significantly enhanced the Board's capacity to update policies and by-laws in alignment with the Community Safety and Policing Act. As a result, the Board has been able to maintain timely compliance with legislative changes, streamline administrative processes, and better support the Board's strategic priorities. In October 2024, the Board introduced a "Board Self-Evaluation" process to assess its governance practices. The purpose of this initiative was to identify strengths and areas for improvement, ensure compliance with legislative responsibilities, plan for effective training and general practices, and to demonstrate accountability. Together, these initiatives have reinforced the Board's ability to adapt to legislative changes, foster continuous improvement, and maintain public trust in its governance.

- 2. Internal issues and challenges: (maximum of 500 words)**

- a) What are the most challenging internal issues the board is currently experiencing?**

One of the most challenging internal issues currently facing the Board is ensuring that all policies and by-laws are fully updated to comply with the requirements of the Community Safety and Policing Act. This process requires a thorough review and amendment of existing policies to meet legislative standards, which is a time-intensive and detail-oriented task. Balancing this significant workload with the Board's other priorities, such as strategic oversight and governance responsibilities, has been a consistent challenge. Another key issue is navigating resource constraints. While the decision to increase the hours of the Executive Assistant to a full-time role has helped address some of the operational demands, the Board continues to face limitations in staff capacity. These constraints impact both day-to-day operations and the allocation of adequate resources and time for essential tasks. As the Board strives to fulfill its mandate effectively, finding sustainable solutions to these challenges remains a critical focus.

- b) How will these internal challenges impact the board's future planning?**

These internal challenges will significantly shape the Board's future planning and operational approach. The ongoing effort to update and maintain compliance with the Community Safety and Policing Act (CSPA) underscores the need for continuous monitoring of legislative changes. This will likely require allocating additional meeting time and resources to policy reviews and updates. While this focus may slow the pace at which other strategic priorities are addressed, it will ultimately enhance the Board's ability to operate with clarity, accountability, and alignment to provincial standards, providing a strong foundation for governance and oversight. Resource constraints will also influence how the Board sets priorities and manages workloads in the future. These challenges will necessitate a more strategic approach, including exploring partnerships,

reallocating responsibilities, or adopting technology solutions to increase efficiency and address capacity gaps. As a result, the Board will need to concentrate its efforts on initiatives that deliver the greatest value while deferring less critical activities. This sharper focus will help ensure that the Board continues to fulfill its mandate effectively despite limited resources.

3. External issues and challenges: (maximum of 500 words)

a) What are the most challenging external issues the board is currently experiencing in the community?

One of the most challenging external issues the Board is currently experiencing is finding effective ways to interact with the community as a distinct entity separate from the Police Service. While the Police Service often engages directly with the public through various programs and events, the Board's opportunities to connect with the community and foster understanding of its governance role are more limited. This can make it difficult to build awareness and strengthen relationships with community members. Additionally, there is a lack of understanding in the community about the Board's roles and responsibilities. Many individuals are unaware that the Board is not involved in day-to-day police operations but instead focuses on governance, policy making, and strategic oversight. This misunderstanding can create unrealistic expectations or confusion about the Board's authority and function. Addressing these challenges will require continued efforts to enhance public education and find innovative ways to engage with the community to improve awareness and trust.

b) How will these external challenges impact the board's future planning?

These external challenges will significantly influence the Board's future planning by requiring a more deliberate focus on community engagement and education. The limited opportunities for the Board to interact with the community as a distinct entity from the Police Service highlight the need to develop targeted strategies for raising awareness about its governance role. Future planning will likely prioritize initiatives to create more visible and meaningful engagement opportunities, such as public information sessions, participation in community events, or leveraging digital platforms to communicate directly with residents. Misunderstandings of the Board's roles and responsibilities further emphasize the importance of public education. Addressing this issue will require the Board to incorporate outreach efforts into its strategic plans, including developing accessible materials that explain its mandate, authority and functions. By tackling these challenges, the Board can strengthen its connection with the community, manage expectations more effectively, and foster greater collaboration and support for its governance initiatives.

PART B: ADEQUATE AND EFFECTIVE POLICING

4. What information and approach does the board use and apply to assess the adequacy and effectiveness of the police service in the following areas (O. Reg. 392/23: ADEQUATE AND EFFECTIVE POLICING (GENERAL))? (maximum of 1,500 words)

a) Crime Prevention

The Board assesses the adequacy and effectiveness of the police service in the area of crime prevention by regularly reviewing crime statistics, trends, and analytics provided by the Police Service. This data allows the Board to evaluate the impact of current crime prevention efforts and identify areas where additional resources or adjustments to strategies may be needed. By analyzing patterns and outcomes, the Board ensures that crime prevention initiatives are responsive to the specific needs of the community. Additionally, the Chief provides the Board with updates on partnerships with community organizations and other police services. These updates highlight collaborative efforts to address pressing issues such as impaired driving, drug trafficking, and other public safety concerns. By combining data-driven evaluations with insights into community partnerships, the Board is able to take a holistic approach to assessing and supporting effective crime prevention strategies, ensuring they align with the needs and priorities of the community.

b) Law Enforcement

The Board assesses the adequacy and effectiveness of the police service in the area of law enforcement by receiving and reviewing comprehensive statistics on key enforcement activities. These metrics include data on impaired driving cases, criminal charges, arrests, Controlled Drugs and Substances Act charges, Youth Criminal Justice Act charges, warrants processed, Highway Traffic Act offences, and provincial offences. By analyzing these indicators, the Board evaluates how effectively the police service is addressing and solving crimes, ensuring alignment with community safety priorities. In addition to internal metrics, the Board reviews the effectiveness of collaborations with external law enforcement agencies, such as the Ontario Provincial Police (OPP) and specialized task forces from other police services. These partnerships are critical in addressing complex and high-priority criminal activities, including organized crime, drug trafficking, and human trafficking. This approach ensures that policing efforts are both effective and responsive to the community's safety needs.

c) Public Peace

The Board assesses the adequacy and effectiveness of the police service in maintaining public peace by evaluating the strength and outcomes of partnerships with community groups, schools, and local leaders. These collaborations are essential for addressing tensions, fostering dialogue, and preventing conflicts before they escalate. By supporting and reviewing these community-driven initiatives, the Board ensures that the police service is proactively contributing to a peaceful and cohesive environment. Additionally, the Board monitors how the police service maintains a visible presence through patrols and officer engagement in the community, with particular attention to high-traffic or high-risk areas. Regular updates from the Chief provide valuable insights into the effectiveness of these efforts, highlighting their impact on public peace and community trust. Through these combined efforts, the Board ensures that policing

strategies not only address immediate concerns but also build long-term trust and collaboration between the police service and the community.

d) Emergency Response

The Board assesses the adequacy and effectiveness of the police service in emergency response by ensuring alignment with legislative standards, policy oversight, and strategic priorities. Compliance with the Community Safety and Policing Act and the Adequate and Effective Policing Regulation is a key focus, as these frameworks outline the minimum requirements for emergency response. The Board also reviews and updates policies governing emergency response to reflect evolving best practices and address the changing needs of the community. This ensures that the police service remains responsive and adaptable to new challenges while maintaining a high standard of performance. In addition, the Board evaluates how emergency response efforts integrate with the police service's broader strategic objectives. By aligning these efforts with overall priorities such as enhancing community safety and optimizing resources, the Board ensures that emergency response initiatives contribute meaningfully to long term goals.

e) Assistance to Victims of Crime

The Board assesses the adequacy and effectiveness of the police service in the area of assistance to victims of crime by evaluating its collaboration with community organizations that provide critical support to victims. These organizations, such as shelters and counseling services, play a vital role in addressing the needs of individuals impacted by crime. Through regular reviews and discussions with the Chief, the Board ensures that partnerships with these organizations are functioning effectively and that the police service facilitates timely referrals, offers appropriate resources, and supports victims in accessing the assistance they need. This collaborative approach helps ensure that victims receive comprehensive care and reinforces the police service's commitment to fostering community trust and resilience.

f) Additional Policing Functions (i.e. Dispatch)

The Board assesses the adequacy and effectiveness of the police service in the area of dispatching by monitoring dispatch services through the review of call data. This data provides insights into the volume and types of calls received, enabling the Board to evaluate the efficiency of call handling and the allocation of resources. By analyzing this information, the Board ensures that dispatch operations support the timely and effective deployment of police services, aligning with the broader goal of maintaining community safety and operational excellence.

PART C: RESPONSE TIMES

5. The IoP is beginning research on response times, and we are looking to incorporate views from police service boards across the province. (maximum of 500 words)

a) What information does the board receive from the police service on response times?

The Board does not currently receive specific information or regular reports from the police service on response times. While response times are a critical operational metric, the Board's oversight role focuses on broader policy and governance matters. This does not preclude the Board from requesting such information in the future should it become relevant for strategic planning or public accountability.

b) In the last 12 months, how many service complaints has the board received from the public regarding response times or calls for service?

In the past 12 months, the Board has not received any public complaints related to response times or calls for service. This absence of complaints suggests that community members are generally satisfied with the service delivery in these areas or that concerns have been resolved directly at the operational level.

c) How are these channels of information being considered when making decisions in relevant areas (e.g. development of the strategic plan, consideration of the operating budget, etc.)

The Board primarily relies on reporting and community input to guide decision-making in areas such as strategic planning and budgeting. Although information about response times has not been directly provided or requested, the Board remains committed to ensuring adequate and effective policing through other means. These include operational updates from the Chief of Police, which provide insights into service demands and challenges, as well as other performance indicators, such as trends in violent and property crimes, the volume and types of calls for service (both emergency and non-emergency), and overall community safety metrics. Should response times emerge as a significant area of focus, whether through community input, operational challenges, or provincial initiatives like the IoP's research, the Board is prepared to adjust its approach accordingly.