



OWEN SOUND POLICE SERVICES BOARD

Expires: Indefinite

Repeals: 2004-02 & 1998-07

Revisions: April 23, 2008

BY-LAW NO. 2008-05

A BY-LAW RESPECTING SERVICE REPORTS TO THE BOARD

WHEREAS the Board passed By-Law 2004-02 on the 24th day of June, 2004; and

WHEREAS the Board deems it necessary to review said by-law 2004-02; and

Preamble:

Whereas the Board may by law make rules for the effective management of the Police Force pursuant to the Police Services Act; and

Whereas the Board requires regular reports from the Services on various issues; and

Whereas the Board deems it expedient that all Service reports to the Board are prepared using the same format, and are delivered to the Board on a timely basis;

THE OWEN SOUND POLICE SERVICES BOARD HEREBY ENACTS THE FOLLOWING:

1. **Definitions:**

- 1.1 “Act” means Police Services Act 1990
- 1.2 “Chief” means the Chief of Police, Owen Sound Police Services
- 1.3 “Member” means member of the Owen Sound Police Services Board
- 1.4 “Service” means the Owen Sound Police Services

2. **Board Reports:**

- 2.1 The Chief shall ensure that all reports to the Board are in the form and content as follows:

2.2 **Reference:**

Briefly state subject matter of the report.

2.3 **Recommendation:**

State clearly the recommendation being made in terms suitable for inclusion in a Board motion.

2.4 **Background:**

Set out concisely the factual background to the issue.

2.5 **Relevant Policy Consideration:**

Refer to relevant Board or Services policy which can affect the issue and attach a copy of the relevant portion of the policy, or if there is none, state that there is no relevant Board or Services policy affecting the issue.

2.6 **Cost Recommendation:**

Include a statement as to whether the cost of the recommendation is budgeted. If not budgeted, provide a recommendation on how to deal with the budgetary wish.

2.7 **Alternative Options:**

Briefly outline alternatives considered and reasons for not recommending.

2.8 **Reasons for Recommendations:**

Outline briefly the reasons supporting the recommendations with reference to any downside factors.

2.9 **Signatures:**

Signatures of members as author and signature of Chief recommending the report.

2.10 **Outstanding Items:**

The Chief shall make a report regarding outstanding issues that still need attention, (i.e. Budget, Personnel, etc.). This report will come to the Board's June and December meetings.

This By-law shall come into full force and effect upon the final passing hereof.

Read a first and second time this day of , 2008.

Read a third and finally passed this day of , 2008.

G. Pierce, Chair

KJ. Calver, Secretary