



Owen Sound Police Service Board

2nd Floor Board Room

Wednesday February 18, 2026

PUBLIC SESSION MINUTES

Members Present:	J. Thomson (Chair), B. O’Leary C. Merton, M. Koepke (Vice Chair), M. Dickson
Management Present:	Chief C. Ambrose, Deputy Chief D. Bishop, Inspector C. Matheson, and Inspector T. Doherty
Guests:	T. Simmonds- City Manager, M. Gloade- Strategic Analyst, H. Zehr Police Service Advisor - Inspectorate of Policing
Minutes:	K. Wardell

1. Call to Order

Chair Thomson called the meeting to order at 9:00 a.m.

2. Land Acknowledgment

Chair Thomson gave the land acknowledgment.

3. Approval of the Agenda

Chair Thomson requested that Special Constable Appointment be added to the agenda under other items and new business item 16. h). There are no other amendments to the agenda.

Moved by M. Dickson, seconded by M. Koepke,

*“That the agenda with the addition under new business 16. h) Special Constable Appointment, dated February 18, 2026, be approved.” **CARRIED.***

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

5. Presentations, Deputations, and Public question period.

There were no presentations or deputations or public questions

6. Confirmation of the Minutes of the Public Session held January 28, 2026.

Moved by M. Dickson, seconded by M. Koepke.

“That the minutes dated January 28, 2026 be approved.” CARRIED

7. Business arising out of the Public Session Minutes of January 28, 2026. HEARING NONE

8. Correspondence received

- a) Inspector General Memo #9: Province-Wide Inspection on Police Integrity and Anti-Corruption Practices

Chair Thomson reported that in the board package there was Inspector General's Memo #9 regarding the initiation of a province-wide inspection on police integrity and anti-corruption.

This inspection was triggered as result of York Regional Police announcing the outcome of Project South which was an investigation into possible organized crime and corruption in TPS.

The investigation identified serious allegations and resulted in the arrest of several current and former members of the Toronto Police Service and has prompted broader concerns about the integrity and public confidence in policing. Chair Thomson also sent the memo to the board's policy writer D. Preston in the event changes are required to our policies.

9. Chairman's Report

Chair Thomson reported that he would be attending an OAPSB meeting via zoom on February 19, 2026 and on March 10, 2025 he would be attending a Zone 5 meeting via zoom.

10. Governance

There were no new governance items tabled for this open session.

11. Inspector Matheson – Operational Reports

- a) Criminal Investigations Branch and Drug Enforcement/Criminal Intelligence Unit (CIB), Community Oriented Response & Enforcement Unit (CORE) and Bail Compliance and Warrant Apprehension Unit (BCWA)
- b) Auxiliary Unit Report
- c) Front Line Patrol and Collision Statistics
- d) Community Services Office
- e) Training

12. Inspector T. Doherty- Administrative Reports

- a) Records, Courts and Bylaw
- b) OSECC and IT
- c) Human Resources
- d) Lost Hours

13. Building and Facility Update from Inspector Doherty

Inspector Doherty advised that a comprehensive report will be presented at the March meeting.

Parking:

- Due to the limited number of parking spots at the station thirty-eight staff license plates will be uploaded to the City's data base to address parking access.

Water Filling Station:

- The refrigerator in the staff room is being replaced with a unit that includes an ice and water dispenser.

Interior Painting:

- Paint colours are in the process of being finalized.

Mold Remediation:

- Remediation is scheduled to take place on February 28, 2026. The scope of work is pending confirmation. Stained ceiling tiles will also be replaced at that time.

HVAC:

- No update at this time.

Door Installation – Inspector Matheson’s Office:

- Installation has been completed.

Main Floor Bathroom Renovations:

- Work is anticipated to be completed in the spring.

Service Level Agreement:

- It was agreed that the board needed to ensure that their service level agreement with the City reflected a policing facility that operates on a 24/7 basis.

The Board requested that the Chair invite the City Manager and the Director of Corporate Services to attend the March 18, 2026 open session to provide information on how operating costs and capital items were allocated to the Police Service. The Board also requested a discussion regarding the next snow removal contract, noting the need for sidewalks to be cleared in a timely manner to the parking lot, as the facility operates 24/7.

14. Financial Update from the Chief of Police

Chief Ambrose reported that the final year-end financial position came in under budget by \$255,776.33. The 3200 Civilians line was over budget due to part-time overtime and retroactive payments, while the 3100 Officers line was under budget. Court costs were over budget as a result of additional armed officer requirements at court facilities. After all year-end adjustments, the final budget increase remains at 5.5%

15. Operating Reports from the Chief of Police

- a) Chief’s Activity Reports

16. Other Items and New Business

- a) Annual Reports
 - i. 2025 Use of Force Annual Report
 - ii. 2025 Property Vault Audit
 - iii. 2025 Asset Disposal Report
 - iv. 2025 Secondary Employment Activities

b) 2026-01 Admin Fee Bylaw 1st and 2nd Reading

Chair Thomson reported that an update to the Admin Fee Bylaw was required in order to include a new fee for BROAD Police Record Checks at \$100.00.

Moved by M. Dickson seconded by B. O’Leary.

“That leave be granted to introduce Bylaw number 2026-01 Admin Fee Bylaw and the same be hereby be deemed to have been read a first and second time”
CARRIED

c) Review OSPSB GP-009 Financial Management

At our January meeting member O’Leary requested that GP-009 Financial Management be placed on the agenda for review.

Member O’Leary sought clarification regarding a meeting per diem for board members attending conferences, conventions, seminars, training sessions, workshops and meetings related to their duties with the Board. The current policy does not cover a daily meeting per diem and a review of previous policies would indicate a daily meeting per diem was never provide. OSPSB GP-009 Financial Management policy identifies eligible expenses that are covered and expenses that are not eligible for reimbursement

A previous version of this policy known as OSPSB – Admin 018 Reimbursement of Expenses was issued in October 2013. This policy did provide for a meal per diem that was aligned with the civilian collective bargaining agreement. Admin 018 was rescinded. A recent update to GP-009 Financial Management contains text that references a meal per diem that was not removed and needs to be updated.

It was also acknowledged that expenses related to a spouse/companion accompanying a board member referred to in Schedule “B” were covered and was at odds with the contents of Section 7c) iii. which indicated they were not. Corrections will be made to Schedule “B” and presented to the board meeting on March 18, 2026. No other changes were to be made.

d) Review OSPSB GP-003 Board Governance

Review will be added to our March agenda.

e) Review of OSPSB GPS-023 Records Retention, Storage and Destruction

Chair Thomson reported that the header and footer need to be changed, and the name of the policy should be changed to OSPSB GP-025.

Moved by M. Dickson seconded by B. O’Leary.

“That policy OSPSB GP-025 with the amended changes, be approved.” **CARRIED**

f) Bitcoin ATM Machines- Information Report

Inspector Matheson reported Bitcoin ATMs are physical kiosks that allow users to buy or sell cryptocurrency using cash or debit cards. While legal in Ontario and regulated as money services businesses under FINTRAC, they have been increasingly used in fraud schemes, including scams impersonating government officials, investment frauds, and tech support scams. In Owen Sound, reported financial losses involving Bitcoin ATMs have varied annually since 2020, with the most significant loss being \$100,000 in 2021. Current machines are located at five convenience stores across the city. Law enforcement continues to monitor these machines due to their speed, anonymity, and irreversible transactions, which make them attractive to scammers.

g) 2023-2026 Operations Plan – Progress Update #6 - Year Three

M. Gloade reported that the OSPS 2023–2026 Operations Plan, approved in March 2023, includes 14 goals and 50 actions with assigned accountability and semi-annual progress reporting. As of the end of year three, 35 actions (70%) are completed, 14 are in progress, and one has not yet started. Many completed actions are now embedded into regular operations, including increased community visibility, enhanced collaboration with mental health and social service partners, improved victim services, member wellness initiatives, recruitment and retention efforts, and organizational efficiencies. Actions still in progress include repeat-offender enforcement initiatives, internal communication improvements, and a comprehensive service delivery model review planned to begin in 2026. Despite workload and budget challenges, steady progress continues with Board support.

h) Special Constable Appointment

Deputy Chief Bishop reported that Special Constable Cranny is due for reappointment. It was noted that, moving forward, reappointments will be included in a quarterly report as they become due.

17. Motion to move into Closed and Confidential Closed Session

Moved by M. Koepke and seconded by B. O’Leary

“That the board move into closed session and upon termination of the closed session the board move into confidential closed session. These meetings are to review and discuss matters that fall under Section 44 item (2) of the Community Safety and Police Act and Section 25 item b) of the OSPSB General Policy 003- Board Governance to consider:

- a. Educational or training sessions.*
- b. Litigation or potential litigation affecting the board, including matters before administrative tribunals;*
- c. 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;*
- d. personal matters about an identifiable individual, including members of the police service or any other employees of the board;*
- e. labour relations or employee negotiations;” **CARRIED***

Chair Thomson advised that for those watching the meeting live on YouTube, the livestream would reconnect upon the Board’s return to open session to report out of the Closed and Confidential Closed Sessions. Members of the public wishing to view the remainder of the open session may watch the livestream later on the Owen Sound Police Services Board’s YouTube channel. The video recording of the meeting will also be posted on the Board’s webpage following the meeting.

18. Reporting out of Closed Session

In accordance with Section 44 of the Community Safety and Policing Act, 2019, the Owen Sound Police Service Board met in a closed session following the public meeting to discuss items pertaining to:

- a. Approval of minutes of the Closed Session of the Owen Sound Police Service Board meeting held on January 28th, 2026; and
- b. Matters regarding Board Training

No decisions were made during the meeting and no direction was provided.

19. Reporting out of Confidential Closed Session

In accordance with Section 44 of the Community Safety and Policing Act, 2019, the Owen Sound Police Service Board met in a confidential closed session following the closed session meeting to discuss items pertaining to:

a. Minutes of the Confidential Closed Session of the Owen Sound Police Service Board Regular Council meeting held on January 28, 2026 and

b. Matters related to Staffing and labour relations

c. Matters related to SIU investigations

No decisions were made during the meeting and no direction was provided.

20. Termination of the Public Meeting

Having completed all of the business items listed on the agenda Chair Thomson terminated the open meeting at 12:33 p.m.

Next Meeting: March 18th, 2026



**Inspectorate
of Policing**

**Service d'inspection
des services policiers**

Office of the Inspector
General of Policing

777 Bay St.
7th Floor, Suite 701
Toronto ON M5G 2C8

Bureau de l'inspecteur général
des services policiers

777, rue Bay
7^e étage, bureau 701
Toronto ON M5G

Inspector General of Policing Memorandum

TO: All Chiefs of Police and
Commissioner Thomas Carrique, C.O.M.
Chairs, Police Service Boards

FROM: Ryan Teschner, Inspector General of Policing of Ontario

DATE: **February 9, 2026**

SUBJECT: Inspector General Memo #9: Province-Wide Inspection on Police Integrity
and Anti-Corruption Practices

On February 5, York Regional Police announced the results of Project South, a complex criminal investigation into organized crime and corruption. The investigation identified serious allegations and resulted in the arrest of several current and former members of the Toronto Police Service and has prompted broader concerns about the integrity and public confidence in policing.

It is essential that these concerns are addressed directly, examined independently and handled in a manner that strengthens public trust. This is a responsibility the Inspectorate of Policing takes seriously.

After considering a request from the Toronto Police Service and the Toronto Police Service Board, I will be initiating a province-wide inspection on police integrity and anti-corruption practices. While the scope of the inspection is still to be finalized, it will focus on five defined areas, with the ability to examine additional areas should they arise:

- Supervision and span of control, including how officers are supervised and how effective that supervision is;
- Screening and vetting of police officers both at recruitment and on an ongoing basis;
- Access to police databases and information systems, including permissions, controls and clearances;
- Evidence and property management practices; and
- Substance abuse and fitness for duty.

Given the scope of this inspection and the importance of it being conducted in a timely manner, I will appoint an individual external to government to serve as lead inspector. Upon completion, the inspector will submit a report outlining their independent findings. I will review the report to determine whether there has been any non-compliance with the *Community Safety and Policing Act, 2019*, including a failure to provide adequate and effective policing. If there has been non-

compliance, I will determine whether to issue any legally binding Directions to ensure compliance and improve performance across Ontario's policing system.

As the Inspectorate of Policing's work moves forward, I encourage you to evaluate your policies, procedures and practices as they relate to the five issues identified. To the extent you may identify vulnerabilities and approaches to address them in your own organization, please continue to engage the Inspectorate of Policing through your Police Services Advisor for support and guidance as needed. As always, our Police Services Advisors are there to help you navigate emerging issues, provide guidance, and support your compliance with the *Community Safety and Policing Act, 2019*. Finally, and importantly, as this work unfolds, my team will be careful and thoughtful in both our planning and execution to avoid compromising any ongoing criminal or other proceedings. I will keep the policing sector apprised as planning for this inspection evolves.

I take seriously our shared responsibility to maintain public confidence in the strength and integrity of Ontario's policing system.

Sincerely,

A handwritten signature in blue ink, appearing to read "Ryan Teschner".

Ryan Teschner
Inspector General of Policing of Ontario

c: Mario Di Tommaso, O.O.M.
Deputy Solicitor General, Community Safety

REPORT TO THE OWEN SOUND POLICE SERVICE BOARD



SUBJECT: CRIMINAL INVESTIGATIONS BRANCH
BAIL COMPLIANCE AND WARRANT APPREHENSION UNIT (BCWA)
COMMUNITY ORIENTED RESPONSE AND ENFORCEMENT UNIT (CORE)

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

DATE: February 18, 2026

STRATEGIC PRIORITIES:

The contributions of the Criminal Investigations Branch contribute to the positive outcomes within the following Strategic Priorities, set by the Board in the 2023-2026 OSPS Operations Plan:

- Community Safety
- Community Wellbeing
- Our Members
- Sustainability

RECOMMENDATION(S):

For Information

REPORT:

Intimate Partner Violence- Survivors Forum

In January, the OSPS domestic violence coordinator, a Detective Constable, and the Grey Bruce OPP organized a Survivor's Forum in partnership with the Women's Center. The forum allowed police to meet with local survivors and community support agencies to have a discussion on police interaction with victims during IPV calls for service. The feedback received was positive and the forum provided an opportunity for the victims to share their experiences and provide valuable insight to investigators regarding how their needs as victims were managed. Identified areas of emphasis for police to consider include; ensuring referrals to victim services are completed, when possible take extra time to gather contextual information regarding the situation and maintain contact with the victim by keeping them apprised of charges laid, release conditions and ongoing concern for their well-being.

One victim provided very specific and highly positive feedback regarding Cst Obillos of the Owen Sound Police Service. An excerpt from the victim's comments is as follows; *"His approach and demeanour made a meaningful difference, and I am so thankful that I was able to finally acknowledge that. I truly meant what I said, especially in regard to my life not looking anything like it does today, if he hadn't responded how he did..... please let him know how grateful I am".*

Sexual Assault – CIB is continuing an investigation initiated by OPP Parry Sound, with allegations that a 22-year-old male had intimate relations with a 15-year-old female, while also bound by a Probation Order prohibiting him from communicating with or being in the presence of females under 16. The investigation is continuing and criminal charges are expected to be forthcoming in the case.

Judicial Authorizations

During the month of January, detectives drafted multiple search warrants and production orders in support of various ongoing criminal investigations including sexual assault and fraud-related files.

Victim Management for Criminal Trial

During January, 2026 two Detectives were assigned to assist the Crown Attorney both inside and outside of the courtroom during a multi-week trial for a sexual assault and drug trafficking case. In addition to in-person court assistance, the Detectives spent numerous additional hours engaged in victim management related tasks.

MENTAL HEALTH CRISIS RESPONSE TEAM

Officer Referrals/ Consultations = 4
Community Support Consultations/Referrals = 0
Incident Response/Support = 17

DRUG OVERDOSE INFORMATION

In January 2026 the city had no suspected drug related deaths.

Missing Persons

No outstanding missing people.

BAIL COMPLIANCE AND WARRANT APPREHENSION UNIT (B.C.W.A.)

FOOT PATROL (Hours)	3
CRIMINAL CHARGES	17
WARRANT ARRESTS	18
ARREST - FAIL TO ATTEND FOR PRINTS	5
Compliance Checks	5
S.O.R. COMPLIANCE CHECKS	1

B.C.W.A. executed a total of 18 outstanding arrest warrants and conducted five compliance checks on registered sex offenders residing in the community.

BC.C.W.A. resources were utilized frequently during the month of January to cover front-line patrol during winter block training sessions.

COMMUNITY ORIENTED RESPONSE AND ENFORCEMENT UNIT (C.O.R.E)

The C.O.R.E. unit continued to conduct mobile and foot patrols throughout the month of January 2026, focusing on proactive community engagement and enforcement initiatives. With winter conditions ongoing, members maintained regular monitoring, support, and well-being checks for vulnerable populations accessing services at Safe and Sound, as well as individuals sheltering in encampments and other locations across the city.

The unit assisted uniform patrol, including covering several front-line road duties to accommodate block training requirements. Members also supported patrol operations through scene security and evidence gathering and continued working in partnership with the Mental Health Crisis Response Team.

C.O.R.E. investigated a robbery at Safe and Sound, which resulted in multiple charges being laid. The investigation revealed that an occupant had brandished a knife while uttering a death threat and demanding that he be given drugs and money. Police attended, made an immediate arrest and seized a folding knife from the possession of the accused.

FINANCIAL/RISK IMPLICATION(S):

Nil

SUBMITTED BY:

Craig Matheson, Inspector

REPORT TO THE OWEN SOUND POLICE SERVICE BOARD



SUBJECT: Auxiliary Unit
TO: Chair and Members of the Owen Sound Police Service Board
DATE: February 18, 2026

STRATEGIC PRIORITIES:

The Auxiliary Unit contributes to the positive outcomes within the following Strategic Priorities, set by the Board in the 2023-2026 OSPS Operations Plan:

- Community Safety
- Community Wellbeing
- Our Members
- Sustainability

RECOMMENDATION(S):

For Information

REPORT:

In January 2026, the Auxiliary Unit actively supported the Uniform Branch through ride-alongs, contributing a total of **213 volunteer hours**.

Auxiliary Jessica Brown recently completed her certification in car seat installation and inspections. Auxiliary Brown participated in a car seat clinic in partnership with M'wikwedong on January 7th, 2026, which included installations and education on how to properly tighten up car seat straps and proper positioning of the car seats. In total, Auxiliary Brown assisted with 6 car seat installations over 6 hours of volunteer work this month.

The Auxiliary Unit did not have any community events to partake in for the month of January. The unit looks forward to their next event which will see them participating in the Polar Plunge on February 14th, 2026. This years Polar Plunge event is occurring in town of Durham in partnership with the West Grey Police Auxiliary Unit.

FINANCIAL/RISK IMPLICATION(S):

[Nil] or [Financial/risk considerations for the Board...]

SUBMITTED BY:

Craig Matheson, Inspector



REPORT TO THE OWEN SOUND POLICE SERVICE BOARD

SUBJECT: FRONT LINE PATROL REPORT AND COLLISIONS- JAN 2026

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

DATE: February 18, 2026

STRATEGIC PRIORITIES:

The activities of Front Line officers contribute to the positive outcomes within the following Strategic Priorities, set by the Board in the 2023-2026 OSPS Operations Plan:

- Community Safety
- Community Wellbeing
- Our Members
- Sustainability

RECOMMENDATION(S):

For Information

REPORT:

The following report highlights key metrics from OSPS Front Line Patrol, Collision Statistics and the Criminal Investigations Branch, including the Bail Compliance and Warrant Apprehension Unit (B.C.W.A.) and Community Oriented Response and Enforcement Unit (C.O.R.E.) for January 2026.

	Platoon #1-4		Traffic/Part Time Officers	
	January 2026	January 2025	January 2026	January 2025
Highway Traffic Act:	73	70	10	11
Warrants Executed:	15	32	1	
Recorded Cautions:	43	37	5	43
Liquor Licence and Control Act:	5	3		
Criminal Code/ CDSA:	91	130		15
Other POA/By-Law:	52	65		
Foot Patrol:	57.5	69	14	20
Court Security Hours:	0	0	224.75 Hrs	0 HRS

Reduce Impaired Driving Everywhere (RIDE):

A total of 21 R.I.D.E. checks were conducted by OSPS officers during January with 1,245 drivers checked.

December Statistics

- 58 officers totalling 20.5 hours
- 1,245 drivers checked
- 33 roadside breath tests (mandatory screening)
- 1 Highway Traffic Act charge

Impaired/ Over 80 mgs Charges

- There were seven impaired drivers charged during the month of January 2026.

Collision Statistics:

Jan 2026 Dec 2025 Jan 2025

	Jan 2026	Dec 2025	Jan 2025
Total Collisions:	64	50	76
Collisions - East side	29	24	39
Collisions - West side	10	10	18
Collisions - parking lots	25	16	19
Fail to Remain Collisions	9	7	7
Collisions referred to CRC:	30	27	22
Collisions investigated by OSPS:	34	23	20

FINANCIAL/RISK IMPLICATION(S):

Nil

SUBMITTED BY:

Craig Matheson, Inspector

REPORT TO THE OWEN SOUND POLICE SERVICE BOARD



SUBJECT: Community Services Officer- Jan 2026
TO: Chair and Members of the Owen Sound Police Service Board
DATE: February 18, 2026

STRATEGIC PRIORITIES:

The Community Services Officer contributes to the positive outcomes within the following Strategic Priorities, set by the Board in the 2023-2026 OSPS Operations Plan:

- Community Safety
- Community Wellbeing
- Our Members
- Sustainability

RECOMMENDATION(S):

For Information

REPORT:

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

- Happy New Year, Grandparent Scam, Mini Recruiter- Women in Policing, #MeetOurTeam, Winter Driving Safety, #BellLetsTalk, New Recruits, Ontario511, #30Forward, Parking on City Streets, #DonutDays for Special Olympics, CAMSafe, Citizens on Patrol, Snow Mobile Trail R.I.D.E., Car Seat Clinic

Community Engagement & Local/Provincial Committee Work

- Wheel & Ride start up meeting 2026- Partners- Kiwanis, Optimist, River District
- COYO Provincial Committee mtg- Provincial conference executive member
- Safe Schools Committee Mtg- Hillcrest
- Grey Bruce Local Immigration Partnership
- LEAPPS (Law Enforcement Agencies & Partners to Protect Seniors)
- Youth in Policing Initiative-Provincial meeting
- Citizens Police Academy- commencing + 2 weeks.
- CPYN National Meeting (Police Services across Canada- focus on youth)
- CSWBP- Crime Prevention Table- Hate Crime Subcommittee

Community & School Presentations/Training

- St. Mary's School-VTRA follow-up
- VTRA post training meeting- protocol development- Bluewater School Board
- Settlement Services- Common Frauds- newcomers
- Lockdown OSDSS
- PFLAG partnership presentation on hate related incidents
- VTRA meeting- Mental Health Leads- Catholic School Board
- Meetings with Alexandra, Hillcrest, East Ridge & Notre Dame- social media related incidents/distribution of images

Workshops/Conferences attended

- Youth Officers Course- Ottawa RCMP facilitated course



(Pic L-R CSO & REACH member, John, CSO attends police youth conference in Ottawa, PC Ochando & PC Lantz for Donut Day)

FINANCIAL/RISK IMPLICATION(S):

Nil

SUBMITTED BY:

Craig Matheson, Inspector

Jason Cranny, Community Services Officer

REPORT TO THE OWEN SOUND POLICE SERVICE BOARD



SUBJECT: Training Report – January 2026
TO: Chair and Members of the Owen Sound Police Service Board
DATE: February 18, 2026

STRATEGIC PRIORITIES:

A continued emphasis on training for all members contributes to the positive outcomes within the following Strategic Priorities, set by the Board in the 2023-2026 OSPS Operations Plan:

- Community Safety
- Community Wellbeing
- Our Members
- Sustainability

RECOMMENDATION(S):

For Information

REPORT:

The following report highlights Training for Owen Sound Police Service members for January 2026.

All sworn officers participated in winter block training sessions that were conducted throughout the month. Subject matter included defensive tactics, Conducted Energy Weapon qualification, Sharepoint integration, updated Axon evidence program interface and training on case referrals to the Criminal Investigations Branch.

Our Community Services Officer attended a Youth Officer three- day training course hosted by the R.C.M.P. in Ottawa. Noteworthy topics of instruction included Radicalization online, V.T.R.A. protocols and officer engagement in school settings.

FINANCIAL/RISK IMPLICATION(S):

Nil

SUBMITTED BY:

Craig Matheson, Inspector

REPORT TO THE OWEN SOUND POLICE SERVICE BOARD



SUBJECT: Records, Courts, and Bylaw Report – January 2026
TO: Chair and Members of the Owen Sound Police Service Board
DATE: February 18, 2026

STRATEGIC PRIORITIES:

Records, Court Services, and Bylaw contribute to the positive outcomes within the following Strategic Priorities, set by the Board in the 2023-2026 OSPS Operations Plan:

- R Community Safety
 - Community Wellbeing
 - Our Members
 - Sustainability

RECOMMENDATION(S):

For Information

REPORT:

Records

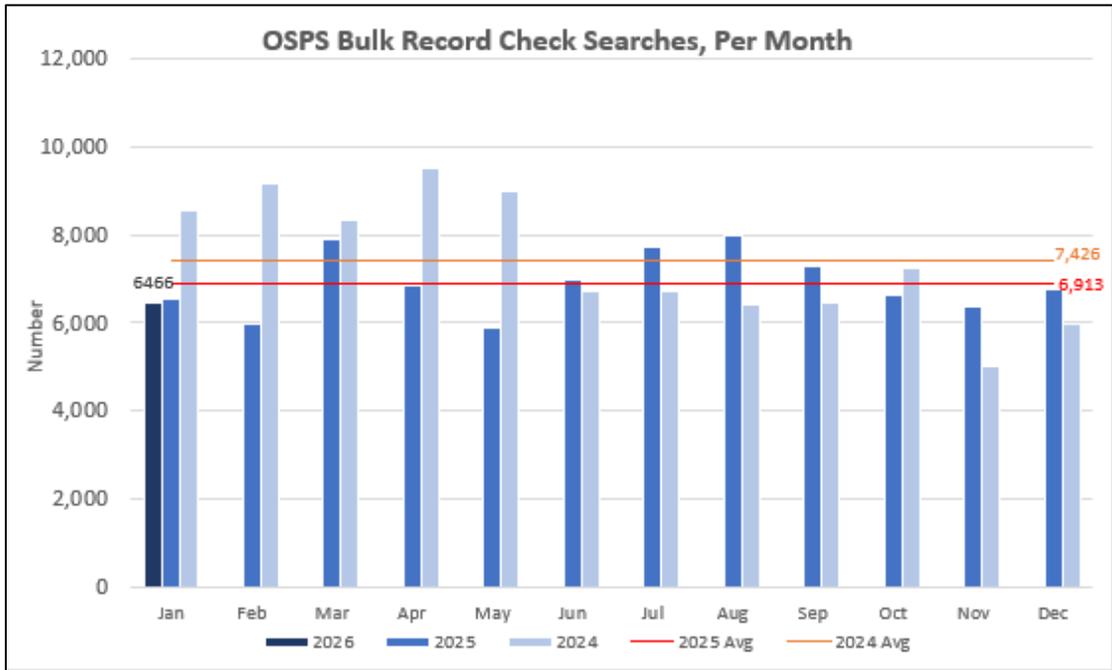
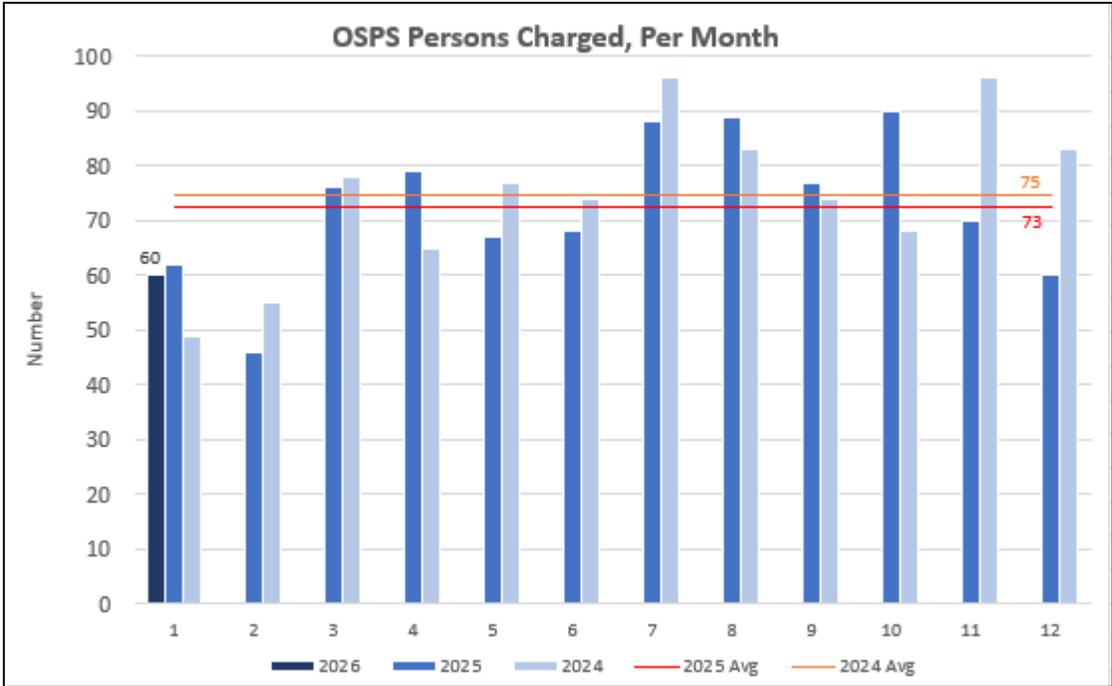
	This Month JANUARY 2026	Previous Month		Same Month Previous Year January 2025	2026 Year-to-Date Jan.1-Jan.31, 2026	2025 Year-to-Date Jan.1-Jan.31, 2025	YTD % Change
		December 2025	% Change				
Records Services							
Bulk Record Check Searches	6,466	6,774	-4.5%	6,528	6,466	6,528	-0.9%
Executed Warrants	40	71	-43.7%	56	40	56	-28.6%
Persons Charged	60	60	0.0%	62	60	62	-3.2%

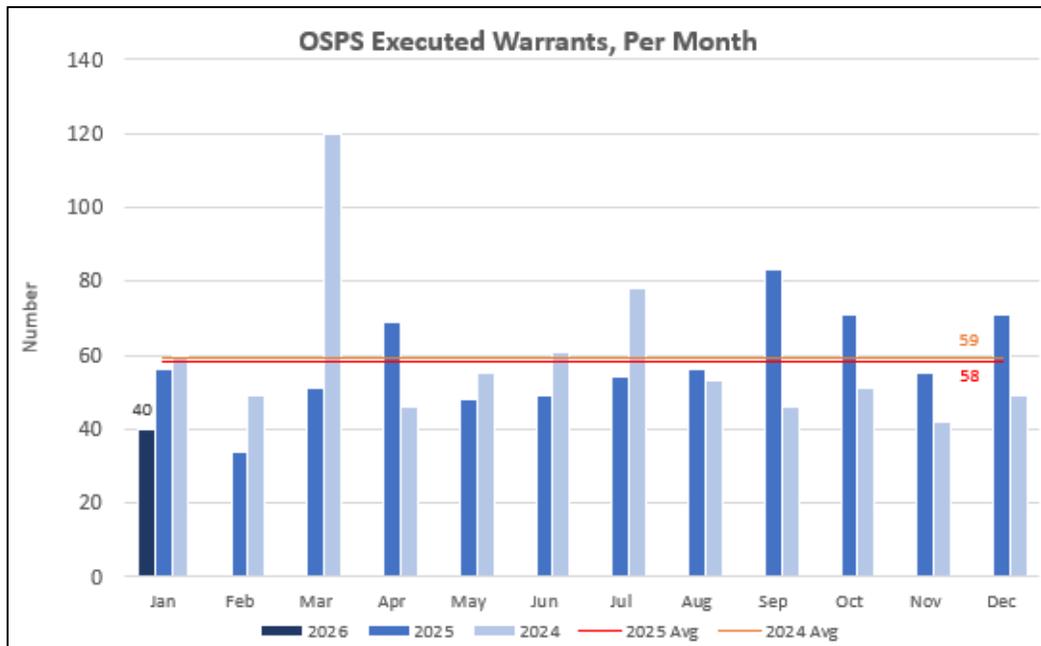
In January 2026 compared to December 2025:

- There was a 4.5 % reduction in bulk record check searches.
- There was a 43.7 % reduction in warrants executed.
- There was no change in persons charged.

Year-to-date changes January 2026 compared to January 2025:

- There was a 0.9 % reduction in bulk record check searches.
- There was a 28.6 % reduction in warrants executed.
- There was a 3.2 % reduction in persons charged.





Courts

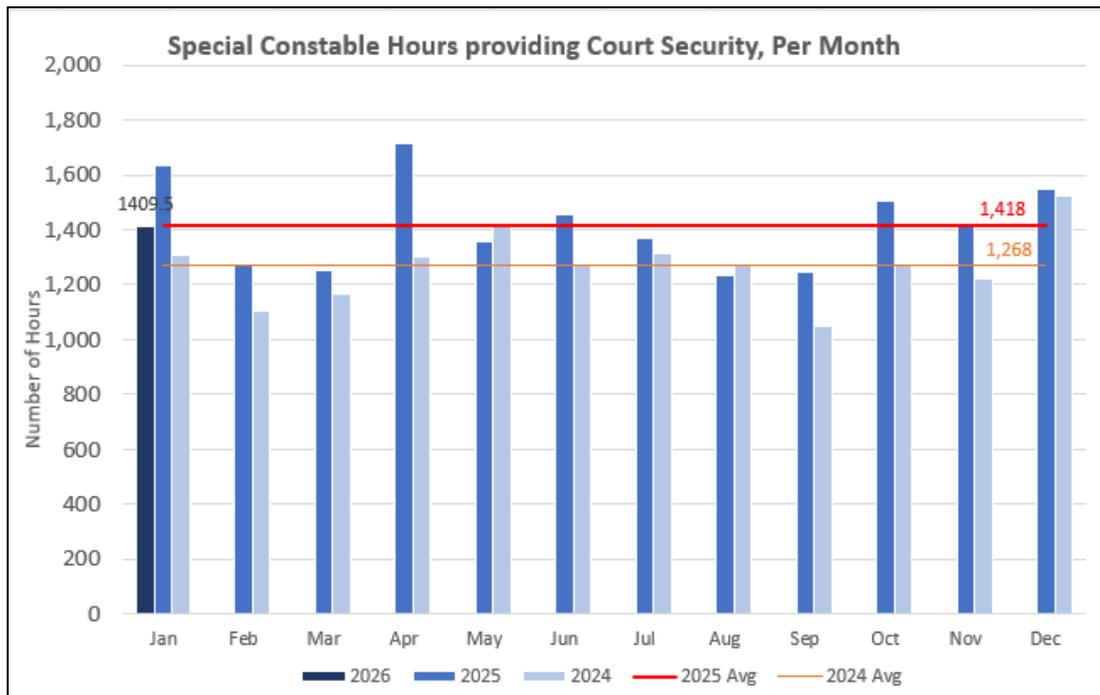
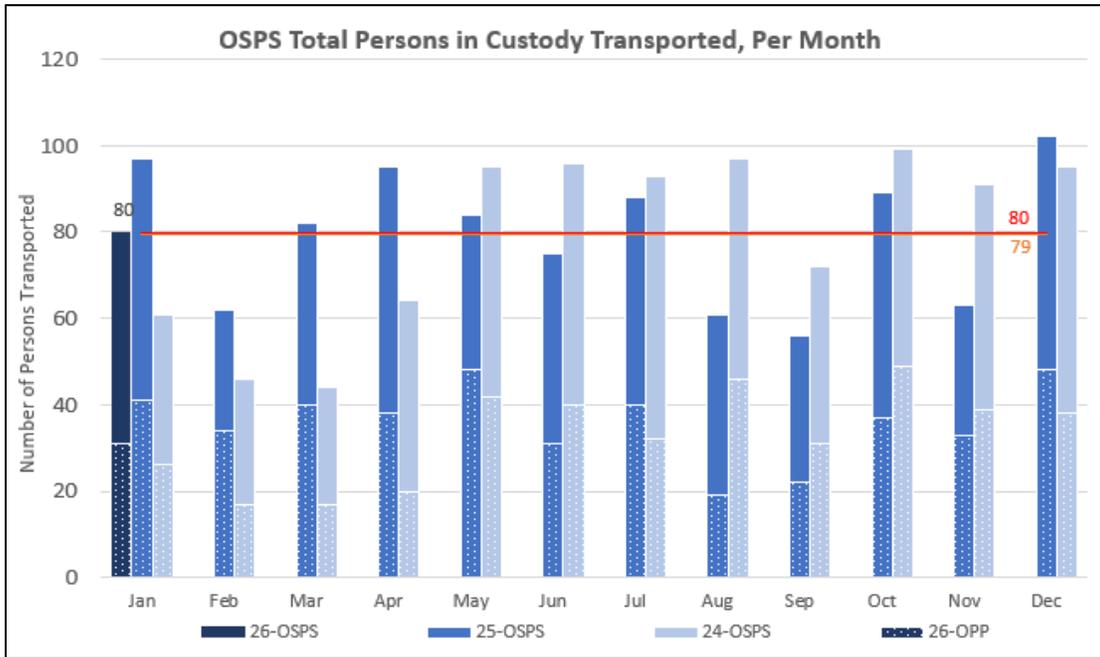
	This Month	Previous Month		Same Month	2026	2025	
	JANUARY 2026	December 2025	% Change	Previous Year	Year-to-Date	Year-to-Date	YTD
				January 2025	Jan.1-Jan.31, 2026	Jan.1-Jan.31, 2025	% Change
Court Services							
Total Custodies Transported	80	102	-21.6%	97	80	97	-17.5%
OPP	31	48	-35.4%	41	31	41	-24.4%
OSPS	49	54	-9.3%	56	49	56	-12.5%
Video/Appearances	38	40	-5.0%	42	38	42	-9.5%
Special Constable Hours	1410	1,551	-9.1%	1,635	1,410	1,635	-13.8%

In January 2026 compared to December 2025:

- There was a 21.6 % reduction in custody transports.
- There was a 5.0 % reduction in video / appearances.
- There was a 9.1 % reduction in Special Constable hours worked

Year-to-date changes January 2026 compared to January 2025:

- There was a 17.5 % reduction in custody transports.
- There was a 9.5 % reduction in video appearances.
- There was an 13.8 % decrease in Special Constable hours.



Owen Sound Police Service provides an armed officer at both the Ontario/Superior Court of Justice Courthouse and the Provincial Offences Court whenever courts are in session.

This requirement resulted in seven-armed officers being scheduled each week throughout January, totaling approximately **224.75 hours** of armed court-security coverage. These hours are in addition to the **1,410 hours** worked by Special Constables during the same month.

Bylaw – January 2026

The City of Owen Sound is updating its annual status report for the Multi-Year Accessibility Plan. It has been confirmed that the Owen Sound Private Transportation By-law was updated in 2019 to incorporate the requirements of the Transportation Standards under the Accessibility for Ontarians with Disabilities Act (AODA). It is also confirmed, at this time, there are no accessible taxi cabs registered to operate within the City of Owen Sound.

FINANCIAL/RISK IMPLICATION(S):

Providing court security and transporting persons in custody comes with inherent risk, while the efficient and accurate processing of judicial documentation is foundational to community safety.

ATTACHMENT(S):

Nil

SUBMITTED BY:

Krista Fluney, Director, Civilian Services

REPORT TO THE OWEN SOUND POLICE SERVICE BOARD



SUBJECT: Owen Sound Emergency Communications Centre (OSECC) – January 2026

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

DATE: February 18, 2026

STRATEGIC PRIORITIES:

The OSECC and the supporting IT infrastructure contributes to the positive outcomes within the following Strategic Priorities, set by the Board in the 2023-2026 OSPS Operations Plan:

- Community Safety
- Community Wellbeing
- Our Members
- Sustainability

RECOMMENDATION(S):

For Information

REPORT:

9-1-1 Calls – January 2026:

As noted in the previous reports, with the transition to NG911 on November 25, 2025, the former source of monthly 911 data, Bell Flex reports, are no longer populated or applicable. The OSECC team is currently working with the NG911 vendor to create enhanced reporting with the expanded data now available. Analysis of key performance metrics from these enhanced reports is in progress.

Computer Aided Dispatch (CAD) Events – January 2026:

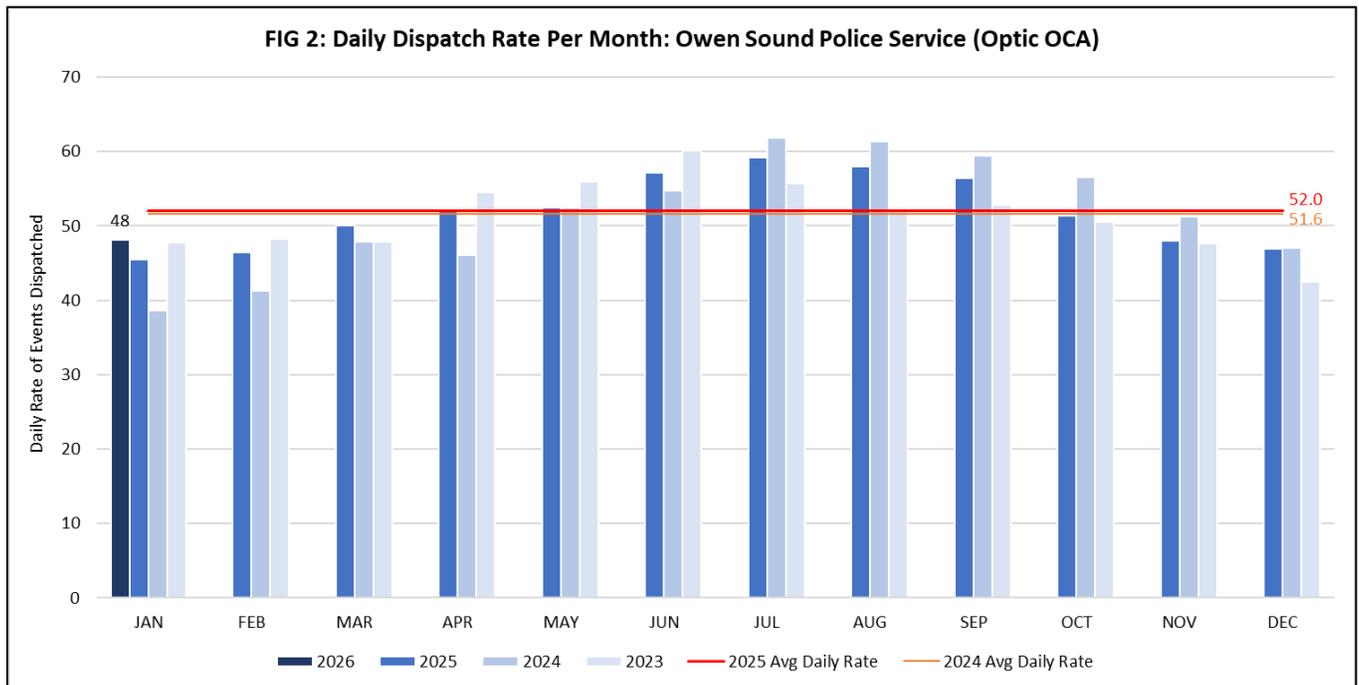
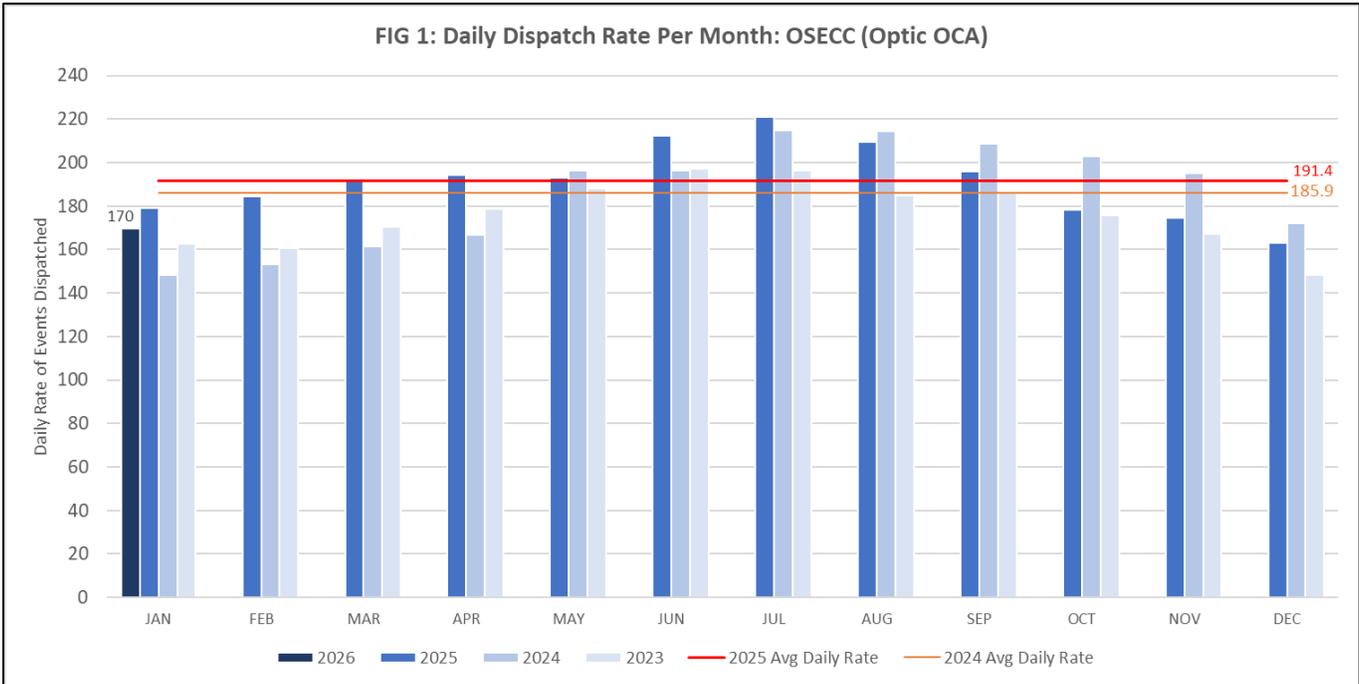
Source: OPTIC's OnCallAnalytics	This Month JANUARY 2026	Previous Month		Same Month Previous Year January 2025	2026 Year-to-Date Jan.1-Jan.31, 2026	2025 Year-to-Date Jan.1-Jan.31, 2025	YTD % Change
		December 2025	% Change				
All CAD Events in OSECC (Number)	5,255	5,053	4.0%	5,552	5,255	5,552	-5.3%
All Police (inc. OSPS)*	4,537	4,269	6.3%	4,744	4,537	4,744	-4.4%
All Fire	424	473	-10.4%	474	424	474	-10.5%
Grey County Transport	294	311	-5.5%	334	294	334	-12.0%
OSPS	1,492	1,454	2.6%	1,411	1,492	1,411	5.7%
All CAD Events in OSECC (Avg Daily Rate)	169.5	163.0	4.0%	179.1	169.5	179.1	-5.4%
All Police (inc. OSPS)*	146.4	137.7	6.3%	153.0	146.4	153.0	-4.3%
All Fire	13.7	15.3	-10.5%	15.3	13.7	15.3	-10.5%
Grey County Transport	9.5	10.0	-5.0%	10.8	9.5	10.8	-12.0%
OSPS	48.1	46.9	2.6%	45.5	48.1	45.5	5.7%

Calls dispatched through CAD originate from multiple sources including the non-emergency phone line, walk-ins, officer-generated events, and 911 calls.

In January, the OSECC dispatched 5,255 calls, averaging 170 calls per day, representing a 4% increase from December (Fig.1). This month-over-month increase in volume is primarily attributed to a 6% increase in calls from the six police agencies served by OSECC, while dispatched call volumes for fire services and county roads declined.

Compared to January 2025 however, the overall OSECC-dispatched call volume is down 5%.

In January, 1,492 calls were dispatched for Owen Sound Police Service in January (Fig.2). This represents a 3% increase from December, and a 6% increase compared to January of the previous year.



Information Technology (IT) Infrastructure –January 2026:

NG911 work and the associated remedial tasks for policing partners in Eastern Ontario required significant effort this month, including hands-on visits to Brockville and Gananoque. These visits enabled the IT team to complete the majority of NG911 installations for the first wave of clients. Certifications for these agencies are scheduled for processing in March, after which the second phase will begin. The final phase—covering certification of backup sites—is planned for the summer.

In January, discussions began with several policing partners regarding new IT service contracts aimed at improving long-term sustainability and reliability in service delivery. Project documentation will be prepared in February for these agencies to evaluate for potential implementation in late 2026 or early 2027.

The IT team also continued participating in discussions with a potential new Computer Aided Dispatch (CAD) vendor, working alongside other policing agencies at the Director and Chief levels to explore opportunities for greater efficiency and cost savings.

Lastly, the IT department contributed to the setup and planning discussions for a new biometric scanning system for the cell block.

FINANCIAL/RISK IMPLICATION(S):

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

ATTACHMENT(S):

Nil

SUBMITTED BY:

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

REPORT TO THE OWEN SOUND POLICE SERVICE BOARD

SUBJECT: HUMAN RESOURCES – JANUARY 2026

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

DATE: February 18, 2026



STRATEGIC PRIORITIES:

The Human Resources Unit contributes to the positive outcomes within the following Strategic Priorities, set by the Board in the 2023-2026 OSPS Operations Plan:

- Community Safety
- Community Wellbeing
- Our Members
- Sustainability

RECOMMENDATION(S):

For Information

REPORT:

OSL Project

The Service has contracted with Mobile Innovations to implement OSL Cloud, a Human Resources, Time and Attendance, Training and Quarter Master Stores system. The cloud-based centralized system will consolidate all HR-related data and replace Staff Schedule Care and Meta Compliance. OSL Cloud is already in use within several small-mid police services in Ontario.

Key Objectives

Currently HR information is stored across multiple systems and formats, including:

- Paper files within the HR office
- Staff Schedule Care (time and attendance)
- Various Excel spreadsheets (tombstone data, training records)
- Great Plains (City ERP)

The introduction of OSL Cloud will consolidate this information into a single system, enabling:

- Centralized storage of all HR data
- Accurate tracking of time and attendance
- Management of training records

- Policy acknowledgement workflows
- Equipment inventory tracking for the Quartermaster
- Automated payroll data export to the City's ERP, replacing manual entry

Why This Initiative Matters

Transitioning to a unified HR platform will:

- Provide a single source location for all HR data
- Reduce data entry errors by eliminating multiple independent spreadsheets
- Enable reliable, real-time reporting and analytics
- Improve efficiency for both HR and supervisory staff
- Allow tiered security so employees and supervisors can access the information they need without relying on HR for routine inquiries

Expected Timeline

The project is estimated to take 12 weeks, though integration with the City's systems may affect timelines, as implementation must align with their availability.

The rollout will occur in stages:

1. Time and Attendance (initial implementation)
2. Policy sign-off, training records, and Quartermaster functions
3. Comprehensive audit of HR records as data is uploaded into the system

Recruitment Update

The Service hosted another Mini Recruiting Information Session in January, which saw a strong turnout.

Recent recruitment activity includes:

- **Recruit Constable:** 5 candidates completed first-round interviews; 3 advanced to second round; 2 remain active in the process
- **Experienced Constable:** 1 candidate from the East Coast was interviewed
- **PT Data Clerk:** 2 candidates interviewed
- **PT Dispatcher:** 4 candidates interviewed

Staffing Update

New Hires

- None this month

Transfers/Promotions

- None this month

Resignations

- **Logan Porter**, Auxiliary

Financial/Risk Implications:

Personnel salaries and benefits represent more than 90% of the Service's operating budget. As people are the foundation of the organization, effective human resource management is essential. Ongoing attention to training, health and safety, staff wellness, and adequate staffing levels mitigates organizational risk and supports operational readiness.

ATTACHMENT(S):

None

SUBMITTED BY:

Wendy Pratt, Human Resources Manager

REPORT TO THE OWEN SOUND POLICE SERVICE BOARD



SUBJECT: LOST HOURS – FEBRUARY 2025
TO: Chair and Members of the Owen Sound Police Service Board
DATE: February 18, 2026

STRATEGIC PRIORITIES:

The management of lost hours due to sick time and WSIB claims contributes to the positive outcomes within the following Strategic Priorities, set by the Board in the 2023-2026 OSPS Operations Plan:

- Community Safety
- Community Wellbeing
- Our Members
- Sustainability

RECOMMENDATION(S):

For Information

REPORT:

The following report highlights key metrics from OSPS full time members for December 2025, including lost hours due to leave from sick time, short term disability (STD), and Workplace Safety and Insurance Board (WSIB).

Lost Hours:

Month/Year	SICK/STD			WSIB		
	Number of Fulltime Members	Total Number of Shifts (complete and partial)	Total Number of Hours	Number of Fulltime Members	Total Number of Shifts (complete and partial)	Total Number of Hours
January 2026	11	22	251 (-59.6%)	2	25	208 (16.7 %)
December 2025	21	43	464.25	1	22	176
YTD 2025	17	32	317	2	46	368
YTD 2026	11	22	251 (-23.2%)	2	25	208 (-55.6%)

- There was a 59.6% decrease in lost hours due to member sick leave in January 2026 compared to December 2025.
- There was a 23.2% decrease in YTD lost hours due to member sick leave in 2026 compared to 2025.

- There was a 16.7 % increase in lost hours due to WSIB leave in January 2026 compared to December 2025.
- There was a 55.6 % decrease in YTD lost hours due WSIB leave in 2026 compared to 2025.
- The new WSIB claim in January 2026 was due to a training injury and is anticipated to require a short recovery period.

WSIB Update:

There is one WSIB case involving a full-time member pending final resolution however the member is not receiving top-up amount or benefits.

Other Personal Injuries:

We have two part-time staff off on medical leave relating to personal injuries, we are working with their medical practitioners to determine return to work dates.

FINANCIAL/RISK IMPLICATION(S):

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

ATTACHMENT(S):

None

SUBMITTED BY:

Wendy Pratt, Human Resources Manager



REPORT TO THE OWEN SOUND POLICE SERVICES BOARD

SUBJECT: Chiefs Activity Report – January 2026
TO: Chair and Members of the Owen Sound Police Services Board
DATE: February 12, 2026

- Days Off/Annual Leave – 3 days
- Budget Preparation – 8 hours
- Meeting with Commander of CFB Meaford Re: Opportunities for Collaboration – 2 hours
- OACP Zone Executive Duties- 1 hour
- In Service Training Sessions, Discussions with the Chief – 8 hours
- OSECC Police Partners Meeting – 1 hour
- Dispatch Meeting – 16 hours
- Citizen’s Police Academy First Week Welcome/Presentation – 3 hours
- Legion First Responders Coffee – 1 hour
- HR Interviews – 6 hours
- Crown Pre-Charge Consultation Discussions – 1 hour
- Canadian Niche Executive Advisory Board Meeting – 2 hours
- Rogers Health Link TV Show – 1 hour

SUBMITTED BY:

Craig Ambrose, Chief of Police



REPORT TO THE OWEN SOUND POLICE SERVICE BOARD

SUBJECT: 2025 Use of Force Annual Report
TO: Chair and Members of the Owen Sound Police Services Board
DATE: 18 February 2026

STRATEGIC PRIORITIES:

The use of force data and analysis contributes to the positive outcomes within the following Strategic Priorities, set by the Board in the 2023-2026 OSPS Operations Plan:

- Community Safety
- Community Wellbeing
- Our Members
- Sustainability

RECOMMENDATION(S):

For Information

REPORT:

Reporting Use of Force

As a requirement under Ontario Regulation 391/23 of the Community Safety and Policing Act (CSPA), a Use of Force report must be submitted when a member of a police service:

- draws a handgun in the presence of a member of the public;
- points a firearm at a person;
- discharges a firearm;
- uses a weapon on another person;
- draws and displays a conducted energy weapon (CEW) to a person with the intention of achieving compliance;
- points a CEW at a person;
- discharges a CEW; or
- uses force on another person that results in an injury requiring medical attention.

A modernized Use of Force report was implemented on January 1, 2023, based on amendments to use of force reporting requirement in Regulation 926 of the Police Services Act (PSA) made in November 2022. Amendments include submission requirements related to CEWs; annual review of use of force procedures and training; and publication of annual reports to the police services board analyzing the data from the reports and identifying any trends. The report went through minor amendments again in 2025 mostly to change the headers to show it as being a document of the Community Safety and Policing Act (CSPA) instead of the PSA.

Information about a use of force event that is captured in the standardized provincial report includes data on citizen race, gender, and age as perceived by the officer at the time of use of force, the type of force used, any weapons involved, injuries sustained, etc. Reporting and analysis can be used to assess individual and group training needs, policy and procedure requirements, and racial disproportionalities and disparities.

Race and Identity-Based Data Collection

Ontario's Anti-Racism Act (ARA), 2017, establishes transparent and sustainable mechanisms to identify and eliminate systemic racism and advance racial equity in Ontario. As a requirement of the ARA, police services collect race-based data on the Use of Force report in a manner compliant with the Anti-Racism Data Standards (ARDS), which outline how organizations must collect, manage, analyze and report on information collected under the authority of the ARA. This oversight and accountability is in place to monitor for impacts and trends to: advance racial equity; improve policy and service delivery; and increase transparency and trust.

In recent years, there have been increasing demands from community groups for police to collect data stemming from citizen-police interactions, and directions on the collection of race/ethnicity data to police agencies from civilian oversight organizations as well as provincial governments, as summarized in the OSPSPB January 18, 2026, report titled "Race and Identity-Based Data".

2025 Use of Force Annual Report

It is important to note that numbers in this annual report are not always a 1:1 ratio, for example, multiple officers may each submit a report on one or more types of force used during the same incident on the same individual, or one officer may submit a report on one or more types of force used on multiple individuals in the same incident. Each officer using reportable force must submit a report and include their perception of race, age, and gender of each subject and the type(s) of force.

- There were **36 Use of Force reports** submitted in 2025, involving **28 unique incidents** with **22 unique persons and 6 animals** (all sick racoons). The number of subjects involved in any one incident varied from zero to two.
- Comparing to the previous year, there were 31 Use of Force reports submitted in 2024, involving 25 unique incidents, 21 unique persons, and 3 animals. In 2024 the number of subjects involved in any one incident varied from zero to four. This is relatively consistent with 2023, with 24 unique persons that required officers to use reportable force.
- **With 18,974 occurrences dispatched for OSPS in 2025, the use of force reported in 28 incidents represents 0.15% of all events.** This low number can be attributed to the fact that the OSPS officers are trained in various types of de-escalation and use of force.
- In 2025, there were seven unique incidents where two or more officers each submitted a report on the same individual.
- **Officers' perception of the person's race involved in the use of force events was recorded as White 16 times, 3 Indigenous, 2 Latino, and 1 black in 2025.**

- **Of the 22 individuals described in use-of-force reports in 2025, these subjects were perceived as being male 20 times and female 2 times.**
- Physical control (e.g. escort technique, grounding, pinning) was used and reported 2 times in 2025, half of the previous year's total of 4. Incidents involving physical control are not required to be reported, unless the subject requires medical care or a report is triggered by a greater level of force used in the same incident.
- **In 2025, a Conducted Energy Weapon (CEW) was drawn, displayed, pointed, and/or discharged 23 times, as compared to 19 times in 2024.**
- **A firearm was reported drawn, pointed, and/or discharged 12 times in 2025, similar to the 12 in 2024.** In 2025, a firearm was drawn, pointed or discharged in:
 - 6 animal incidents in which the firearm was discharged on an animal only;
 - 3 incidents where multiple officers responded to deal with one subject (1 warrant execution with threat of a firearm, 1 theft with the threat of swinging golf club, 1 disturbance call);
 - 1 incident in which multiple subjects were present.

FINANCIAL/RISK IMPLICATION(S):

Although few calls for service result in a provincially reportable use of force event, high risk events happen often enough that the OSPS officers need to be ready at a moment's notice. The OSPS officers have so far been able to gain control of these situations effectively with only a small number of injuries to the subjects or the public.

Some of these incidents included a violent disturbance at a known drug house that eventually led to a multi-jurisdictional operation that included an OPP helicopter and K9 unit (guns drawn and pointed); an out-of-control hospital patient barricaded in a locked room with another patient, threatening to kill anyone who tried to get near (CEW deployed); a break and enter suspect who fled on foot and threatened officers with a golf club (CEW deployed); a person in crisis with a hand in a backpack in the middle of a busy road claiming he had a gun inside; and more (CEW deployed).

Annual Use of Force Report - 2025		2025	2024	2023
Number of Reports Submitted		36	31	22
Individual		36	31	21
Team		0	0	1
Number of unique incidents		28	25	19
Number of unique Subjects				
Persons		22	21	24
No Interaction with Subject			1	1
None (Animal Only)		6	3	1
Subject's Perceived Race				
Black		1	0	4
East/Southeast Asian		0	0	-
Indigenous		3	2	3
Latino		2	0	-
Middle Eastern		0	1	1
South Asian		0	0	-
White		16	17	19
Subject's Perceived Age				
<12			0	-
12-17		3	1	-
18-24		5	3	1
25-34		9	7	9
35-44		3	3	6
45-54		1	4	5
55-64		1	2	5
>65		0	0	1
Subject's Perceived Gender				
Male		20	19	23
Female		2	2	4
Trans/Non-binary/Other		0	0	-
Type of Force Used				
Physical Control		2	4	5
Intermediate Weapon:				
Baton		0	0	-
OC Spray		1	0	-
CEW:		23	19	14
Drawn and Displayed		1	5	9
Pointed		15	8	9
Discharged		7	6	4
Less Lethal Firearm				-
Other				-
Firearm:		12	13	14
Handgun				
Handgun-Drawn			5	12
Handgun-Pointed		5	8	11
Handgun-Discharged		0	0	-
Handgun- animal		6	3	1
Rifle				
Rifle-Pointed		1	0	1
Rifle-Discharged		0	0	-
Shotgun				
Shotgun-Pointed		0	0	-
Shotgun-Discharged		0	0	-

ATTACHMENT(S):

Nil

SUBMITTED BY:

Inspector Craig Matheson, Operations
Constable Curtis Gloade, Training Officer

REPORT TO THE OWEN SOUND POLICE SERVICE BOARD



SUBJECT: 2025 ANNUAL REPORT – PROPERTY VAULT AUDIT
TO: Chair and Members of the Owen Sound Police Service Board
DATE: February 18, 2026

STRATEGIC PRIORITIES:

The contents of this report contribute to the positive outcomes within the following Strategic Priorities, set by the Board in the 2023-2026 OSPS Operations Plan:

- Community Safety
- Community Wellbeing
- Our Members
- Sustainability

RECOMMENDATION(S):

For Information

REPORT:

An annual seized property vault audit is necessary for the following reasons:

Accountability & Chain of Custody

- Ensure all property and evidence items are properly logged.
- Confirms chain-of-custody entries are complete and accurate.
- Verifies seals, packaging, and labeling are intact.

Security & Integrity

- Ensures only authorized personnel have access to the property vault.
- Validates that high-risk items (drugs, firearms, money) are secure.
- Verifies evidence is properly logged onto the RMS.

Compliance & Legal Requirements

- Confirms adherence to the Services' policies and procedures.
- Verifies compliance with court property dispositions and the Service' retention schedules.

Operational Efficiency

- Identifies inefficiencies in storage, tracking, or documentation.
- Ensure proper disposal practices for eligible items.
- Helps manage storage capacity and organization.

Transparency & Public Trust

- Demonstrates accountability to the community.
- Reinforces professionalism in evidence management.
- Help protect the integrity of investigations and court cases.

On February 10th, 2026, an inspection and audit of the property vault was conducted, and the following observations were made:

Accountability & Chain of Custody

- A random sampling of property items was conducted at every storage location within the property vault.
- A total of forty-eight (48) property items were selected for review.
- All property items selected were properly logged onto the RMS according to occurrence number, property tag number, item description, seizing officer name / badge #, and were stored in the proper location within the property vault.

Security & Integrity

- A card access audit was conducted with IT Services to verify the names of authorized personnel permitted access to the property vault. Access to the vault is restricted to the Property Officer and their designate and the executive uniform management team. There were no instances of unauthorized access to the property vault.
- High-risk items (drugs, firearms, money) were secured in separate storage compartments within the secure property vault.

Compliance & Legal Requirements

- Property items inspected complied with the Services' policy and procedure on the collection, preservation & control of evidence and property – LE-0200SPS.
- **Recommendation:** a quarterly review of property items to ensure compliance with court property dispositions and the Service' retention schedules once established.

Operational Efficiency

- The property vault was well organized.
- Property items identified for disposal were set aside for processing.

- Empty containers and non-property related items were removed.
- **Recommendations:**
 - a supervised cleaning of the movable shelving unit top shelves and floor area.
 - a quarterly review of property items to ensure compliance with court property dispositions and the Service' retention schedules once established to help maintain storage capacity.
 - The purchase of a powered cellular phone storage cabinet to securely store and protect cellular phones and tablets seized as evidence.

FINANCIAL/RISK IMPLICATION(S):

Establish an evidentiary property retention schedule to ensure timely review and appropriate disposal of property items in a consistent manner to effectively manage volume of stored property items and maintain storage capacity.

ATTACHMENT(S):

None

SUBMITTED BY:

Tony Doherty #226 – Administrative Inspector

ANNUAL REPORT TO THE OWEN SOUND POLICE SERVICE BOARD



SUBJECT: 2025 ASSET DISPOSAL REPORT

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

DATE: January 20th, 2026

STRATEGIC PRIORITIES:

The content of this report contributes to the positive outcomes within the following Strategic Priorities, set by the Board in the 2023-2026 OSPS Operations Plan:

- Community Safety
- Community Wellbeing
- Our Members
- Sustainability

REPORT:

The purpose of this annual report is to list the assets from 2025 that were disposed, the disposal method and disposal date.

FINANCIAL/RISK IMPLICATION(S):

None

ATTACHMENT(S):

Please see the attached Asset Tracking System, Disposed Item Detail on page 2.

SUBMITTED BY:

Tony Doherty #226, Administrative Inspector

Asset Tracking System
ITEM DISPOSE - DETAIL
Disposed Between 01/01/2025 and 12/31/2025

1/20/2026
11:00:34

Bar Code	OSP11239	Purchased	GL Account
Inventory No.		Requisition	GL Sub Account
Serial No.	3110AK2SM88D101001	Purchase Order	Business Unit
		Price	
Status	Disposed	Vendor	Disposal Type RECYCLED AT DEPOT
Type of Asset	UPS		Disposal Date Oct/24/25
Model	SMART500RT1U		alvage Value
Manufacturer	TRIPP-LITE		Last Physical Inventory
Description	UPS - Port Hope		
Comments			

REPORT TO THE OWEN SOUND POLICE SERVICE BOARD



SUBJECT: 2025 ANNUAL REPORT – SECONDARY EMPLOYMENT ACTIVITIES

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

DATE: February 18, 2026

STRATEGIC PRIORITIES:

The [contents of this report] contributes to the positive outcomes within the following Strategic Priorities, set by the Board in the 2023-2026 OSPS Operations Plan:

- Community Safety
- Community Wellbeing
- Our Members
- Sustainability

RECOMMENDATION(S):

For Information

REPORT:

Procedure **LE-025OSPS / SP-002 – Secondary Activities** requires members who wish to engage in secondary employment or serve on an external board or committee to obtain prior approval from the Chief of Police. In accordance with **Section 89(6) of the Community Safety and Policing Act (CSPA)**, the Chief of Police must also provide a written report to the Police Services Board outlining the requests received and the decisions made.

This procedure ensures that all secondary activity requests comply with applicable legislation and, more importantly, safeguard the integrity of the Police Service. It helps prevent conflicts of interest, avoids negative public perception, and ensures alignment with Service goals, objectives, and priorities.

During **2025**, the Chief approved the following secondary employment requests:

- A **Special Constable** requested permission to work as a facilitator/presenter on specialized topics. Approval was granted.
- A **civilian member** requested authorization to perform on-call work as a child and youth worker for a local social services agency. Approval was granted.

Some members serve on boards and committees as part of their employment duties with the Police Service; therefore, they are not required to apply under this procedure. Additionally, other members continue secondary employment activities previously approved in earlier years.

FINANCIAL/RISK IMPLICATION(S):

None

ATTACHMENT(S):

None

SUBMITTED BY:

Wendy Pratt, Manager, Human Resources



OWEN SOUND POLICE SERVICES BOARD

Expires: Indefinite

Repeals: 1999-05, 2004-04,
2005-09, 2006-12, 2017-02, 2024-
03

Revisions: January 29, 2026

BY-LAW NO. 2026-01

A BY-LAW TO ESTABLISH ADMINISTRATIVE FEES FOR SERVICES PROVIDED BY THE OWEN SOUND POLICE SERVICE

WHEREAS the Board passed By-law 2017-02 on the 01st day of August, 2017; and

WHEREAS the Board deems it necessary to review By-law 2017-02 in accordance to the provisions of the Municipal Act S.O. 2001; and

WHEREAS Section 31 (6) of the (Former) Police Services Act (PSA) authorized the Owen Sound Police Service Board (“the Board”) to create By-laws so as to make rules for the effective management of the Police Service, and Section 46 (1) of Community Safety and Policing Act (CSPA) authorizes the Board to establish its own rules and procedures in performing its duties under CSPA and the regulations; and

WHEREAS Section 38(1) of the Community Safety and Policing Act 2019 states that a Board is responsible for the provision of adequate and effective police services in the municipality; and

WHEREAS Section 38(2) CSPA authorizes in addition to the policies required by the CSPA, the Board may establish policies or bylaws respecting any other matters related to the Police Service or the provision of policing; and

WHEREAS the Board may, by by-law, make rules of the effective management of the police service; and

WHEREAS it is the responsibility of the Chief of Police to administer the Owen Sound Police service in accordance with the policies, priorities and objectives established by the Board; and

WHEREAS the Board recognizes that certain demands are placed on resources by corporations, agencies and individuals requesting information, reports and security clearances and other services not ordinarily provided by police services; and

WHEREAS the Municipal Act, 2001 c. 25 Section 391, Section 150 (9) empowers the Owen Sound Police Services Board to have fees administrative services;

THEREFORE the Board deems it expedient to develop a schedule of fees for such administrative services;

THE OWEN SOUND POLICE SERVICES BOARD ENACTS AS FOLLOWS:

1. **DEFINITIONS:**

1.1 "Board" shall mean the Owen Sound Police Services Board

1.2 "Chief" shall mean the Chief of the Owen Sound Police Service.

1.3 "Record" shall mean an item as noted in the Schedule of Services – Appendix "A"

2. The purpose of this by-law is to provide consistent structure for fees to be charged to person/agencies requesting records. The fees and charges attached hereto are subject to H.S.T. where applicable.

3. The Chief shall ensure that a procedure is in place to make certain that members of the Owen Sound Police Service adhere to this by-law. The process shall include provision for the effective security, documentation, receipting and depositing all money received pursuant to this by-law and the Schedule of Services - Appendix "A" as amended from time to time by the Board.

4. **BY-LAWS REPEALED**

By-law 1999-05, 2004-04; 2005-09, 2006-12 and 2017-02, 2024-03 are hereby repealed.

This By-law 2026-01 shall come into full force and effect upon the final passing hereof.

Read a first and second time this 17 day of February 2025.

Read a third and finally passed this day of 2026.

John Thomson, Chair

Kayla Wardell, Executive Assistant

Appendix "A"

Schedule of Services	Cost	New Feb 2024
Collision Reconstruction Report		
• CAD Scale Diagram (including measurements)		\$550.00
• Field Sketch		\$250.00
• Officer Technical Notes		\$75.00
• Photographs (on DVD)		\$75.00
• Technical Data Report		\$550.00
• Technical Interview with Collision Reconstruction Officer		\$150.00
• Vehicle Mechanical Inspection Report (if necessary)		\$200.00
• Video of Collision Scene		\$100.00
• Complete Motor Vehicle Accident Reconstruction	Hard copy \$1,625.00 CD \$1,500.00	Hard copy \$1,800.00 CD \$1,800.00
Records		
• General Occurrence Report	\$50.00	\$50.00
• Motor Vehicle Collision Report	\$50.00	\$50.00
• Officer Notes/per officer	\$50.00	\$50.00
• Digital Images (on DVD)	\$10.00	\$35.00
• Witness Statement/per witness	\$50.00	\$50.00
• File Closure	\$25.00	\$50.00
• Audio Tape (plus search time if applicable)	\$40.00 + hr. rate for search	\$40.00 + hr. rate for search
• Transcript	\$8.00/page	\$10.00/page
• Video (on DVD)		\$55.00
• Towing Release	\$10.00	\$10.00
• Compliance Administration Fee	\$20.00	Free

Fingerprints		
• Civilian - processing visa, adoption, pardons, immigration, Government Agency, Employer (Meaford Base, Purolator etc.)	\$25.00	\$35.00
• Volunteer (VS hit)	\$25.00	\$15.00
• Employment (VS hit)	\$25.00	\$25.00
• Non-resident Fee		\$25.00
Criminal Record Check - Employment		
• Police Criminal Record Check	\$50.00	\$50.00
• Police Information Check	\$50.00	\$50.00
• Police Vulnerable Sector	\$50.00	\$50.00
Criminal Record Check - Volunteer		
• Criminal Record Check – Volunteer * In person background checks only. Fee applied for online service	\$25.00	Free
• Police Information Check	\$25.00	Free
• Police Vulnerable Sector	\$25.00	\$25.00
Exempted Police Record Check		
• BROAD (Exempted) Police Record Check		\$100.00
Freedom of Information (FOI)		
• FOI Application		\$5.00
• Photocopies and Computer printouts (over 100 pages)		\$0.20 per page
• Records provided on DVD		\$10.00 per DVD
• Manual Search for a record		\$7.50 per 15 minutes
• Preparing a record for Disclosure		\$7.50 per 15 minutes
Paid Duty		
• Late notice request fee	\$100.00/hr	\$120.00/hr
• Cruiser Fee	\$46.80	\$52.88
• Officer Fee	\$80.00/hr	\$103.81 per hour per officer
• Short notice cancelation fee if less than <24hours notice provided	Min. fee 3 hours per officer	Min. fee 3 hours per officer



OWEN SOUND POLICE SERVICE

BOARD POLICY

Issued:

Reviewed:

Revised:

May 15, 2023

December 18, 2024

Expires: Indefinite

Rescinds: OSPSB GP-009 Financial Management

OSPSB GP-009 Financial Management

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1. Preamble:

- a) It is the policy of the Owen Sound Police Service Board (the Board) to regulate financial issues including budget processes and controls, capital financing policy, cash control policy and policy regarding the use of the reserve fund for the Owen Sound Police Service;
- b) The *Community Policing and Safety Act (CSPA)*, provides that the Board is responsible for the submission of budget estimates to Council annually;

- c) The *CSPA* makes provision under section 258, for the Board to use proceeds of property sold at auction and the use of unclaimed money for any purpose that it considers to be in public interest;
- d) The Board is accountable to the citizens of Owen Sound for the use of these resources; and
- e) The Board deems it expedient to adopt a policy to govern financial matters including budget processes and controls, purchasing practices, capital financing, cash control and use of the reserve fund.

2. **Goals:**

The Goal of this policy are as follows:

- a) To maximize the dollars being spent by using a competitive process;
- b) To promote fairness to all parties involved in the procurement process;
- c) To eliminate duplication, waste and promote ethical practices by the Police Service Board; and
- d) To achieve the goals in the organization in the most cost-effective manner.

3. **Definitions:**

- a) Board - means the Owen Sound Police Service Board;
- b) Budget - means the approved budget of the Owen Sound Police Service Board approved by the Council of the City of Owen Sound;
- c) Budget Process - means the approved process for the development and preparation of annual estimates for submission to Council;
- d) Capital Expenditures - means any significant expenditure incurred to acquire or improve land, buildings, engineering structures, machinery and equipment used in the provision of policing services;
- e) Chief - means the Chief of Police of the Owen Sound Police Service;
- f) City - means the Corporation of the City of Owen Sound (the City);
- g) Council - means the Council of the Corporation of the City of Owen Sound; and

h) Director of Finance - means the Director of Finance for the City of Owen Sound.

4. **Budget Process:**

a) Pursuant to the *CSPA*, the Board will submit operating and capital estimates to the Municipal Council showing, separately, the amounts that will be required:

- I. To maintain the Police Service and provide it with equipment and facilities; and
- II. To pay the operating expenditures required by the Board, other than the remuneration of Board Members.

b) The Council of the City of Owen Sound and the Board shall determine the format of the estimates, the period they cover and the timetable for their submission:

- I. The Finance/Budget Committee for the Owen Sound Police Service Board will oversee the deliberation of the budget and will be a Committee of the Whole Board and will further submit the final budget to the Board for presentation to the City Council.

c) Pursuant to the format established by the City and in accordance with the direction of the Board, the Chief of Police shall:

- I. In consultation with the Board and Members of the Police Service, establish the estimates and plans of financing required to maintain the Police Service for operating expenditures and capital expenditures, including salaries, equipment, facilities, programs, training, and projects, as the Chief of Police deems appropriate; in accordance with this policy and the Board's Protocol agreement with the City;
- II. The Chief of Police will prepare acquisition forms to obtain the required information from each department, for presentation to the Finance/Budget Committee, amounts required for the next fiscal year's budget. These acquisitions should contain explanations for increases and descriptions of new programs being offered;
- III. The Chief of Police shall develop a budget timetable and budget guidelines for submission to the Board, as directed by the Board, taking into account, among other things, the needs of the Police Service, the financial implications of Provincial or Federal initiatives, the financial implications of other external influences, and any budget guidelines received from the City;

- IV. The proposed programs and requirements will be evaluated and discussed by the Board and prioritized or rejected;
- V. After the changes and recommendations have been incorporated into the proposed budget, a further review by the Board is conducted and any further recommendations for change is included;
- VI. A final review by the Board is completed and the budget is set with supporting documents, for presentation to the Board;
- VII. The Board approved estimates are then submitted to the City for review, conforming to the established City budget format, in accordance with the protocol agreement between the City and the Board;
- VIII. After the Board's review of the budget, a package is prepared, including the services goals, objectives, and accomplishments from the current year, which may be released to the community groups and stakeholders for their input; and
- IX. A special public meeting of the Board may be setup to deal with the input of the community groups and stakeholders and other public input and the budget is approved by the Board; if further public input is required an additional session may be scheduled prior to approval.

5. **Reporting and Financial Controls:**

In accordance with the direction of the Board, the Chief of Police shall:

- a) Report to the Board on a monthly basis, or as otherwise directed by the Board, the status of the budget expenses including any variances;
- b) Ensure that a system of accounting is in place which provides for adequate control of all money received and disbursed by the Police Service;
- c) Ensure that all revenue received and money disbursed, including petty cash systems, are appropriately recorded, receipted, and reported to the Board monthly, or as otherwise requested by the Board;
- d) Ensure that all revenue received is forwarded to the Treasury of the City of Owen Sound for deposit and allocated to the credit of the Board's budget;
- e) Ensure that adequate security is provided for all money received as revenue, found property or other assets in the possession of the Police Service;

- f) Shall establish and maintain current records on all capital assets of the Board, to ensure retention and accountability of the Police Service's assets;
- g) Ensure that adequate procedures are in place to ensure that property and/or money seized, found or otherwise in possession of the Police Service is not converted to Police Service use, or Member use, without prior approval of the Board;
- h) Ensure that the Owen Sound Police Service credit card(s) and other means of charge, are properly controlled and used for Police Service business exclusively; and that the Chair of the Board be responsible for approving the Chief of Police's expenses;
- i) Ensure an approval process is established and procedures to ensure the validity of claims for travel and meal expenses, by Members of the Police Service are controlled in accordance with Appendix "B" attached hereto, as amended from time to time and to the criteria outlined in the personnel contracts;
- j) No contracts or agreements shall be entered into for the provision of police services, dispatch services, other specialist services or other contractual encumbrance on behalf of the Board, without the prior approval of the Board; and
- k) The Board will submit projections to City Council on or before September 30th of each year, for the City's review.

These projections will include current expenses to the end of August of the year and will estimate any surplus or deficit projected to be incurred in the current budget, to the end of the year.

6. **Purchasing:**

In accordance with the direction of the Board, the Chief of Police shall:

- a) Ensure that approval is obtained from the Chief of Police or designate, prior to any Member of the Police Service obtaining any item, article or other encumbrance impacting on the Board's annual budget, in accordance with Appendix "A" attached hereto, and as amended from time to time;
- b) Ensure that expense limits established through the annual budget authorized by the Board are not exceeded:
 - I. Without obtaining the prior approval of the Board and further authorization of the City; and

II. Notwithstanding Section 6 (a) of this Policy, an emergency expenses required to maintain the security of the Police Service may be expended without prior authority with a full report to the Board.

c) In situations where access to reserve accounts is necessary for an emergency, the Chief of Police shall ensure that a full report is submitted to the Board.

7. **Reimbursement of Expenses:**

It is the policy of the Owen Sound Police Service Board that this Policy applies to Board Members and Chief of the Owen Sound Police Service with respect to expenses incurred as a result of attendance at conferences, conventions, seminars, training sessions, workshops and meetings related to their duties with the Board.

The Chief of Police will ensure that a separate procedure(s) will be in place to govern such expenses for all Members of the Owen Sound Police Service.

As always, exceptions can apply in some cases and Board Members who find themselves in a situation not described in this policy must inquire as to what direction to take. Furthermore, it is the responsibility of the Board Member to check beforehand if an anticipated expense not listed would be covered.

The following guidelines should apply:

a) Eligible Expenses:

Board Members and the Chief of Police will be reimbursed for:

- I. Mileage travel costs to and from an event upon submission of an Expense Claim Form will be based on mileage and is to be paid based on the rate paid by the City; and
- II. Should a Board Member or the Chief of Police feel it is necessary to rent a car in order to attend an event, approval must be received from the Chair of the Board, and the cost may be claimed as an expense; original receipts required.

b) Conference Approval Process:

- I. Throughout each year, Board Members and Staff will receive information outlining the dates, locations, and estimated cost of commonly attended annual conferences, training, and seminars for that year. Details of all conferences/training shall be brought to the Chief of Police's attention as they become available;

- II. Board Members may elect to attend up to two (2) conferences per year of two or more days. Attendance at a conference that would be in addition to the two elected by the Board Member must be approved by the Board in advance;
- III. The Board Secretary will make arrangements for registration and hotel accommodations on behalf of the Board Member, through use of the Corporate Purchasing Card. Where possible, registration costs should be those of the "early registration cut-off date" in order to take advantage of discount. The Board Member is responsible for travel arrangements, unless otherwise arranged, and will be reimbursed upon submission of a duly completed Expense Claim Form;
- IV. The Board Secretary will make arrangements for the Chief of Police's registration and hotel accommodations on behalf of the Chief of Police, through use of the Corporate Purchasing Card. Where possible, registration costs should be those of the "early registration cut-off date" in order to take advantage of discounts on registration. Hotel accommodation will be at a single occupancy rate. The Chief of Police is responsible for travel arrangements, unless otherwise arranged, and will be reimbursed upon submission of a duly completed Expense Claim Form;
- V. Every attempt will be made to reserve accommodation at the hotel where the conference, seminar, or workshop is being held;
- VI. If a special accommodation rate is not offered, the government or corporate rate is to be requested;
- VII. Members will receive copies of all confirmation documentation for registration, travel arrangements, and accommodation once confirmed and at least one week prior to departure unless an emergency situation exists; and
- VIII. Reference – Appendix "B."

c) Ineligible Expenses:

- I. Any pre and post conference social/recreational tours and/or events;
- II. Excessive long-distance telephone calls;

- III. Travel, meals and/or accommodation expenses for accompanying family members/companions;
- IV. Alcoholic beverage charges;
- V. Snacks;
- VI. Dry cleaning/laundry;
- VII. In-room movies/pay per view television;
- VIII. Loss of personal effects that may occur while travelling on behalf of the Police Service Board;
- IX. Travel booked using Aero plan miles or reward points accumulated on personal credit cards;
- X. Taxi charges when shuttle service is available;
- XI. The cost of purchasing out-of-country medical insurance coverage; and
- XII. Any other items of a personal or discretionary nature.

d) Expense Claims/Reimbursement:

Approval and reimbursement of travel expense claims will be in accordance with the following:

- I. All claims for expenses except per diems must be accompanied by the original receipt. Photocopies will not be accepted;
- II. Claims for Board Members shall be submitted to the Board Office and Staff Members shall submit claims to the Executive Assistant following the completion of travel;
- III. Claims for expenses must be presented within 14 (fourteen) days of a Member's return from a function;
- IV. All expense claim forms must be approved and signed by the Chief of Police or designate;
- V. Duly authorized Expense Claim Forms will be submitted to the City of Owen Sound Finance Department for payment in a timely manner;

- VI. The cost incurred in converting reasonable sums to foreign currencies and/or reconvertng any unused balance to Canadian currency shall be reimbursed, based upon receipts, from all transactions and sources. Canada currency exchange rate shall apply.

In cases where the Bank of Canada does not provide an exchange rate, an alternate bank rate from an established institution shall be applied. The rate shall be the average of the rates applicable on the initial date into the country and final date out of the country;

- VII. Mileage:

- mileage travel costs to and from an event upon submission of an Expense Claim Form will be based on mileage and is to be paid based on the rate paid by the City (Ref: Appendix B); and
- when more than one Member is travelling in the same private vehicle, only the vehicle operator is entitled to claim mileage.

- VIII. Only the Member's meals are reimbursed; and

- IX. Reasonable parking fees at hotels/parking lots will be fully reimbursed.

8. **Policy Compliance:**

In addition, the Chief of Police shall develop procedures or directives to ensure that Members of the Police Service are familiar with and comply with the requirements of this policy.

9. **Procurement of Goods and Services:**

Reference: "Bylaw No. 2020-002 A Bylaw to adopt a policy "Procurement of Goods, Services, Construction, or Consulting Policy for the City of Owen Sound"

Chair

Date

Appendix "A"

Owen Sound Police Service Board

Financial Management Policy

It is the policy of the Owen Sound Police Service Board with respect to purchasing procedures for the Owen Sound Police Service, that the Chief of Police will ensure:

- a) That authorizations within the annual budget constitutes the Board's authorization and no purchase will exceed the amount authorized to be expended through the annual budget, until approved by the Board;
- b) That requirements for goods or services not exceeding \$5,000.00 will be authorized under the discretion of the Chief of Police for further approval by the Board;
- c) That requirements for goods or services in excess of \$5,000.00 but less than \$25,000.00, will have three written quotations and shall be reported to the Board in the Information Package of the following meeting;
- d) That all requirements for goods or services in excess of \$25,000.00 will be tendered by the City Purchasing and Materials Manager in accordance with the City of Owen Sound Financial Policy;
- e) That tenders shall be opened within a reasonable time after the closing of tenders, and that this opening date be included in the tender;
- f) Each tender will be dated when received and a full report including names of all tenders, and quoted price, shall be reported to the Board, accompanied by a recommendation to the Board on the preferred tender. To protect the integrity of each procurement process, each bidder will be contacted with notification of the winning bidder and price details. The process shall be articulated and strictly adhered to, and no prices will be divulged until such time that the process is complete;
- g) That the Board's approval will be obtained prior to any non-budgeted merchandise being purchased and subsequently, the City's authorization;
- h) The Owen Sound Police Service cannot see under any circumstances where in-house bids would apply, but the Police Service will be vigilant should any opportunity arise;

- i) Where, in the opinion of the Chief of Police, an emergency occurs and the Chief of Police deems it necessary due to an imminent or actual danger to the life, health, or safety of an official, employee or citizen they may initiate a purchase order in excess of the pre-authorized expenditure limit. Any purchase order issued under such conditions together with a source of funding provided by the City Manager shall be justified and reported at the next meeting of the Police Service Board following the date of the requisition; and

- j) The Chief of Police may, under the conditions as hereinafter set out, purchase by negotiating with one or more sources or bidders and in such case the requirements for inviting tenders and quotations may be waived when due to market conditions and in the judgement of the "Purchasing and Materials Manager" goods are in short supply, where there is only one source of supply for the goods or services, where two or more identical bids have been received, where the lowest bid meeting specifications is excessive in total cost and/or substantially exceeds the estimated costs, when all bids received fail to meet the specifications and/or tender terms and conditions and it is impractical to recall tenders or quotations. This section is subject to the Board's prior approval.

Appendix "B"

Owen Sound Police Service Board

Financial Management Policy

Expenses for mileage and travel related costs, in or out of the City will be reimbursed as follows:

Effective on the passing of this policy, the Police Services mileage rate will be paid at a rate equal to the rate paid by the City of Owen Sound for the use of private vehicles used for work purposes, with regard to the Board and Police Services business.

Travel and meal expenses will be paid in accordance with personnel contract, the collective agreement, or pertinent Standing Orders for authorized expenses relating to expenses incurred while on authorized Police Services business. In the absence of a stipulated rate through an agreement or contract, the member will be paid on actual costs and will not exceed the following daily maximum.

Attendance by Board members at conferences, conventions, seminars, and training courses require approval by the Owen Sound Police Service Board. Members of the Board who are also members of City Council will be reimbursed under this policy, while on approved Board business or may submit to the City under their expense policy. The Board will be reimbursed for actual expenses incurred while on approved Board business by presenting original receipts. The Board will not be responsible for any expense incurred by a Citizen Member of a committee while in attendance at any function, without prior approval of the Board. Registration fees and accommodation for the spouse/companion of a Board Member will be paid by the Board in addition to attendance at special dinner meetings and banquets related to Board business.



OWEN SOUND POLICE SERVICE

BOARD POLICY

Issued: 2026

Reviewed:

Revised:

Expires: Indefinite

Rescinds:

GPS-023 Records Retention, Storage and Destruction

1. **Preamble:**

- a) Section 254 (1) of the *Municipal Act*, provides that a Municipality shall retain and preserve the records of the Municipality and its local boards in a secure and accessible manner;
- b) Sections 255 (1) and (2) of the *Municipal Act* state that a record of a Municipality or a local board may be destroyed if a retention period has expired or the record is a copy of an original record;
- c) Section 255(6) of the *Municipal Act* states that “record” in this section does not include a record of a Police Services Board that is directly related to any law enforcement activity with respect to a person or a body;
- d) Section 31 (6) of the (Former) *Police Services Act* (PSA) authorized the Owen Sound Police Service Board (“the Board”) to create By-laws so as to make rules for the effective management of the Police Service, and Section 46 (1) of *Community Safety and Policing Act* (CSPA) authorizes the Board to establish its own rules and procedures in performing its duties under CSPA and the regulations;
- e) Section 38(2) CSPA authorizes in addition to the policies required by the CSPA, the Board may establish policies respecting any other matters related to the Police Service or the provision of policing;

- f) It the Policy of the Board in accordance with the above stated law and with Section 30 (1) of the *Municipal Freedom of Information and Protection of Privacy* (“*MFIPPA*”), Section 5 of Regulation 823 to *MFIPPA* , and any other applicable federal, provincial or municipal law governing the collection, security, retention, use, disclosure and destruction of records, the Board enacts the following.

2. **Board Policy:**

- a) All correspondence, documents and any information recorded in printed form, tapes, film, by electronic means or otherwise on behalf of the Board are deemed to be Board records under this Policy. Records include but are not limited to:
- I. Correspondence, memoranda, books, plans, maps, drawings, diagrams, pictorial or graphic works, photographs, films, microfilm, sound recordings, videotapes, machine readable records, any other documentary material, regardless of physical form or characteristics, and any copy thereof; and
 - II. Any record that is capable of being produced from a machine-readable record by means of computer hardware and software, or any other information storage equipment and technical expertise normally used by the Board or the Owen Sound Police Service (“this Police Service”).
- b) The Board Secretary shall ensure the efficient management of all records by maintaining an accurate and up-to-date document register and electronic index of Board Minutes to facilitate quick document retrieval;
- c) All Board specific records shall be maintained in compliance with Schedule “A” or otherwise determined by the Board;
- d) Retention of a record, for historical reasons, beyond the time period specified in the Schedule of Retention may be authorized by the Board;
- e) All records that come into the possession of the Police Service that are directly related to a law enforcement activity with respect to a person or a body shall be retained in a secure and accessible manner at all times while those records are in the possession of this Police Service;
- f) All records that do not fall into the description set out in section 5 shall be retained in accordance with this Police Service’s Records Retention Schedule, as revised from time to time;
- g) The Chief of Police is authorized to make appropriate updates and revisions to the Retention Schedule as required, and is directed to report such changes to the Board;

- h) The Chief of Police is directed to ensure that the requirements set out in the Retention Schedule are audited on an annual basis and shall report to the Board on the outcome of that audit;
- i) All records set out in the Retention Schedule shall be retained for a period of no less than the periods set out in the Retention Schedule and stored as directed by Chief of Police and shall remain under the control and custody of the Chief of Police;
- j) All records of the Board shall remain under control and custody of the Board Secretary or Board designate;
- k) Destruction of any Board or this Police Service's records shall be by shredding or any other manner of permanent destruction. Board records shall be destroyed under the supervision of the Board Secretary and/or the Chair and Police Service records shall be destroyed under the supervision of the Chief of Police or designate;
- l) Every person in possession of In-Camera Board meeting records shall be responsible for their proper use, storage and destruction;
- m) Minutes of public meetings are posted on the Board's web page. Requests for other Board records shall be made to the Board Secretary or to the Freedom of Information Coordinator, for the Police Service. All In-Camera records are deemed to be confidential and shall not be disclosed except as may be required by law or by a Board Resolution waiving confidentiality; and
- n) Retention of a record, for historical reasons, beyond the time period specified in the Retention Schedule may be authorized by the Board or its designate.

Chair:

Date:

RECORDS RETENTION AND STORAGE SCHEDULE "A"

Note: anything can be added and retention periods adjusted

Secretary's Notes/Tapes	3 months
By-Laws/Policies/Procedures	Permanent
Minutes of Meetings	Permanent
Historical Documents	Permanent
Annual Reports	20 years
Strategic Plans	CY + 7 years
Board Budget Material	CY + 5 years
Board Office Financial Materials	CY + 7 years
Working Agreements	Expiry of agreement + 25 years
Board Staff Human Resource	25 years after leaving Board
Contracts (including but not limited to Chief, Deputy Chief(s), Board staff)	Expiry of contract + 25 years
External Contracts	Vendors - expiry of contract + 2 years Government - expiry of contract + 5 years
Civil Actions	Close of file + 15 years
Financial Reports	CY + 5 years
Correspondence/Complaints	Resolution of complaint + 5 years
Tender Documents	Term of tender + 7 years Unsuccessful applicants -1 year after award

REPORT TO THE OWEN SOUND POLICE SERVICE BOARD



SUBJECT: Bitcoin ATM Machines- Information Report
TO: Chair and Members of the Owen Sound Police Service Board
DATE: February 18, 2026

STRATEGIC PRIORITIES:

The contributes to the positive outcomes within the following Strategic Priorities, set by the Board in the 2023-2026 OSPS Operations Plan:

- Community Safety
- Community Wellbeing
- Our Members
- Sustainability

RECOMMENDATION(S):

For Information

REPORT:

Below is an informational report summarizing current concerns, trends, and policing considerations surrounding Bitcoin A.T.M. machines and their role in financial fraud targeting residents of Owen Sound.

What is a Bitcoin ATM?

A Bitcoin A.T.M. is a physical kiosk that allows users to buy — and in some cases, sell — Bitcoin or other cryptocurrencies using cash or a debit card, without needing a traditional bank account. Instead of connecting to a bank, these machines connect to a cryptocurrency exchange or **directly to a user's digital wallet, sending purchased crypto to the wallet** or dispensing cash when crypto is sold. Bitcoin ATMs function similarly to vending machines for digital currency, offering a quick, accessible method for converting cash into Bitcoin or vice versa.

How Bitcoin ATM's are Used as a Tool for Fraud

Bitcoin ATMs - while legal and useful for legitimate cryptocurrency purchases - have increasingly become a favoured method for scammers to extract money from victims due to their speed, anonymity, and irreversible transactions.

Common Fraud Types Involving Bitcoin ATM's

- Fraudsters posing as government employee and Police Officers and demanding payments to avoid arrest, taxes and fines using a Bitcoin ATM
- Investment scams in which a fraudster posing as a legitimate financial advisor convinces a victim that they will receive 'guaranteed returns' in exchange for a large initial investment
- Tech support/ computer access scams in which fraudsters convince victims that their bank account has been compromised, and they must urgently pay for technology services

Owen Sound Specific Information Regarding Fraudulent Activity Related to Bitcoin ATM's

Police records reveal that reported incidents of fraudulent activity directly related to Bitcoin ATM machines date back to the year 2020 in Owen Sound. It should be noted that the majority of reported frauds involving Bitcoin and other cryptocurrencies are carried out using computers rather than Bitcoin ATMs. The following is the reported financial loss by year attributed to frauds in which Bitcoin ATMs were used to complete the transaction(s).

- **2020-** \$3,780
- **2021-** \$100,000
- **2022-** \$20,400
- **2023-** \$7,800
- **2024-** \$45,200
- **2025-** \$5,100
- **2026-** \$4,900 (* as of Feb 6, 2026)

Current Locations of Bitcoin ATM's in the City of Owen Sound

- Central Variety Convenience Store- 314 8th Street East
- Hasty Market Convenience Store- 925 16th Street East
- Owen Sound Convenience- 810 10th Street West
- Vince's Kwik Mart – 601 2nd Avenue East
- Circle K- 280 10th Street East

Current Legal and Regulatory Framework for Bitcoin ATMs in Canada

Bitcoin ATMs are **not banned** in Ontario **or anywhere** in Canada. They are legal, fully operational, and classified as "money services businesses" that must register with FINTRAC, the federal financial intelligence agency. They are subject to increasing scrutiny due to their association with fraud and money laundering, leading some law enforcement officials to call for tighter restrictions or bans, but none have been enacted. The city of Vancouver famously considered a ban in 2019 after police called the machines "ideal money laundering vehicles," but ultimately decided against it to avoid appearing hostile to financial technology.

State of Massachusetts, U.S.A.

A case that was briefly discussed during the January, 2026 board meeting referencing the 'City of Burlington' was in fact describing events from Burlington, Massachusetts.

- Burlington, Massachusetts, is moving to join several neighbouring municipalities in banning cryptocurrency ATMs to combat a surge in fraud and financial scams, with a proposal submitted by the police department for a January 2026 town meeting. The ban aims to protect residents from high-stakes fraud, as the town seeks to remove machines commonly used for depositing funds to scammers.
- The proposal seeks to ban Bitcoin ATMs and other cryptocurrency kiosks, particularly in local, convenience-style businesses.
- If approved, the bylaw would require businesses to remove the machines within 60 days, with noncompliance resulting in daily fines.

FINANCIAL/RISK IMPLICATION(S):

The issue of financial fraud being facilitated in part using Bitcoin ATM's is a documented risk to the citizens of Owen Sound.

SUBMITTED BY:

Craig Matheson, Inspector

REPORT TO THE OWEN SOUND POLICE SERVICE BOARD

SUBJECT: 2023-2026 Operations Plan – Progress Update #6 - Year Three

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

DATE: February 18, 2026



STRATEGIC PRIORITIES:

Monitoring progress on the goals and actions of the OSPS 2023-2026 Operations Plan will help maintain focus on the following Strategic Priorities set by the Board and raise awareness of any issues or challenges that may arise and prevent success:

- Community Safety
- Community Wellbeing
- Our Members
- Sustainability

RECOMMENDATION(S):

For Information

REPORT:

In March 2023 the Owen Sound Police Services Board approved the 2023-2026 OSPS Operations Plan. The Plan includes 14 goals and 50 specific actions within the Board's Strategic Priorities listed above.

As part of our commitment to achieving these goals, each action has a designated Position and Person Accountable who has been selected to lead, coordinate, and take ownership of moving the action forward. Each Person Accountable is responsible for identifying and updating timelines and measurements of success in the working copy of the Operations Plan, as well as providing brief progress updates every six months. These progress reports are important to ensure goals and actions stay on track, and to discuss/assist with any challenges or roadblocks.

Attached is the sixth, six-month progress update for the goals and actions of the OSPS 2023-2026 Operations Plan, representing the end of year three of this four-year plan. At this point in time, one (1) action has not yet started; fourteen (14) actions are in progress; and thirty-five (35) or 70% of actions are considered completed.

In this year three progress report, many actions are now designated "**Completed**" as they are ongoing, continuous initiatives that are built into regular OSPS business practice. Following transfers, promotions, and filled vacancies mid-2025, some new "accountable persons" have taken on renewed focus of some actions. Tremendous efforts continue across the Service. In some cases, steps continue towards the end goal; and in other cases, efforts over the past three years have solidified the actions into long term, standard business practice.

A few “**Completed**” actions are highlighted below:

- Improving police visibility in the River District and at other priority areas continues as part of regular foot and bicycle patrols (**CS2a**), and by attending and/or hosting community events (**CS2c**). The vacancy in CORE is now filled and the CORE officer sustains visibility with scheduled foot patrol, ongoing engagement with local businesses, and promoting CamSafe. The CORE officer, the CSO and Auxiliary officers, actively participate in events, such as Halloween walk, Santa Claus parade, Festival of Northern Lights, and are involved in planning 2026 events such as Wheel & Ride. However, availability of part-time officers for visibility in the River District has been impacted by new requirement for armed officers in court facilities.
- Improving collaboration with social service providers by educating on roles, responsibilities, and authorities of police and social service providers involved with mental health, addictions, and homelessness (**CW1a**) is part of day-to-day operations with two CMHA Crisis Workers assigned to OSPS and attending live calls with officers. This approach has greatly leveraged the specialized knowledge, skills and abilities of the Crisis Workers and offers more immediate response to mental health/crisis calls. Also, OSPS is a regular participant at Multi Agency Risk Assessment Model (MARAM) for high-risk domestic violence, as part of Violence Prevention Grey Bruce, for improved coordination social service response and victim support.
- Leveraging available social services/resources by reviewing follow-up with victims of crime (**CW2a**) has improved with a full-time Victim Services staff member now located at OSPS. Collaborative work on referrals and supports is now part of everyday practice, along with ongoing communication and training. New OSPS business cards include Victim Service contact information, and Niche UA will offer improved efficiency and tracking of victim notifications.
- To improve members’ mental and physical wellbeing, OSPS hosts and supports social events for OSPS members and their families each year (**OM1c**). For example, an annual staff appreciation event is organized each year. The second annual 30x30 fitness challenge was held in November 2025. As part of the Wellness Committee mandate, a survey was sent to OSPS members to gain insight on what events/activities they would like to see. Social event plans for 2026 include: another step challenge, a book club, a bus trip to a Jay’s game, and a potential gala event.
- A long-term staffing recruitment and retention plan is now fully operational to promote and plan for long term succession (**S1a**). The Service now attends a full slate of annual recruitment events (community, college and university based), offers regular information sessions for the position of Recruit Constable with some sessions being offered for women only, revised promotional material, and social media posts have been rebranded with a consistent tag line and fresh content. The Service has signed the 30 Forward Pledge to increase female representation in sworn positions.
- Finding efficiencies in ways of doing business throughout the organization is now part of ongoing business practices (**S3c**). An Efficiency Committee now meets regularly. Some examples of efficiency successes in 2025 include: fingerprint appointment scheduler; electronic daily roster and equipment log; automated Outlook calendars for each platoon, CIB, on-call. There are ongoing initiatives improving communication across Service and removing paper processes and redundancies.

Examples of some actions “**In Progress**” are highlighted below:

- To help address controlled substances, firearms, and violent crime, the Bail Compliance and Warrant Apprehension (BCWA) team integrates repeat-offender targeting into routine enforcement operations (**CS3b**). Ongoing collaboration with Probation & Parole supports compliance checks, warrant execution, address verification, and proactive enforcement of release conditions. Still in progress, is the implementation of the new provincial BCWA dashboard.
- Improving internal communication by maintaining and providing access to common information resources (**OM3a**), and by identifying best practices for different types of internal communications (**OM3b**) will be completed in year four of this Plan. Microsoft365 began rolling out in 2025. The development of a new, internal SharePoint site is in progress throughout 2026 and will provide a modern functional platform for improved information management, searchability, and communication.
- Undertaking a comprehensive service delivery model review by reviewing call type response methods to police calls for service (**S3a**) and by reviewing alternative response methods to non-police calls for service (**S3b**) is planned to be initiated this Fall. Some preliminary work has been done, but workload demands and staffing availability have not provided the opportunity for focused efforts on this substantial review.

Depending on the findings of the service delivery model review planned to commence later in 2026, community education on changes or new police delivery models is the only action in the Plan that has not “**Not Started**” (**S3d**) but will be initiated if needed.

OSPS recognizes some challenges associated with moving the Plan’s goals and actions forward due to workload demands and budgetary limitations. However, progress continues with existing resources and work will continue throughout 2026 with the ongoing cooperation and support from the Board.

FINANCIAL/RISK IMPLICATION(S):

Financial and human resources may be required to significantly move some actions forward over the four-year cycle of this Operations Plan.

ATTACHMENT(S):

- OSPS 2023-2026 Operations Plan – Progress Report #6 – Year Three - January 2026

SUBMITTED BY:

Margaret Gloade, Strategic Analyst

Goals	Actions	Accountable		Progress Report #6 – January 2026
		OSPS Position	OSPS Member	Brief update on work done to-date to move actions forward. 1. Include status: Not Started ; In Progress ; or Completed 2. Include key steps/tasks undertaken over last 6 months to move action forward and any challenges/issues 3. Include measurements/performance indicators, where possible

Community Safety (CS)

CS 1 - To address safety concerns identified by the community	a. by improving external OSPS messaging regarding current crime trends and crime prevention tips	CIB Sergeant	J.Gurney	<ul style="list-style-type: none"> Completed – Built into ongoing practice. OSPS has established a consistent and sustainable approach to external public safety messaging through coordinated use of media releases, social media platforms, and the OSPS website. Crime prevention and safety messaging has been aligned with seasonal trends and emerging risks, including traffic safety, fraud and scam prevention, theft prevention, and community safety alerts. Community forums and presentations delivered through the CSWB Crime Prevention Action Table have reinforced public-facing messaging and increased opportunities for direct engagement and education.
	b. by gathering feedback and safety concerns from the community	Strategic Analyst	M.Gloade	<ul style="list-style-type: none"> In Progress – Reporting a Road Safety or Community Concern on the external website remains under construction. Awaiting full rollout of Microsoft365. Will be revisiting potential means of soliciting community safety and traffic concerns with newly assigned Sergeant.
	c. by deploying flexible proactive community-oriented response based on feedback from the community and OSPS priorities	CIB Sergeant	J.Gurney	<ul style="list-style-type: none"> Completed – Built into ongoing practice. Targeted patrols, extra checks, and follow-up engagement have been consistently implemented based on community requests, River District survey data, and OSPS priorities. Information gathered from surveys and outreach has been integrated into patrol planning to ensure coverage during peak periods. Partnerships with youth services, Indigenous organizations, housing providers, and community agencies have strengthened trust and improved responsiveness. Despite periodic staffing and operational pressures, CORE maintained consistent visibility and engagement through strategic scheduling and prioritization.
	d. by monitoring and publishing emergency response times to priority calls	Director of Corporate Services	S.Bell-Matheson	<ul style="list-style-type: none"> In progress – awaiting training on new Komutel CORE/COMSTAT software to determine how to extract and publish response times with new NG911. In process of reviewing several different analytical tools to assist monitoring performance, once access to RMS and CAD data is established.
CS 2 - To improve police visibility in the River District and at other priority areas	a. by increasing visibility, foot, and bicycle patrol in the River District and other priority areas	CIB Sergeant	J.Gurney	<ul style="list-style-type: none"> Completed – Built into ongoing practice. CORE has achieved sustained police visibility in the River District through regularly scheduled foot and bicycle patrols supported by CORE grant funding. Patrol Officers continue to commit regular foot patrols in the River District and have enhanced approachability, although this has been impacted with the new requirement for armed officers in court facilities. CORE maintains attendance at community events and ongoing engagement with businesses to assess perceived visibility and effectiveness.
	b. by scheduling alternative OSPS members to increase visibility at peak periods	P2 Sergeant	M.Holovaci	<ul style="list-style-type: none"> In progress – Recent changes to court security requirements have impacted traffic enforcement and proactive patrols as armed officers now required in court facility. Most part-time officer shifts are now assigned to court security rather than foot patrol. Staffing increases requested in 2026 OSPS budget to restore availability for part-time officers to support front line and increase visibility at peak periods.
	c. by attending and/or hosting community events	CSO	J.Cranny	<ul style="list-style-type: none"> Completed – Built into ongoing practice. When opportunities present themselves the Community Safety Officer (CSO) is fully engaged with River District events and activities such as the Halloween walk, Santa Claus Parade & Festival of Northern Lights. Ongoing planning for upcoming event such as Wheel & Ride event 2026 which will be held in the River District. Ongoing meetings with community partners, for example at Library with PFLAG members, promoting CAMSafe. Community engagement in the River District with foot patrol in the Farmers Market community (Aug/Sept), and regular rides on police bikes in the River District. Opportunity to interact with citizens.
CS 3 - To address controlled substances, firearms, and violent crime	a. by targeting drug and weapon traffickers, and working with other law enforcement partners to investigate and prosecute offenders	Drug Investigator	G.Bridgeman	<ul style="list-style-type: none"> In progress – Demands for criminal investigations, including three homicides, resulted in reassignment of drug investigator. Anticipated full staffing in 2026 should allow for more focus on proactive drug and weapon investigations.
	b. by focusing investigative efforts on repeat offenders of violent and property crime	CIB Sergeant	J.Gurney	<ul style="list-style-type: none"> In progress – Bail Compliance and Warrant Apprehension (BCWA) and CORE teams have integrated repeat-offender targeting into routine enforcement operations. Provincial BCWA Dashboard in development with implementation anticipated this year. Designated BCWA officer in training. Ongoing collaboration with Probation & Parole supports compliance checks, warrant execution, address verification, and proactive enforcement of release conditions. RMS flagging and offender tracking processes are now established and routinely utilized. Grant-funded staffing models have enabled sustained enforcement activity focused on high-risk and prolific offenders, although staffing pressures remain at times, enforcement efforts are now embedded within standard operational practice.

Goals	Actions	Accountable		Progress Report #6 – January 2026
		OSPS Position	OSPS Member	Brief update on work done to-date to move actions forward. 1. Include status: Not Started ; In Progress ; or Completed 2. Include key steps/tasks undertaken over last 6 months to move action forward and any challenges/issues 3. Include measurements/performance indicators, where possible
	c. by educating the community regarding Canadian governmental changes in controlled substances policies and authorities of police	Deputy Chief	D.Bishop	<ul style="list-style-type: none"> Completed – Ongoing practices put in place. Advocacy and education with the community will continue.
CS 4 - To promote road safety	a. by addressing areas of road safety concerns based on feedback from the community	P3 Sergeant	N.Houston	<ul style="list-style-type: none"> Completed – Built into ongoing practice. OSPS continues to work collaboratively with the community to address areas of concern based on their feedback. This is done by communicating these areas of concern to all uniform members for directed patrol and enforcement. Once the roll out and training of Microsoft 365 is complete, the forms on the OSPS external website can then be readily utilized by the Sergeant overseeing Road Safety concerns and initiatives.
	b. by promoting road-user safety information, targeted traffic enforcement activities, and sharing results with the community	P3 Sergeant	N.Houston	<ul style="list-style-type: none"> In progress – Develop a portal within OSPS external website – to focus as a forum for the community’s reference and education for road safety and to communicate OSPS enforcement initiatives.
	c. by collaborating with the City of Owen Sound on road safety initiatives	Operational Inspector	C.Matheson	<ul style="list-style-type: none"> In progress – Newly assigned Inspector will be reaching out to City to identify City’s new representative, following a retirement. This collaboration is expected to be renewed.

Community Wellbeing (CW)

CW 1 - To improve collaboration with social service providers	a. by defining and educating on roles, responsibilities, and authorities of police and social service providers involved with mental health, addictions, and homelessness	MHCRT	S.Beaney	<ul style="list-style-type: none"> Completed – Built into ongoing practice. Two CMHA Crisis Workers attending live calls with police as part of their routine shifts. This new approach has greatly leveraged the knowledge, skills and ability of the Crisis Workers, and their relationship with patrol officers, and offers more immediate response to mental health/crisis calls. OSPS regular participant at Multi Agency Risk Assessment Model (MARAM) for high-risk domestic violence, as part of Violence Prevention Grey Bruce, for improved coordination social service response and victim support.
	b. by supporting the Community Safety and Well-being Planning efforts of the municipalities of Bruce and Grey, including referrals to the Situation Table	CIB Sergeant	J.Gurney	<ul style="list-style-type: none"> Completed – Built into ongoing practice. OSPS continues active participation in the Grey Bruce Community Safety and Well-Being framework, including the Crime Prevention Table and STAR. Referrals to the Grey Bruce STAR remain consistent, with improved understanding among frontline members regarding identification of acute risk cases. Information sharing and collaborative responses have strengthened across partner agencies, particularly in cases involving human trafficking, substance use, and vulnerable individuals. While operational demands delayed some planned in-person education initiatives, STAR referrals and inter-agency collaboration are now well-established and embedded in practice.
	c. by examining opportunities to include crisis workers into the Owen Sound Emergency Communications Centre (OSECC)	Administrative Inspector	T.Doherty	<ul style="list-style-type: none"> Completed – Specific funding for Crisis Workers embedded in communications centre or applicable long-term grant(s) to expand the service into communication centre not yet available. With the expansion of a second Crisis Worker to the MHCRT team in 2024, the overall deployment model was modified leveraging the skills of the CMHA Crisis Workers now riding along with patrol officers.
CW 2 - To leverage available social services/resources	a. by reviewing OSPS follow-up with victims of crime	P1 Sergeant	E.Cranny	<ul style="list-style-type: none"> Completed – Victim Services (VS) is now occupying office space at OSPS with a full time staff member available to Officers. Meetings with VS staff conducted to discuss referrals and efficiencies. Meetings will be ongoing. Follow up and support with support with victims of crime now built into ongoing practice. Presentations made by VS to OSPS uniformed members at Briefings; Jan/Feb 2025 and November 2025. Will be ongoing refresher training and presentations. Moving forward, all OSPS business cards include Victim Services contact information and location for occurrence number for ease of follow up. Victim Log Entries improvements in progress. Entries can be made by officers through RMS to document victim notification of offender release and/or outcome of Court, as well as any unsuccessful attempts made to contact a victim. Entry could further be made by Court Case Manager or Sergeant if released from Bail/WASH Court. Consultations re: ability to implement with new Niche UA, and taken to the Efficiencies Committee for discussion.
	b. by providing ongoing education to OSPS members on social services and resources available to the community	Training Officer	C.Gloade	<ul style="list-style-type: none"> Completed – Built into ongoing practice. Newest OSPS police recruits are going through enhanced post-OPC training, which includes connecting in person with our key agencies and social services to learn what they do and what the police role may include. Will investigate with CORE other potential methods of sharing resources with members and how best to maintain a updated list of relevant service providers in the community.

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		OSPS Position	OSPS Member	Brief update on work done to-date to move actions forward. 1. Include status: Not Started ; In Progress ; or Completed 2. Include key steps/tasks undertaken over last 6 months to move action forward and any challenges/issues 3. Include measurements/performance indicators, where possible
	c. by advocating with social service providers to address identified service gaps in the community	Operational Inspector	C.Matheson	<ul style="list-style-type: none"> Completed – Built into ongoing practice. Police Service Board and City have collaborated to bring social service providers and stakeholders together to identify solutions to community safety issues in the downtown. Neighbourhood Response Team initiated by County. OSPS collaborating with suggestions to best serve community's needs. Carleton Academic research team, in partnership with OSPS, shared their findings in Fall 2025 with service providers: "Improving the Quality of Care for People Experiencing Crises in Owen Sound, Ontario – Facilitators and Barriers to Referral Uptake and Service Utilization by Community Members" by Liana Lanzo and Dr. Craig Bennell. Poverty Task Force released report "Mapping Discharge Pathways from Correctional Institutions to Bruce Grey – A Comprehensive Service and Needs Analysis Report" by Stuart D'Costa, in partnership with United Way Bruce Grey.
CW 3 - To build and foster relationships with community groups	a. by educating OSPS members and the community on OSPS partnerships	CSO	J.Cranny	<ul style="list-style-type: none"> Completed – Built into ongoing practice. For example, continued work with M'Wikwedong/urban Indigenous citizens and police members on the historical reasons for building bridges to support a safer, more inclusive community. Bringing Officers to presentations that include priority populations, showcasing the value of police engagement and positive outreach. Officers have attended or took part in events/presentations with; PFLAG, Muslim Association, REACH, French Catholic School, citizens and youth at Bayfield Landing, members of the Jewish Synagogue and citizens new to Canada and supported by Y Settlement Services. Planning and hosting Violent Threat Risk Assessment (VTRA) training. VTRA training included OSPS Officers and many community partners. The next steps in VTRA will be the creation and approval of a Grey-Bruce protocol for police. Education was required to secure active police participation.
	b. by focusing on preventative youth programming in cooperation with school boards and community groups	CSO	J.Cranny	<ul style="list-style-type: none"> Completed – Built into ongoing practice. For example, outreach work with Bayfield Landing continues using the Inside Out Program created by Barrie Police. In-school work on social media awareness and internet safety. VTRA level 2 was completed in November. Commencing the development of community wide protocol and accreditation to run train the trainer course in the coming years. To date the following schools have received in-class sessions from OSPS CSO; Hillcrest, Saint Dominique Savio and some classes at OSDSS.
	c. by fostering and building relationships with diverse groups within the community	CSO	J.Cranny	<ul style="list-style-type: none"> Completed – Built into ongoing practice. For example, planning has commenced with Y Settlement Services to run in-house training on how to protect kids online. The participants will all be newcomers to Canada (and English a second language). Planning has commenced for End of Summer Bash with M'Wikwedong. Partnership with PFLAG- the role of police and safety online, with focus on online hate. CSO continues to attend prayer quarterly to engage with congregation at the Muslim Association. Working with Y Settlement Services, School Outreach Worker, to ensure safety in schools for newcomer youth.
	d. by promoting crime prevention with business owners, victims, and the community	CIB Sergeant	J.Gurney	<ul style="list-style-type: none"> Completed – Built into ongoing practice. CORE and CSO have fully integrated CPTED principles into engagement with business owners, community partners, and housing providers. CamSafe program was fully implemented in 2025, with ongoing promotion to leverage this crime prevention opportunity. Regular attendance at River District meetings and proactive business outreach have strengthened relationships and trust. Joint initiatives with the City of Owen Sound, Grey County, CMHA, and Victim Services have improved environmental safety and reduced calls for service. Fraud and theft prevention education for seniors has been delivered, with positive community feedback and plans for continued sessions. Victim Services' co-location within OSPS has enhanced referral efficiency and victim support outcomes.

Our Members (OM)

OM 1 - To promote OSPS members' mental and physical wellbeing	a. by raising awareness among OSPS members of available physical and mental health programs/resources	Human Resources Manager	W.Pratt	<ul style="list-style-type: none"> Completed – Built into ongoing practice. Drawing upon a survey of members we have realigned the in-house counselling program to more closely meet their needs. Members also have access to many online mental health resources including videos, articles and self assessments that focus on sleep, addiction and substance use, anxiety and depression, quality of life, family and relationships, health and nutrition etc.
	b. by evaluating the shift schedule rotation pattern to maximize OSPS member wellness	Strategic Analyst	M.Gloade	<ul style="list-style-type: none"> Completed – In partnership with the Owen Sound Police Association (OSPA), an evaluation was conducted in June/July 2023 of the new "5-4" shift schedule rotation pattern being piloted. OSPA and OSPA have agreed to continue the 12-hour shift schedule rotation.
	c. by hosting and supporting social events for OSPS members and their families, and area-specific team building events	Executive Assistant	A.Gaviller	<ul style="list-style-type: none"> Completed – As part of ongoing practice, will host annual staff appreciation each year. In Fall 2025, this was held at Heartwood. In November, the second annual 30x30 fitness challenge was held, with 50% of members participating. As part of the Wellness Committee mandate, a survey was sent to OSPS members to get insight on what events/activities they would like to see. Social event plans for 2026 include: a step challenge in April, initiation of a book club, a bus trip to a Jay's game, and a combined gala event with OSPS and OSPA.

Goals	Actions	Accountable		Progress Report #6 – January 2026
		OSPS Position	OSPS Member	Brief update on work done to-date to move actions forward. 1. Include status: Not Started ; In Progress ; or Completed 2. Include key steps/tasks undertaken over last 6 months to move action forward and any challenges/issues 3. Include measurements/performance indicators, where possible
OM 2- To promote professional development and training opportunities for all OSPS members	a. by identifying internal and external education and career planning resources available to all OSPS members	Human Resources Manager	W.Pratt	<ul style="list-style-type: none"> In progress – This has been delayed. Work will take place this spring to map out internal and external courses for specific positions.
	b. by implementing annual block training for OSPS civilian members	Operational Inspector	C.Matheson	<ul style="list-style-type: none"> Completed – In January of 2026, OSPS civilian members have been scheduled into block training sessions consisting of various job-related material.
	c. by documenting recommended training courses and maintaining updated training records for all OSPS members	Operational Inspector	C.Matheson	<ul style="list-style-type: none"> Completed – Built into ongoing practice. The service is committed to ensuring all officers receive comprehensive, high-quality training to perform their duties effectively and safely. In late 2025 the service expanded our initial training program for new officers to better equip them with the skills needed for modern law enforcement. Highlights of the program include expanded curriculum hours, more defensive tactics training and a focus on de-escalation, communication and community-oriented policing. In 2026 the service will transition to the use of a OSL cloud- based system that will streamline process and allow for more accessible and accurate training records for all members.
	d. by conducting annual performance appraisals and discussions of professional development planning	Human Resources Manager	W.Pratt	<ul style="list-style-type: none"> Completed – Built into ongoing practice. A new performance appraisal program has been developed which is based on core and job specific competencies. Core competencies will be consistent across the Service and each position such as Dispatch, Records, Constable etc. will have three competencies that are specific to the role. Members are asked to complete a self-evaluation, a component which will increase a member’s ownership in the process.
	e. by providing ongoing training for all OSPS members on persons requiring mental health/crisis intervention	Operational Inspector	C.Matheson	<ul style="list-style-type: none"> Completed – Built into ongoing practice. In November 2025, Owen Sound Police hosted Level 2 Violent Threat Risk Assessment (VTRA) training locally. 60 people were trained including officers from Owen Sound Police, Hanover and West Grey Police, staff of Brightshores Hospital, school boards, Victim Services and the Canadian Mental Health Association. In November and December 2025, all OSPS officers completed the new, CSPA mandated, Mental Health Crisis Response training. The MHCR program is structured around a competency-based, scenario-driven framework that incorporates de-escalation of persons in crisis. There is an evaluated, virtual- reality scenario component to the training program and mandatory annual requalification’s for all officers are required.
OM 3 - To improve the flow of internal communication	a. by maintaining and providing access to common information resources e.g. network drive, bulletin boards, email	Training Officer	C.Gloade	<ul style="list-style-type: none"> In progress – new communication platform to be developed with implementation of Microsoft 365 and new Training specific site. See OM3b below.
	b. by identifying best practices and methods for distributing different types of internal communications	Strategic Analyst	M.Gloade	<ul style="list-style-type: none"> In progress - New OSPS organizational chart approved in December 2025, with detailed internal version, to clarify roles, responsibilities, and reporting structures Documentation of consistent business practices now using Directives, with 13 Directives prepared and posted in 2025. Rollout of Microsoft365 started in 2025 and continues in 2026. Eight area representatives trained in Fall 2025 to design and set up internal Sharepoint for improved information architecture. First half of 2026 will transition data from shared network drives to new Sharepoint site, with training for all members, creating a platform for wide range of internal communication and information management. Will include information resources in OM3a. Internal quarterly newsletter, The Brief, continues to be produced and shared. Latest edition distributed in December 2025. Communication Committee is meeting regularly. Ongoing ideas to improve internal communication implemented, such as: photos of all new staff; new electronic Daily Roster available to all members to see who is on-duty and where they are assigned.

Sustainability (S)

S 1 - To promote and plan for long term succession	a. by developing a long-term staffing recruitment and retention plan within a competitive labour market	Human Resources Manager	W.Pratt	<ul style="list-style-type: none"> Completed – The Service now attends a full slate of annual recruitment events (community, college and university based). The Service has implemented regular information sessions for the position of Recruit Constable with some sessions being offered for women only. Recruitment focused promotional material has been developed. Social media posts have been rebranded with a consistent tag line and fresh content. The Service has signed the 30 Forward Pledge to increase female representation in sworn positions and there will be review of policies and procedures to ensure the organization supports the retention of staff. Work is underway to update the material on the website career opportunities page.
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Goals	Actions	Accountable		Progress Report #6 – January 2026
		OSPS Position	OSPS Member	Brief update on work done to-date to move actions forward. 1. Include status: Not Started ; In Progress ; or Completed 2. Include key steps/tasks undertaken over last 6 months to move action forward and any challenges/issues 3. Include measurements/performance indicators, where possible
	b. by providing increased opportunities for OSPS members to gain leadership experience in different areas and roles	Administrative Inspector	T.Doherty	<ul style="list-style-type: none"> In progress – Current Team Lead positions in OSECC continue to be promoted for internal leadership development. Several new leadership opportunities in Fall 2025, including new Deputy Chief position, filling two new Inspector positions, one internally, and several Sergeant promotions and transfers into specialized positions. Ongoing leadership training including: Sergeant and Acting Sergeant attended Front Line Supervisor course; two Sergeants attended Incident Management System (IMS) 200 and two Sergeant sent to Incident Command 200. New Acting Sergeant positions and realignment across platoons for shared leadership opportunities.
	c. by developing a long-term facility plan that anticipates future growth and upgrades	Administrative Inspector	T.Doherty	<ul style="list-style-type: none"> Completed – City Facilities Assessment completed in June 2023 which identified short- and long-term facility needs up to next 10 years; presented to PSB in July 2023. Awaiting service level agreement from City. Ongoing facility assessments and deterioration leading to preliminary discussion for need of new facility.
	d. by developing a long-term information technology (IT) plan that anticipates future IT priorities and demands	Director of Information Technology	C.Hill	<ul style="list-style-type: none"> Completed – A long-term IT plan has been drafted and submitted for review. Requires annual review mid-year before budget season to address on-going organizational requirements.
2 - To foster a sustainable emergency communication centre	a. by reviewing, documenting and tracking standard training for Communicators	Communications Trainer	A.Byers	<ul style="list-style-type: none"> Completed – Documenting, tracking, and evaluating training for Communicators is now built into ongoing practice. For example, recently completed training includes: in-house training with all current staff on our new phone system, training for transition to NG9-1-1, training for RapiDSOS, NICHE UA completed. Training in development includes: Intellicom SOP's once final testing is complete; new part-time dispatchers to be hired for March/April; fire training for all current communications staff through APCO.
	b. by developing a robust Communication Centre recruitment and retention strategy	Human Resources Manager	W.Pratt	<ul style="list-style-type: none"> Completed – New advertising is reaching more qualified candidates, and our restructured recruitment process is yielding candidates who will most likely succeed in the role. The training process has been realigned to make the material easier learn, practice and retain. Formal feedback during and after training supports members with positive feedback and timely information when an error has been made. The team has identified the core behaviours which create a supportive team environment which is critical to retention.
	c. by reviewing and maintaining standard operational procedures for all agencies dispatched to manage expectations	Director of Corporate Services	S.Bell-Matheson	<ul style="list-style-type: none"> Completed – Ongoing review and maintenance of standard operating procedures has been built into ongoing practice. For example, in the OSECC, the 2nd round of testing Intellicom software is complete, with Spring 2026 integration planned for CAD along with training. The testing environment will be used for training in March 2026 with the class of new hires. Testing and implementation of Hyper AI to process low acuity calls with no suspects or general administrative inquiries – to be implemented mid-March 2026. Researching and identifying potential Quality Assurance programs and will implement by Fall 2026. Expected to assist with expectations and standardization across both call taking and dispatching practices while providing consistent feedback to members. In process of updating the Emergency Communications Call Handling and Dispatch Policy and creating Fire Dispatching Police guided by NFPA 1225 standards and expectations for Fire Dispatching.
	d. by routinely testing and operating from the OSECC's back-up communication centre	Communications Trainer	A.Byers	<ul style="list-style-type: none"> Completed – OSECC back-up communication centre fully migrated to NG911. Testing and operating from the back-up site is now part of ongoing business practice, for example, will be doing a mock evacuation of the main site to the back up in Spring and Fall 2026 and will maintain schedule thereafter.
	e. by regularly reviewing the contract structure fees and costs for services for agencies dispatched by the OSECC	Chief	C.Ambrose	<ul style="list-style-type: none"> Completed – Built into ongoing practice. New billing model and regular contract renewals in place.
	f. by relocating the OSECC to a modern, functional workspace that better supports emergency dispatch needs	Deputy Chief	D.Bishop	<ul style="list-style-type: none"> Completed – The OSECC achieved a significant milestone in 2024, with the grand opening of the newly renovated Owen Sound Emergency Communications Centre celebrated on October 25th. Following a detailed plan, the centre transitioned to full operations in the new location on October 29, 2024.
3 - To undertake a comprehensive service delivery model review	a. by reviewing call type response methods to police calls for service	Administrative Inspector	T.Doherty	<ul style="list-style-type: none"> In progress – Preliminary work initiated. Comprehensive service delivery review project to be initiated Fall 2026.
	b. by reviewing alternative response methods to non-police calls for service	Deputy Chief	D.Bishop	<ul style="list-style-type: none"> In progress – Comprehensive service delivery review project to be initiated Fall 2026.
	c. by finding efficiencies in ways of doing business throughout the organization	Deputy Chief	D.Bishop	<ul style="list-style-type: none"> Completed – Built into ongoing practice. Efficiency Committee meets regularly. Some examples of efficiency successes include: fingerprint appointment scheduler; electronic daily roster and equipment log; automated Outlook calendars for each platoon, CIB, on-call. Initiatives improving communication across Service and removing paper processes and redundancies.
	d. by educating the community on changes or new police delivery models	Operational Inspector	C.Matheson	<ul style="list-style-type: none"> Not Started – Will be initiated if needed, as changes are implemented pending results of comprehensive service delivery review.

Goals	Actions	Accountable		Progress Report #6 – January 2026
		OSPS Position	OSPS Member	Brief update on work done to-date to move actions forward. 1. Include status: Not Started ; In Progress ; or Completed 2. Include key steps/tasks undertaken over last 6 months to move action forward and any challenges/issues 3. Include measurements/performance indicators, where possible
S 4 - To advocate for a sustainable police funding model	a. by examining equitable policing costs amongst local municipalities	Chief	C.Ambrose	<ul style="list-style-type: none"> Completed – Built into ongoing practice of advocacy, lobbying for equitable supports, and leveraging grant opportunities. Regularly meeting with local police agencies to find efficiencies with shared service agreements (Sec.14) and formalizing processes for: shared call demands, canine support, investigative technical support, training.
	b. by forecasting long term OSPS budgeting requirements	Financial Coordinator	J.Hawke	<ul style="list-style-type: none"> In progress – Looking at the current CAD/RMS provider to determine a long term viable solution that is both cost effective and meets the needs of the service. Working with other police services to use buying power / economies of scale to manage future costs. The Board successfully negotiated contracts through the end of 2026 for budget planning. Identifying challenges with vendors moving from purchased services to subscription-based models.
	c. by reviewing and assessing OSPS court security costs	Director of Civilian Services	K.Fluney	<ul style="list-style-type: none"> Completed – Due to variability in demands, review of court security needs and costs form part of ongoing business practices. Decision in August 2025 recommending armed security in court facilities impacting costs. Resources reassigned to court security in response, reducing front line call support, traffic enforcement, and proactive patrols. Inadequate court facility in Walkerton leading to increased venue change to Owen Sound and increasing OSPS security costs. Recent decision to add additional Judge and courtroom also increasing OSPS court security costs. Owen Sound and Grey County formalized an agreement to provide equitable funding to assist with court security costs annually.