



Owen Sound Police Service Board

2nd Floor Board Room

Wednesday March 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
Guests:	T. Simmonds- City Manager
Absent with Regrets:	Inspector T. Doherty
Minutes:	K. Wardell

1. Call to Order

Chair Thomson called the meeting to order at 9:02 a.m.

2. Land Acknowledgment

Chair Thomson gave the land acknowledgment.

3. Approval of the Agenda

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

“That the agenda dated March 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 February 18, 2026.

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

“That the minutes dated February 18, 2026 be approved.” **CARRIED**

7. Business arising out of the Public Session Minutes of February 18, 2026. HEARING NONE

8. Correspondence received

- a) Crime Stoppers Article – New Chair
- b) Inter Township Post
- c) Gratitude and Thank you

9. Chairman’s Report

Chair Thomson reported on meetings attended since the last Board meeting.

At the February 19, 2026 OAPSB meeting, key updates included the near completion and subsequent signing of the Transfer Payment Agreement (TPA) with the Ministry, which will support training, stabilize staffing, and enhance infrastructure. A new reserve account and policy were approved, and updates were provided on a new website, rebranding to Police Governance of Ontario (PGO), a completed four-year business plan, and a new communications plan. Expanded member supports were also highlighted, including training, legal advice, HR support, media support, and governance resources. Advocacy efforts are focusing on the cost of policing, WSIB review, bargaining, legislative matters, and bail reform.

At the March 10, 2026 Zone 5 meeting, members received updates consistent with the OAPSB meeting, as well as a presentation on Inspector General Decisions & Findings Reports. The next Zone 5 meeting is scheduled for June 9, 2026, and the Board has expressed interest in hosting.

On March 11, 2026, Chair Thomson participated in a Strategy Corp survey of Police Service Board Chairs focused on governance trends, challenges, and opportunities. The findings will be presented at the 2026 OAPSB AGM and Spring Conference.

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

A report from Inspector Doherty provided an update on facility-related matters for 2025–2026.

- Parking: Ongoing capacity challenges during peak hours. A new streamlined overflow parking process has been implemented, allowing automatic exemptions for dayshift staff parking on 1st Avenue (effective March 1, 2026).
- Capital & Infrastructure Needs: Several areas require future investment, including flooring, exterior brickwork, HVAC system replacement, windows, and AODA-related upgrades. At this time, many items do not have confirmed capital plans or timelines.
- Power Supply: Identified as a priority project, with replacement planned for 2027, including conversion to LED lighting.

- Health & Safety: Mold issues identified in late 2025 have been remediated, with no impact on operations.
- HVAC: Recommissioning is scheduled for spring 2026 to address ongoing issues; full system replacement will be required in the future.
- General Maintenance: Ongoing work includes cleaning services, lighting replacement, snow removal, drainage maintenance, roof repairs, and interior painting updates.
- Upgrades & Improvements: Recent and upcoming improvements include front lobby security glass installation, washroom access control changes, main floor staff washroom renovation (spring 2026), and installation of a new staff water filling station.

Chair Thomson reported that a working group will be established to develop a charter and conduct a needs assessment comparing the current facility with the future requirements of the service.

As next steps, a draft charter and terms of reference will be developed, including key definitions to guide the group's work and ensure a clear understanding of scope and objectives.

Chair Thomson noted that this work will incorporate a review of the MacIntosh building assessment report. The working group will ensure that any facility considerations align with applicable requirements, including the Community Safety and Policing Act (CSPA), O. Reg. 392/23: Adequate and Effective Policing, the Occupational Health and Safety Act, and the Accessibility for Ontarians with Disabilities Act 2005 (AODA).

14. Financial Update from the Chief of Police

Chief Ambrose reported that there has been no update from the city as they are still finalizing year end financials.

15. Operating Reports from the Chief of Police

- a) Chief's Activity Reports

16. Other Items and New Business

- a) Annual Reports
 - i. Accommodation Sector Registry Act
 - ii. Owen Sound Court Operations
 - iii. Joint Force Operations
 - iv. Violent Crime Linkage and Analysis System (ViCLAS)
 - v. Missing Persons

vi. Major Case Management

b) 2026-01 Admin Fee Bylaw 3rd Reading

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

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

c) Review OSPSPB GP-009 Financial Management

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

“That policy OSPSPB GP-009 Financial Management with the amended changes, be approved.” **CARRIED**

d) Review OSPSPB GP-003 Board Governance

Moved by M. Dickson seconded by C. Merton.

“That policy OSPSPB GP-003 Board Governance with the amended changes, be approved.” **CARRIED**

e) Section 14 Agreement

Deputy Police Chief Bishop reported that a survey has been completed outlining the services OSPS would require from the O.P.P. under the new O.P.P. Framework. The Chair has signed the document, and it has been submitted, with next steps pending.

f) OAPSB Sponsorship Spring Conference

Chair Thomson reported that for the last number of years, the board has sponsored the OAPSB AGM and Spring Conference.

The information in the board package outlines what that sponsorship provides to the board and our service.

Moved by C. Merton, seconded by B. O’Leary.

“That the OSPSPB sponsor the OAPSB AGM and 2026 Spring Conference in the amount of \$1,500.00, be approved.” **CARRIED**

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. personal matters about an identifiable individual, including members of the police service or any other employees of the board;*
- d. 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 February 18th, 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 February 18th ,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 12:43p.m.

Next Meeting: April 22nd, 2026

Grey Bruce Crime Stoppers has new chair

PAULINE KERR

Local Journalism Initiative Reporter
pkerr@midwesternnewspapers.com

GREY-BRUCE - Ayush Adhikari, the newly-elected chair of Crime Stoppers of Grey Bruce, is relatively new to the program but is already active both at the local level and beyond.

He explained that the local program is one of the longest-operating ones in the province. Since its inception, Crime Stoppers of Grey Bruce has been responsible for \$50,970,405 in narcotics recovered, \$5,110,342 in property recovered, 20,031 tip reports, 1,815 arrests, 2,677 charges and 2,778 cases cleared, and \$291,790 in rewards approved.

As with many other organizations, the COVID-19 pandemic took its toll on the local program, but Crime Stoppers of Grey Bruce weathered the storm and is moving forward, with renewed energy. The new chair is part of that energy.

While the program has changed with the times (including the opportunity now to report tips via computer), it sticks to the basic premise that originated with Greg MacAleese – someone always knows something, but they may hesitate to tell police.

MacAleese, a Canadian-born police officer from Albuquerque, New Mexico, was frustrated by a homicide case that was going nowhere. It was 1976; a young gas

station employee had been shot and killed two weeks earlier, and information had dried up.

MacAleese speculated that fear of retaliation could be dealt with by offering anonymity. Overcoming the apathy about getting involved would take another tactic – and money is a great conversation starter.

MacAleese approached a local television station about filming a re-enactment of the crime. When they aired the footage, the police department included the offer of \$1,000 for information that could help police in making an arrest.

Within 72 hours, a witness called about seeing a car leaving the murder scene at a high rate of speed. The witness said he

had not wanted to get involved, which was why he had not called earlier.

The result was an arrest – and more important, a program that has established itself worldwide, and has resulted in innumerable arrests and crimes solved.

The concept worked then, and it works now.

The chair of Grey Bruce Crime Stoppers noted it is not a police organization but a civilian one that operates with a board of directors. The board administers the program, controls and raises funds, and manages the payment of rewards to tipsters.

Crime Stoppers is incorporated as a charitable organization, meaning all cash donations are

tax deductible.

Most people, in most situations, will not hesitate to call police. When they do, through fear or apathy, there is Crime Stoppers.

Call 1-800-222-8477 (TIPS) to leave an anonymous tip, or submit a secure Web-Tip at www.cstip.ca or get the free P3 mobile app. You will not be asked to identify yourself, you will not have to appear in court, and you may be eligible for a cash reward of up to \$2,000.

As the saying goes, if you're not part of the solution, you're part of the problem – Crime Stoppers urges everyone to be part of the solution. Check the Crime Stoppers of Grey Bruce website for ways you can help.

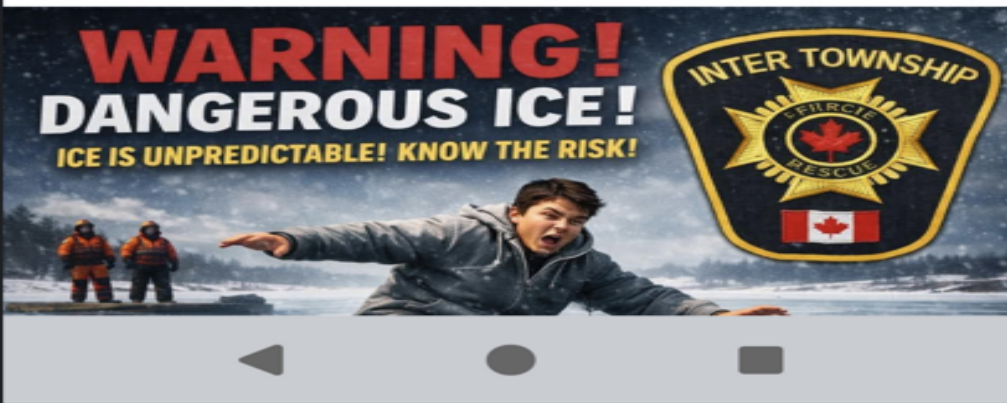
11:36

LTE+  

We would also like to recognize the outstanding work of the Owen Sound 911 Call Centre. Our fire dispatchers managed over 50 emergency calls from stranded fishermen while simultaneously coordinating the response of multiple agencies to the scene. Their calm and professional handling of the situation was critical in ensuring resources were deployed quickly and effectively.

Incidents like this highlight the importance of teamwork, communication, and the dedication of emergency services working together to keep our communities safe.

Thank you to everyone involved



-----Original Message-----

From: [REDACTED]
Sent: Wednesday, March 11, 2026 14:36
To: INFO <info@owensoundpolice.com>
Subject: Thanks & Gratitude

[REDACTED]
[REDACTED]
[REDACTED]

Chief Craig Ambrose and Officers,

I'm sending this note with our gratitude and thanks for officers dispatched to a 911 call Saturday Feb 28, 2026.

Our son, [REDACTED], who struggles with his mental health and is actively working to overcome addiction, relapsed. The [REDACTED] noticed his erratic behavior and were concerned, calling 911.

I met 3 of the 4 officers who responded to the call in the OS ER department. They were kind, compassionate and professional.

We're so grateful for their approach with [REDACTED].

As a retired [REDACTED] having worked in ER and critical care, I too have worked with those struggling with addiction and under the influence of substances in my care.

It requires expertise, vigilance, self regulation and compassion to do this work well. The officers demonstrated these qualities.

One of the officers, before leaving, came into the room and encouraged [REDACTED]: "You can do this buddy. Keep going." What a beautiful moment to witness and remind [REDACTED] of when he recovered.

Please pass along our gratitude and high regard to the officers who responded with such care that day.

Thank you to the police officers, collectively, for their service in these challenging times.

Kind regards.
[REDACTED]

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: March 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:

Sexual Assault – CIB concluded an investigation that was 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 male is currently incarcerated, and a warrant has been issued for his arrest for sexual assault, sexual interference, luring a young person under 16 and failing to comply with probation.

Sexual Assault/ Luring – CIB assisted uniform patrol with the investigation of a 20-year-old male who lured a 13-year-old female to his residence on Snapchat to participate in sexual acts. The male was arrested and charged with sexual offences, including luring a young person under 14 years of age.

Political Posters- Over the past three months, posters containing political messaging related to ongoing conflict in the middle east have been posted at various public locations in Owen Sound. The content was assessed and determined not to be criminal in nature. The posters have caused a heightened level of anxiety within local religious communities. The investigation resulted in the person responsible being identified. Police have remained in contact with representatives of the affected community to encourage ongoing safety and alleviate concerns. Further incidents may result in charges under the Owen Sound City By-law for improperly displaying signage on city property.

MENTAL HEALTH CRISIS RESPONSE TEAM

Community Support Consultations/Referrals = 2

Incident Response/Support = 17

Proactive foot patrol: 2

DRUG OVERDOSE INFORMATION

To date, Owen Sound has had (0) deaths from suspected drug overdoses in 2026.

MISSING PERSONS

There are currently no outstanding missing people.

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

CRIMINAL CHARGES	6
WARRANT ARRESTS	20
ARREST - FAIL TO ATTEND FOR PRINTS	4
Compliance Checks	5

B.C.W.A. executed a total of 20 outstanding arrest warrants in February.

In February a sexual assault trial was scheduled to begin in the Superior Court of Justice however on the first day the accused failed to appear. At the request of the Crown's Office, the Bail Compliance and Warrant Apprehension Unit conducted an investigation and determined that the accused had fled Canada to Turkey. A warrant has been issued for the arrest of the accused.

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

The C.O.R.E. unit continued mobile and foot patrols throughout February 2026, focusing on proactive community engagement, enforcement, and support for vulnerable individuals during ongoing winter conditions. Members conducted regular monitoring and well-being checks for those accessing local shelter services, as well as individuals sheltering in encampments and other locations across the city.

Patrols were concentrated in the River District, including the transit terminal and local bank vestibules to deter overnight sleeping and loitering, with ongoing loitering concerns noted at some locations. Visibility patrols were also conducted at several local schools to support student safety.

The C.O.R.E. Unit further laid drug possession charges during proactive enforcement activities after discovering an accused person openly using drugs in the downtown area.

SUBMITTED BY:

Craig Matheson, Inspector

REPORT TO THE OWEN SOUND POLICE SERVICE BOARD



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

In February 2026, the Auxiliary Unit actively supported the Uniform Branch through ride-alongs, contributing a total of **152.5 volunteer hours**.

In February, Auxiliary Jessica Brown participated at two car seat clinics. The car seat clinics focused on education and helped with completing car seat installations. In total, Auxiliary Brown assisted with 4 car seat installation over 8 hours of volunteer time spent at the clinics.

In Feb, 2026 Auxiliary Trent Both resigned from his volunteer role as a member of the auxiliary unit. In addition, Auxiliary Stephen Bent resigned from his volunteer role as a member of the auxiliary unit. Auxiliary Bent volunteered with the auxiliary unit for the past 11 years and resigned to pursue a career as a police constable with the Waterloo Regional Police Service.

On Feb 14th, 2026, two Auxiliary members represented the service at the West Grey Polar Plunge event held in Durham, ON. They raised \$300 for the event supporting Special Olympics Ontario.

FINANCIAL/RISK IMPLICATION(S):

Nil

SUBMITTED BY:

Craig Matheson, Inspector

REPORT TO THE OWEN SOUND POLICE SERVICE BOARD



SUBJECT: FRONT LINE PATROL REPORT AND COLLISIONS- FEB 2026

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

DATE: March 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 February 2026.

	Platoon #1-4		Traffic/Part Time Officers	
	February 2026	February 2025	February 2026	February 2025
Highway Traffic Act:	68	58	4	14
Warrants Executed:	37	25	18	
Recorded Cautions:	40	31	2	5
Liquor Licence and Control Act:	2	0	0	1
Criminal Code/ CDSA:	161	128	2	1
Other POA/By-Law:	30	97	2	1
Foot Patrol:	83.5	76	13.5	16
Court Security Hours:	0	0	202.75 Hrs	0 HRS

Reduce Impaired Driving Everywhere (RIDE):

A total of 12 R.I.D.E. checks were conducted by OSPS officers during February 2026, with a total of 257 drivers checked.

December R.I.D.E. Statistics

- 25 officers totalling eight hours
- 257 drivers checked
- 1 roadside breath test administered
- 5 Highway Traffic Act cautions

Impaired/ Over 80 mgs Charges

- There were two impaired drivers charged and five road screening tests administered during the month of February 2026.

Collision Statistics:

	FEB 2026	JAN 2026	FEB 2025
Total Collisions:	59	64	63
Collisions - East side	31	29	31
Collisions - West side	13	10	12
Collisions - parking lots	15	25	20
Fail to Remain Collisions	17	9	13
Collisions referred to CRC:	34	30	37
Collisions investigated by OSPS:	25	34	26

FINANCIAL/RISK IMPLICATION(S):

Nil

SUBMITTED BY:

Craig Matheson, Inspector

REPORT TO THE OWEN SOUND POLICE SERVICE BOARD



SUBJECT: Community Services
TO: Chair and Members of the Owen Sound Police Service Board
DATE: March 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:

The following report highlights key engagements of the Community Services Officer in January 2026

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

- #30Forward, Districted Driving, Citizens Police Academy, Snowmobile RIDE, Winter Driving Safety, We Are Hiring, Women in Policing, Tumbler Ridge, CamSAFE, Valentines Day, YIPI, Road Closures, Mini Recruiter, #DidYouKnow, Internet Safety Day, COYO Conference, Knowing 211, Polar Plunge
- **30 Posts in February**

Community Engagement & Local/Provincial Committee Work

- Wheel & Ride meeting- Partners- Kiwanis, Optimist, River District- Local
- COYO Provincial Committee mtg- Provincial conference executive member
- Safe Schools Committee Mtg- East Ridge
- Grey Bruce Local Immigration Partnership- External
- LEAPPS (Law Enforcement Agencies & Partners to Protect Seniors)- External
- Youth in Policing Initiative-Provincial meeting
- Citizens Police Academy- Internal
- CPYN National Meeting (Canadian Police Youth Network)
- CSWBP- Crime Prevention Table- Hate Crime Subcommittee- Regional
- Alpha Street Community Partners Monthly- Regional

Community & School Presentations/Training

- Legion- Pitch the idea for data destruction event on property of Legion
- Seasons- Frauds
- St. Mary's School-VTRA x 2 initial meetings for students
- VTRA meeting- protocol development- Bluewater & Catholic School Boards
- Settlement Services- Organize local education session for newcomers- crime prevention
- VTRA meeting- Mental Health Leads- Catholic School Board
- Notre Dame- grade 3 class safety at home
- Notre Dame DL class- street safety

Workshops/Conferences attended

- Community of Youth Officers Course (COYO)- Ottawa Ontario



(Pic L-R COYO, YIPI heading in the community for CamSAFE rollout)

FINANCIAL/RISK IMPLICATION(S):

Nil

SUBMITTED BY:

Jason Cranny, Community Service Officer

REPORT TO THE OWEN SOUND POLICE SERVICE BOARD



SUBJECT: Training Report – February 2026
TO: Chair and Members of the Owen Sound Police Service Board
DATE: March 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 February 2026.

An officer from the Bail Compliance and Warrant Apprehension Unit (B.C.W.A) attended the Hate Crime Investigators course hosted by Peel Regional Police. The cost of this course was funded by the current Hate Crime grant.

Three OSPS members and an MHCRT Crisis Worker attended the Community of Youth Officers (C.O.Y.O.) course in Niagara Region. The cost of this course was funded through the current Proceeds of Crime grant.

FINANCIAL/RISK IMPLICATION(S):

Nil

SUBMITTED BY:

Craig Matheson, Inspector

REPORT TO THE OWEN SOUND POLICE SERVICE BOARD



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

- Community Safety
- Community Wellbeing
- Our Members
- Sustainability

RECOMMENDATION(S):

For Information

REPORT:

Records

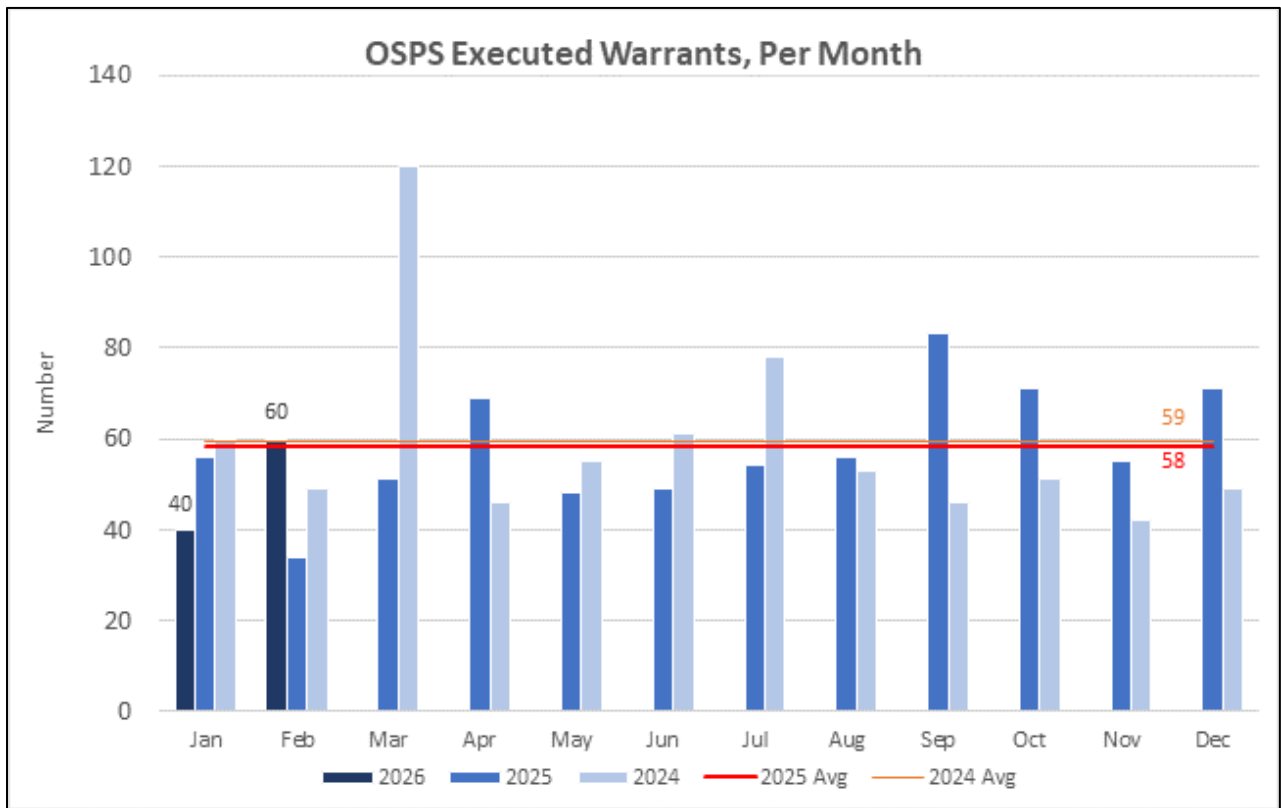
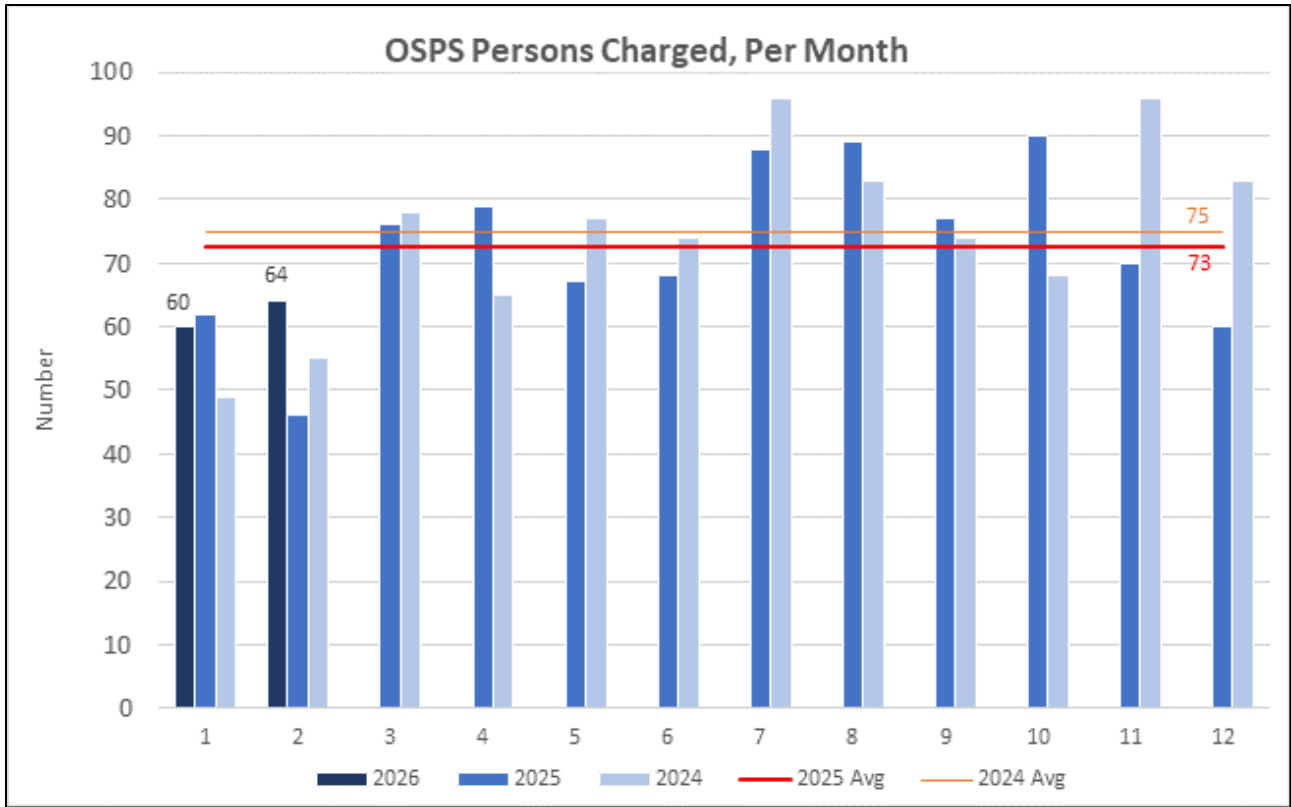
	This Month FEBRUARY 2026	Previous Month		Same Month Previous Year February 2025	2026 Year-to-Date Jan.1-Feb.28, 2026	2025 Year-to-Date Jan.1-Feb.28, 2025	YTD % Change
		January 2026	% Change				
Records Services							
Bulk Record Check Searches	6,383	6,466	-1.3%	5,988	12,849	12,516	2.7%
Executed Warrants	60	40	50.0%	34	100	90	11.1%
Persons Charged	64	60	6.7%	46	124	108	14.8%

In February compared to January 2026:

- There was a 1.3 % reduction in bulk record check searches.
- There was a 50 % increase in executed warrants.
- There was a 6.7 % increase in person charged.

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

- There was a 2.7 % increase in bulk record check searches.
- There was a 11.1 % increase in executed warrants.
- There was a 14.8 % increase in persons charged.



Courts

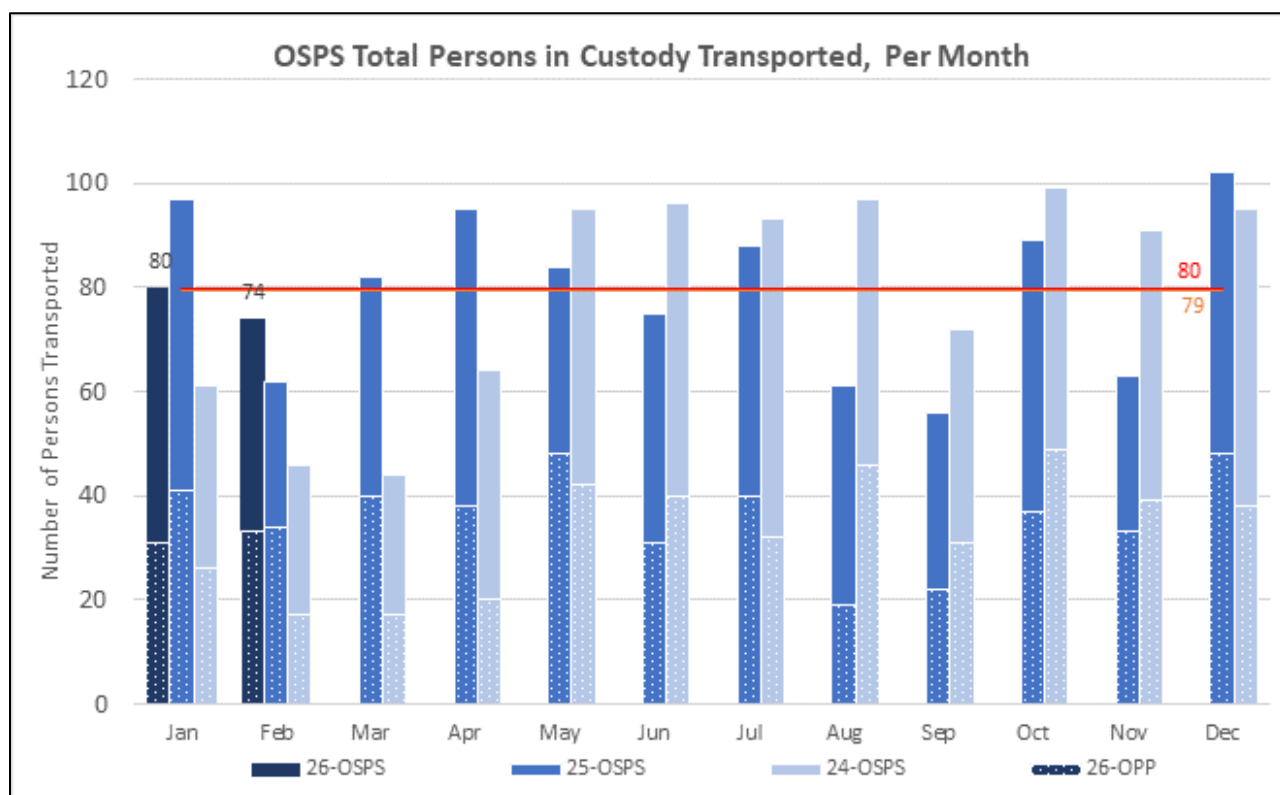
	This Month FEBRUARY 2026	Previous Month		Same Month Previous Year February 2025	2026 Year-to-Date Jan.1-Feb.28, 2026	2025 Year-to-Date Jan.1-Feb.28, 2025	YTD % Change
		January 2026	% Change				
Court Services							
Total Custodies Transported	74	80	-7.5%	62	154	159	-3.1%
OPP	33	31	6.5%	34	64	75	-14.7%
OSPS	41	49	-16.3%	28	90	84	7.1%
Video/Apearances	36	38	-5.3%	22	74	64	15.6%
Special Constable Hours	1128	1,410	-20.0%	1,271	2,538	2,906	-12.7%

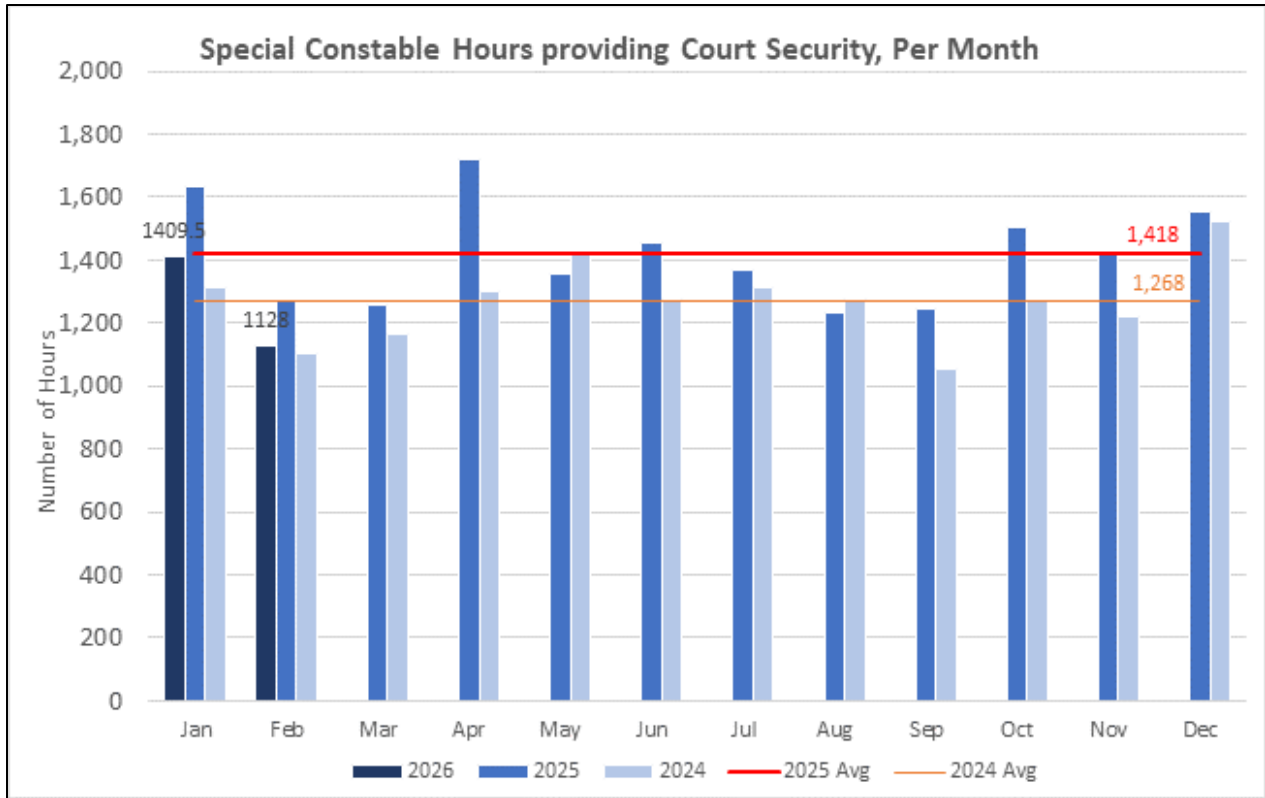
In February compared to January 2026:

- There was a 7.5 % reduction in custody transports.
- There was a 5.3 % reduction in in video appearances.
- There was a 20 % reduction in Special Constable hours worked.

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

- There was a 3.1 % reduction in in custody transports.
- There was a 15.6 % increase in video appearances.
- There was a 12.7 % reduction in Special Constable hours worked.





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

This requirement resulted in seven-armed officers being scheduled each week throughout February, totaling approximately **202.75 hours** of armed court-security coverage. These hours are in addition to the **1,128 hours** worked by Special Constables during the same month.

Bylaw – February 2026

Nothing to report for the month.

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) – February 2026

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

DATE: March 25, 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
- R Sustainability

RECOMMENDATION(S):

For Information

REPORT:

9-1-1 Calls – February 2026:

With the transition to NG911 on November 25, 2025, the previous source of monthly 911 data—Bell Flex reports—is no longer populated or applicable. The OSECC team is currently working with NG911 vendors to develop enhanced reporting using the expanded data now available. Analysis of key performance metrics from these new reports is underway.

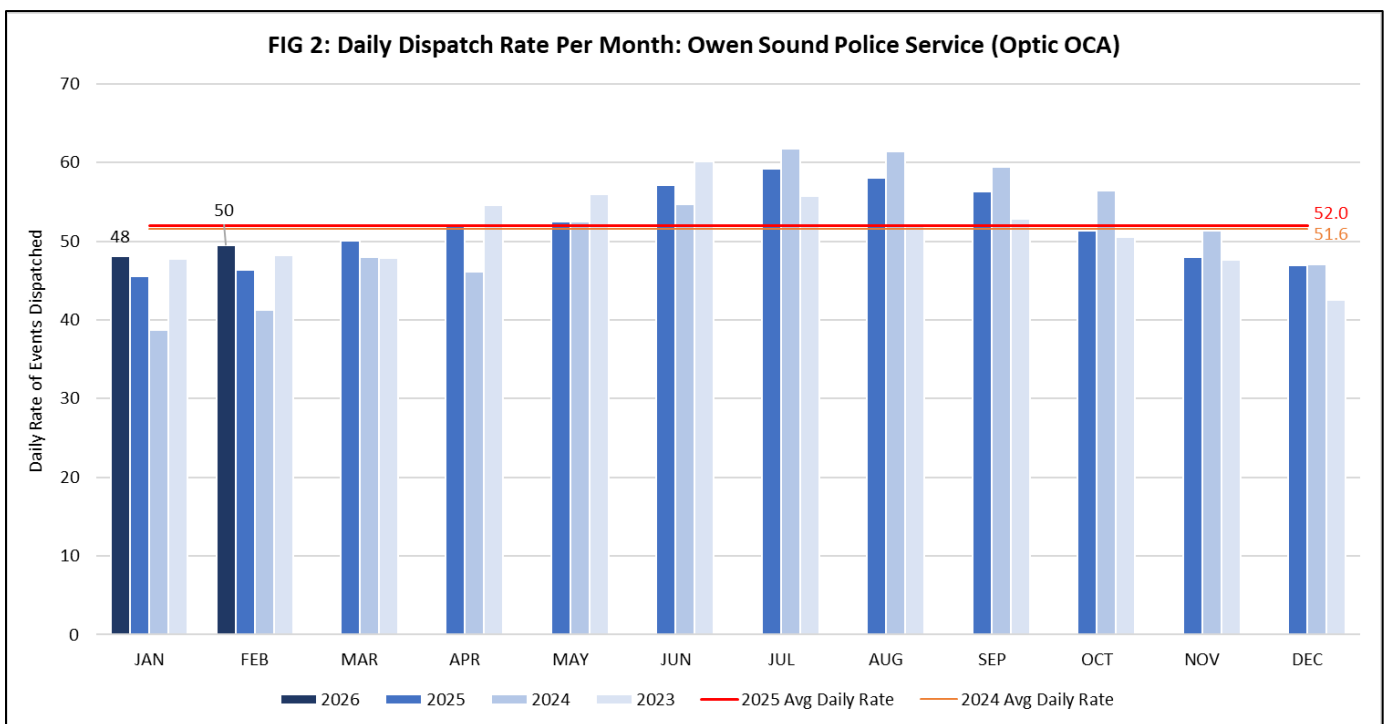
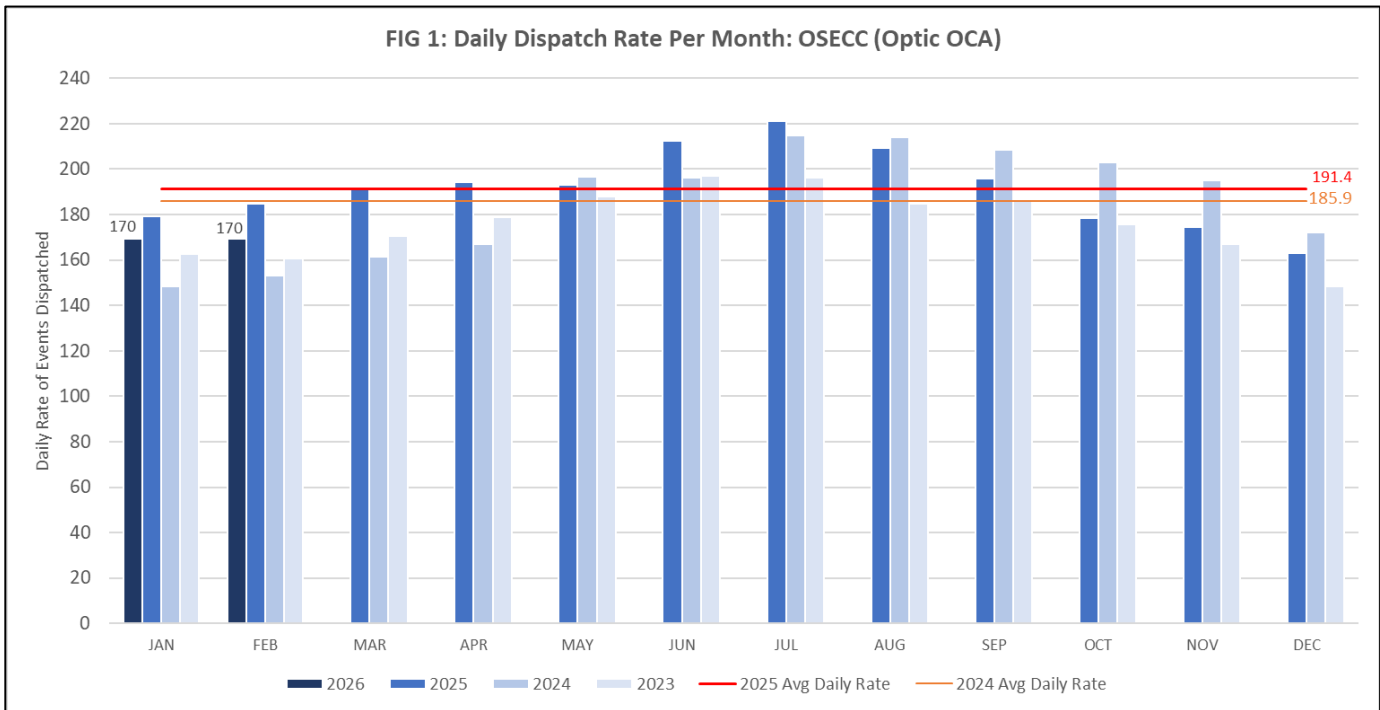
Computer Aided Dispatch (CAD) Events – February 2026:

Source: OPTIC's OnCallAnalytics	This Month FEBRUARY 2026	Previous Month		Same Month Previous Year February 2025	2026 Year-to-Date Jan.1-Feb.28, 2026	2025 Year-to-Date Jan.1-Feb.28, 2025	YTD % Change
		January 2026	% Change				
All CAD Events in OSECC (Number)	4,746	5,255	-9.7%	5,169	10,001	10,721	-6.7%
All Police (inc. OSPS)*	4,140	4,537	-8.8%	4,356	8,677	9,100	-4.6%
All Fire	357	424	-15.8%	529	781	1,003	-22.1%
Grey County Transport	249	294	-15.3%	284	543	618	-12.1%
OSPS	1,386	1,492	-7.1%	1,299	2,878	2,710	6.2%
All CAD Events in OSECC (Avg Daily Rate)	169.5	169.5	0.0%	184.6	169.5	181.7	-6.7%
All Police (inc. OSPS)*	147.9	146.4	1.0%	155.6	147.1	154.2	-4.6%
All Fire	12.8	13.7	-6.6%	18.9	13.2	17.0	-22.4%
Grey County Transport	8.9	9.5	-6.3%	10.1	9.2	10.5	-12.4%
OSPS	49.5	48.1	2.9%	46.4	48.8	45.9	6.3%

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

In February, the OSECC dispatched 4,746 calls, averaging 170 calls per day, which is consistent with January's average daily call volume (**Fig.1**).

Of these, 1,386 calls were dispatched specifically for the Owen Sound Police Service (**Fig.2**), representing a 3% increase compared to January. Year-to-date, OSPS dispatch call volume has risen 6% compared to the same period last year.



Information Technology (IT) Infrastructure – February 2026:

During February, the team was heavily involved in preparing the new West Grey Police Service location, supporting telephony, networking, security, and other technical requirements ahead of the early-March move-in date.

In addition, the team completed the final remediation work for the Smiths Falls Police Service.

The NG911 transition continues to progress rapidly for our hosted partners in coordination with Bell Canada and our vendor partners.

Servers funded through grants were purchased to support data analytics and NG911, enabling improved and modernized reporting capabilities for the Service.

An annual inspection of the OSPS radio system was conducted with our vendor.

Finally, an upgrade to the NG911 system was completed at both the primary and backup sites. This included a scheduled evacuation of the primary location to fully validate operational continuity across both environments.

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 Update

The project has officially launched, and significant progress has already been made. Currently, the human resources data is stored across multiple locations in both paper and electronic formats. By the end of the project, all records will be fully migrated to a unified electronic system, including digitization of personnel files and training records.

The IT team has identified a cost-effective time clock compatible with OSL software, and configuration work is underway. Tombstone data, collective agreements, and schedule configurations have been provided to OSL for system setup. A meeting was held with the City to discuss integration requirements and the data necessary for linking systems. The City has noted constraints in their availability for testing, and efforts will be made to identify suitable testing windows moving forward.

30 Forward

Two female members – one civilian and one sworn – have been selected to support the project. They have begun by meeting individually with all sworn female members to gain a deeper understanding of their experiences within our Service. The project framework includes the use of focus groups aimed at educating members on allyship, inclusion and mentorship to promote a supportive and inclusive environment.

Recruitment:

- In February, the Service held a Mini Recruiting Information Session attended by seven individuals, one of whom intends to apply.

- No offers were made during the February Recruit Constable hiring process; however, two candidates may be considered for future opportunities.
- No hires were made for the March OPC intake.
- Three candidates completed first-round interviews for the Recruit Constable position.
- Recruitment efforts were also undertaken for a Part-Time Data Clerk.

Staffing:

The following staffing changes occurred during this reporting period:

New Hires:

- *None this month*

Transfers/Promotions:

- *None this month*

Resignations/Retirements:

- **Trent Both**, Auxiliary
- **Stephen Bent**, Auxiliary
- **Jeannie Koczan**, Dispatch
- **Brendan Clayton**, Special Constable
- **Anna Falls**, Special Constable

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: March 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
February 2026	12	25	292 (14.7%)	2	27	220 (5.6%)
January 2026	11	22	251	2	25	208
YTD 2025	30	70	700	2	86	688
YTD 2026	23	47	543 (-25.3%)	2	52	428 (-46.9%)

- There was a 14.7% increase in lost hours due to member sick leave in February compared to January 2026.
- There was a 25.3% decrease in YTD lost hours due to member sick leave in 2026 compared to 2025.
- There was a 5.6% increase in lost hours due to WSIB leave in February compared to January 2026.

- There was a 46.9% decrease in YTD lost hours due WSIB leave in 2026 compared to 2025.
- The new WSIB claim in January 2026, due to a training injury, carried over into February with the member returning to full duties.

WSIB Update:

There is one short term WSIB case involving a full-time who has since returned to full duties.

There is an ongoing 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 had two part-time staff off on long term medical leave relating to personal injuries who have since tendered their retirement / resignation from OSPS.

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 SERVICE BOARD



SUBJECT: Annual Building and Health and Safety Report - 2025
TO: Chair and Members of the Owen Sound Police Service Board
DATE: March 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:

Building Audit Report

A comprehensive building audit assessment report was provided McIntosh PERRY on June 30, 2023, which was previously provided to the Board. The report provided a description of all building components, observations, recommendations, prioritization for renovation and forecasted costs.

Below is a list of Facility related matters and updates for 2025 into 2026:

Parking

Parking is at a premium at OSPS during dayshift hours. Parking availability is compounded by in-service training requirements and during the winter months due to snow accumulation.

Previous Overflow Parking Process:

To help address overflow parking the city provided monthly parking tags which required an employee to park their car temporarily, attend Records to obtain a loaner parking tag, return to their vehicle to affix the tag to the mirror, drive to 1st Avenue to park and then walk back to OSPS. This process was cumbersome, inefficient, and led to staff parking in the private lot across the street which is unauthorized.

Revised Overflow Parking Process:

To improve this process, consulted with Bradey Carbert, former Manager of Corporate Services. Established a streamlined solution to support dayshift employees in securing convenient alternative parking when OSPS lots are full. As a result, the licence plates of all dayshift employees have been uploaded into the City's parking database, allowing for an automatic exemption when parking on 1st Avenue effective March 1, 2026.

Flooring

Facilities is aware the interior building flooring requires updating. There is no capital plan in place for this renovation. Facilities will however address any floor safety issue or emergency repair as needed.

Brickwork

Facilities are aware of the deteriorating brick on the exterior building walls that will require the installation of a waterproof membrane and metal cladding to prevent moisture and further deterioration. As there are multiple locations requiring brick repair there needs to be an overall design concept for the finished look of the building which has not been determined.

Power Supply

This is a priority renovation. The City has a capital plan to replace the power supply to and within the building. This is in the planning and RFP stage and will not take place until sometime in 2027.

During this renovation, all interior lighting will be converted to LED lighting.

Cleaning Services

The McKnight family continue to provide janitorial and cleaning services to OSPS daily with no issues or concerns.

Facilities Work

In 2025, Facilities responded to concerns in a timely and effective manner. Discussions are currently underway to recommend assigning a dedicated Facilities team member on-site at least two days per week to support ongoing maintenance and repairs.

Front Lobby

Front Desk Glass – In October 2025, the front desk plexiglass was replaced with a proper glass security barrier.

Elevator - The elevator is in serviceable condition. The elevator can be turned off if experiences an issue.

Washroom – the door lock will be upgraded to a keyed access so members of the public requiring access will need to request the key from front desk personnel. This will ensure the washroom remains locked when not in use and staff are aware when a member of the public is using it. A spare key will be kept behind the front desk for emergency access.

AODA Compliance - For the front lobby to become AODA compliant the front entrance doors (power operated and wheelchair / scooter accessible), lobby washroom (accessible / unobstructed turning radius / emergency call system) and front counters (counter height) will need to be renovated to meet accessibility needs. Facilities are aware but there are no plans or a timeline for a future renovation.

Health and Safety

In the November of 2025, an Occupational Health and Safety inspection was conducted to assess issues related to interior water damage resulting from:

1. Water intrusion during window washing.
2. HVAC system condensation, and
3. Potential mold contamination.

The inspection identified mold growth in the cell block and the second-floor ceiling return-airspace. The levels detected required remediation but were not impactful to day-to-day operations.

The mold growth in the cell block area was remediated.

On February 28th, 2026, the second-floor return airspace was completely remediated by a contractor. All stained or damaged ceiling tiles were replaced.

HVAC System

The City will be recommissioning the entire HVAC system in the building this spring. The vendor has been selected, and an engineering review and assessment will commence this month. The recommissioning is expected to remedy the condensation issues experienced in the ceilings which has caused staining and mold growth in certain areas.

Facilities have acknowledged the recommissioning is a temporary fix and the entire HVAC system will need to be replaced however there is no capital plan in place for this renovation.

Interior Paint

New paint colours have been selected for the interior hallways, doors, trim and offices to give a fresh updated look and uniform appearance throughout the building. Facilities will be hiring a painting company to paint the front lobby and hallway areas and will paint the office walls themselves.

Lighting

Facilities routinely replace interior and exterior burnt out light bulbs as needed.

Parking lot and Sidewalk Snow Removal

Davidson Construction was contracted to perform snow removal and salting services of the parking lots and front entrance walkway. Next year we will ask that the entire sidewalk from the north parking lot to the south end of the building be included in the snow removal and salting contract.

Parking Lot Sewage Drains

This winter one of the parking lot water drains was plugged causing flooding in the parking lot. Public works attended and vacuumed out the blockage. Facilities will request routine maintenance of the water drains to prevent this from reoccurring.

Main Floor Staff Washroom Renovation

A contractor has been secured, and the renovations are expected to take place this spring, 2026.

Roof Repairs

The last repair conducted on the roof to prevent water leakage occurred in 2024. There were no reported roof concerns in 2025.

Waters Filling Station

On March 6, 2026, a new stainless-steel water-dispensing and ice-making fridge was installed in the kitchen for staff use. This unit will serve as a convenient water filling station, allowing staff to fill / re-fill their personal drink containers anytime day or night.

Windows

The building windows were manufactured in 1969 and require replacement. The Communications Centre and Fitness Room windows, which were replaced during the new construction in 2024.

The exterior windows were professionally cleaned this fall. Water leakage through the window seals required caulking off all exterior window frames to prevent water entry.

SUBMITTED BY:

Tony Doherty #226 – Administrative Inspector



REPORT TO THE OWEN SOUND POLICE SERVICES BOARD

SUBJECT: Chiefs Activity Report – February 2026
TO: Chair and Members of the Owen Sound Police Services Board
DATE: March 13 2026

- Days Off/Annual Leave – 4 days
- CACP ICT Committee Meetings & Conference, Vancouver – 5 days
- Employment Interviews/ HR Matters – 2 hours
- Community Advisory Committee on Urgent & Emergent Public Health Issues – 1 hours
- NG911/Comms/Dispatch Contracts etc. – 9 hours
- Budget Preparations – 5 hours
- OACP Zone 5 Executive Meetings – 1 hour
- Grey Bruce Police Leaders Call – 1 hour
- VTRA Meeting with Bluewater and Catholic School Boards – 6 hours
- Meetings Brightshores/OSPS Check in – 1 hour
- Citizens Police Academy – 3 hours
- Community Drug & Alcohol Strategy Steering Committee & Leadership Meeting – 3 hours
- Court Security Meeting with Grey County – 1 hour
- Sliver C's Presentation – 2 hours
- Court Security Discussion with local Justices – 1 hour

SUBMITTED BY:
Craig Ambrose, Chief of Police



REPORT TO THE OWEN SOUND POLICE SERVICES BOARD

SUBJECT: ACCOMMODATION SECTOR REGISTRATION OF GUESTS ACT ANNUAL REPORT

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

DATE: March 18th, 2026

RECOMMENDATION(S):

For information.

REPORT:

The Accommodation Sector Registration of Guests Act was enacted into law on January 1st, 2026. The Act and its accompanying Ontario Regulation 292/25 allows, among other things, new urgent demand powers for the police in order to help to enhance police abilities to combat human trafficking.

The new Act provides for specific requirements for owners or managers of hotels to maintain a register of occupants, specifies the type of information to be kept, and with respect to urgent demands, the Act reads as follows;

Urgent demand to view register

(2) An officer may in writing make a demand to view information recorded in the register of a hotel or business in a prescribed class if the officer is satisfied that there are reasonable grounds to believe information recorded in the register will assist in locating or identifying a person who is currently a victim of human trafficking or is at imminent risk of being trafficked and,

(a) there are reasonable grounds to suspect the victim of human trafficking will suffer bodily harm within the time it would take to obtain an order under subsection (1); or

(b) there are reasonable grounds to believe information recorded in the register will be destroyed within the time it would take to obtain an order under subsection (1). 2021, c. 21, Sched. 1, s. 4 (2).

This section allows unusual powers for the police to obtain this information outside of the normal judicial authorization process in urgent circumstances. Like the Missing Persons Act, the Act also creates a reporting requirement which requires the police to *report on usage* to the Board prior to *April 1st* each year, and to *publicize the report via website prior to June 1st*.

In compliance with the Act, the Owen Sound Police Service has had ***no urgent demands*** from the January 1st, 2026 inception date to the date of this report.

SUBMITTED BY:

D. Bishop

Deputy Chief of Police

REPORT TO THE OWEN SOUND POLICE SERVICE BOARD

SUBJECT: 2025 ANNUAL REPORT – OWEN SOUND COURT OPERATIONS

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:

Court Activity Overview

Both the Ontario Court of Justice (OCJ) and the Superior Court of Justice (SCJ) were exceptionally busy throughout 2025. The OCJ's *Practice Direction on Jordan-Compliant Trial Scheduling*, introduced in November 2023, significantly increased the number of criminal trials scheduled each week. In Owen Sound, courts adopted trial stacking to meet scheduling requirements and ensure matters proceeded within constitutional timelines.

The SCJ in Grey Bruce also faced heightened demand. In fall 2025, an additional Justice was appointed to the region. Numerous Superior Court matters—some transferred from Walkerton for accessibility and section 11(b) delay-related reasons—were heard in Owen Sound. Many of these were lengthy, in-custody trials, which increased the need for enhanced security staffing.

Security Operations and Enhancements

Special Constables provided ongoing security both at the OCJ and SCJ courthouse and the Provincial Offences Act (POA) court throughout 2025.

In August 2025, the Owen Sound Police Service implemented enhanced court security measures. Staffing levels were increased to ensure the presence of an armed police officer at both court

facilities during all operational court days. This adjustment followed guidance from the Ministry of the Solicitor General, which requested strengthened security protocols across all Ontario court locations.

These enhancements improved safety but placed significant pressure on police resources and the departmental budget. Maintaining adequate officer presence has contributed to operational re-adjustments across the police service.

There were no prisoner escapes or attempted escapes in 2025.

Committees and Oversight

Director Fluney continued to play a key leadership role in inter-agency coordination:

- **Court Security Committee (Chair):** Meets quarterly to review and update internal emergency procedures, ensuring alignment with the Owen Sound Police Service's Court Security Plan.
- **Local Justice Committee (Member):** Comprised of justice-sector stakeholders—including Judiciary, Crowns, Defence Bar, Victim/Witness, Legal Aid, Court Administration, Police Services, and OPP Offender Transport. Reviews issues related to court operations and security.
- **Bail Committee & Grey Bruce Huddle Committee (Participant):** Monthly meetings focused on information-sharing, procedural updates, and issue management across courthouses in Grey, Bruce, and Huron Counties.

SUBMITTED BY:

Krista Fluney, Director of Civilian Services



REPORT TO THE OWEN SOUND POLICE SERVICE BOARD

SUBJECT: ANNUAL REPORT - JOINT FORCES OPERATIONS - 2025
TO: Chair and Members of the Owen Sound Police Service Board
DATE: March 18, 2026

The Owen Sound Police Service maintains an excellent working relationship with our area policing partners. Cooperation regularly occurs between our services in particular through our Criminal Investigations and Drug Branches. The following are some of the joint force operations that OSPS were involved with in 2025.

On April 24th, 2025, Owen Sound Police, in partnership with the OPP, executed three simultaneous search warrants in Owen Sound as part of a joint drug trafficking investigation. As a result, approximately \$100,000 worth of drugs were seized, including 469 grams of cocaine, 43 grams of crack cocaine, 85 grams of fentanyl, 331 oxycodone pills, and 13 grams of MDMA, along with a loaded 9mm handgun. The operation involved multiple units and resulted in charges against six individuals.

On July 29th, 2025, members of CIB conducted observations of a residence on 3rd Avenue East in Owen Sound at the request of Perth County OPP in relation to a child pornography investigation. The purpose of the surveillance was to identify potential occupants and determine times individuals were present at the residence for planning purposes to safely execute a Criminal Code search warrant by Perth County OPP.

On August 18th, 2025, members of CIB assisted in a joint Human Trafficking Intelligence Probe with the OPP West Region Human Trafficking Team. Connections were made with possible victims of human trafficking and individuals involved in sex work in Owen Sound, to offer resources, and gather intelligence. Online ads, offering sexual services in Owen Sound, were contacted and it was determined that all ads were for the same individual operating out of a local motel. Engagement was made with this female and information regarding the availability of local resources and services was provided.

In October 2025, members of CIB participated in a joint drug investigation with the Stratford Police Service regarding the trafficking of fentanyl into the City of Owen Sound from multiple locations throughout southwestern Ontario and the Greater Toronto Area. Investigative activities, including conducting surveillance gathering human source information was undertaken by Owen Sound Police members that contributed to the investigation that was conducted by the Stratford Police Service.

On November 25th, 2025, members of CIB assisted the London Police Service in executing a search warrant at a residence in Owen Sound in relation to an anti-war protest that occurred at RBC Place in London during which significant damage was caused. Evidentiary property was seized from an Owen Sound residence affording further evidence in the investigation.

SUBMITTED BY:

C. Matheson, Inspector



REPORT TO THE OWEN SOUND POLICE SERVICES BOARD

SUBJECT: MINISTRY REQUIRED ANNUAL REPORTS
TO: Chair and Members of the Owen Sound Police Services Board
DATE: March 18, 2026

REPORT:

The Service is required to submit administrative reports to the Ministry annually with respect to;

- **Violent Crime Linkage and Analysis System (ViCLAS)**
- **Major Case Management**
- **Missing Persons Act**

All required reports have been submitted and are attached to this report.

In the case of the report related to the usage of the provisions of the Missing Persons Act, there is a requirement that the completed report be published to the Service's webpage, which has been done.

SUBMITTED BY:

Craig Matheson, Inspector

VICLAS ANNUAL REPORT

Criteria Offences	Police Service:	Report for the Year:	Total:
	Owen Sound Police Service	2025	48
	Any ViCLAS submissions for non-criteria cases		0
	Homicides and attempted homicides, solved or unsolved		0
	Non Familial/Domestic Sexual assaults, solved or unsolved including sexual interference, and attempted sexual assaults, sexual exploitation and invitation to sexual touching		48
	Non-familial abductions and attempted non-familial abductions		0
	Missing person occurrences where circumstances indicate a strong possibility of foul play		0
	Found human remains/unidentified body that are known or suspected to be homicide		0
	Criminal harassment where the harasser is not known to the victim		0
	Luring of a child or attempted luring of a child, solved or unsolved		0
Supplementary ViCLAS submissions (material change or investigative update)		0	
Any other cases designated as a major case pursuant to the Ontario Major Case Management Manual		0	
<i>("Non-traditional" major cases where the designated software was used)</i>			

Multi-Jurisdictional Major Cases

Multi-Jurisdictional Major Cases:

Yes

No

If yes – please specify name(s) of police service(s) and
project name(s)/incident or occurrence number

REPORT TO THE OWEN SOUND POLICE SERVICE BOARD



SUBJECT: Annual Report- Missing Person Investigations- 2025
TO: Chair and Members of the Owen Sound Police Service Board
DATE: March 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:

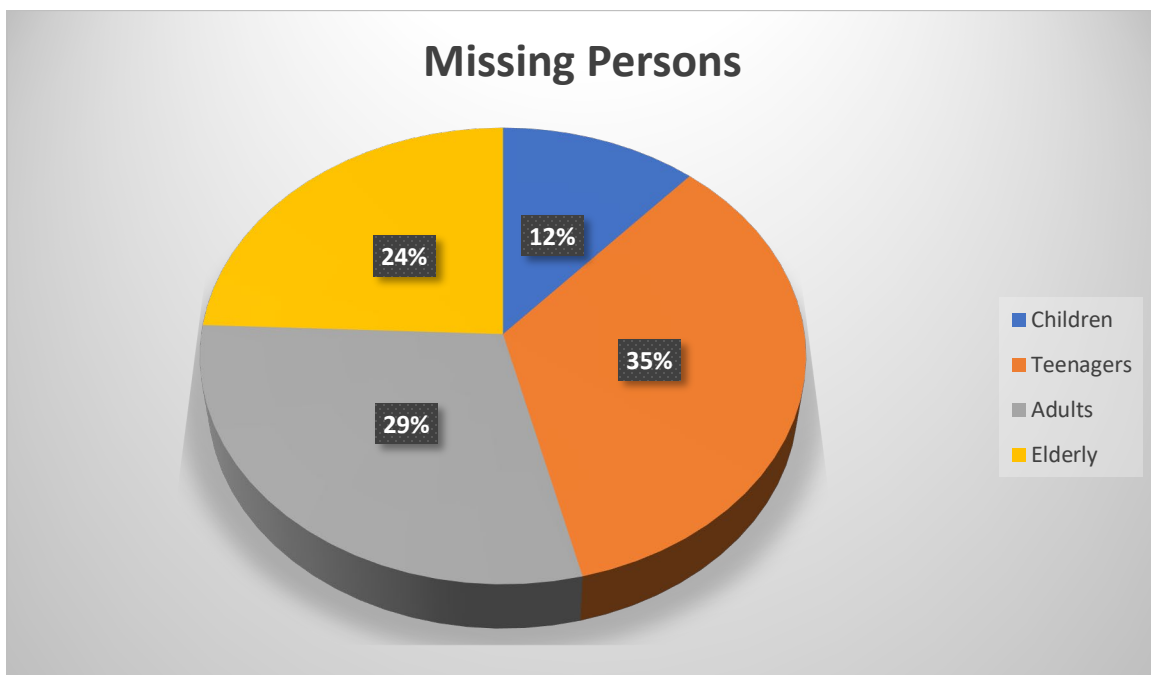
- Community Safety
- Community Wellbeing
- Our Members
- Sustainability

RECOMMENDATION(S):

For Information

REPORT:

In 2025, the Owen Sound Police Service investigated 78 missing person occurrences. Of those occurrences, they involved 9 Children, 27 Teenagers, 23 Adults, 19 Elderly and 14 persons that would also qualify as Vulnerable.



Of the 78 people reported missing to the Owen Sound Police Service in 2025, all were located.

FINANCIAL/RISK IMPLICATION(S):

Nil

SUBMITTED BY:

Craig Matheson, Inspector

Fields marked with an asterisk (*) are mandatory.

Select Police Service * (select only one)

Calendar Year *

Municipal Police Service

Ontario Provincial Police

First Nations Police Service

PART A: Threshold Major Cases *		
	RMS	PowerCase
Abduction and/or Kidnapping		
Found Human Remains		
Homicide		
Missing Person		
Sexual Assault or Attempted Sexual Assault		
TOTAL Threshold Cases:		

PART B: Non-Threshold Major Cases *		
	RMS	PowerCase
Criminal Harassment		
Missing Person		
Sexual Assault or Attempted Sexual Assault		
Trafficking in Persons		
TOTAL Non-Threshold Cases:		

PART C: Rationale for Discrepancies

If there are any discrepancies between RMS and PowerCase numbers, provide rationale below:

PART D: Notifications to the Serial Predator Crime Investigations Coordinator (SPCIC) *

Does your police service have a process in place to notify the SPCIC within seven days when there are unsolved linked major cases?

PART E: Contact Information *

Sworn Police Officer	Civilian
Name:	
Email Address:	
Branch/Unit:	
Date (yyyy/mm/dd):	



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~~

March 18, 2026

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 and will be based on mileage and ~~will is to~~ be paid based on the mileage rate paid by the City (Ref; Appendix B 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 their own 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/spouse/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 or ride share 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 expense claims shall be submitted to the Board Office and Staff Members shall submit claims to the Chief of Police ~~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 owner/operator is entitled to claim mileage.

- VIII. Only the Member's meals, not included in the conference or event fee 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 Member 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 family members/spouse/companion of a Board Member will not 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: 2021

Reviewed:

Revised:

May 15, 2023

Expires: Indefinite

Rescinds: OSPSB GP-003 Board
Governance

OSPSB GP-003 Board Governance

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1. **Policy Statement:**

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

2. **Mission Statement:**

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

3. **Preamble:**

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

4. **Definitions:**

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

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

5. **Policy Statement:**

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

6. **Composition of the Board:**

- a) The Board shall consist of five (5) members in accordance with the *CSPA* and consist of the following:
 - I. The head of the Municipal Council or, if the head chooses not to be or is ineligible to be a Member of the Board, another member of the Municipal Council appointed by resolution of the municipality;
 - II. One member of the Municipal Council appointed by resolution of the municipality;
 - III. Two persons appointed by the Lieutenant Governor in Council; and
 - IV. One person appointed by resolution of the Municipality, who is neither a member of the Municipal Council nor an employee of the Municipality.

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

- a) In accordance with section 36 (1) of the *CSPA*, the Members of the Board shall, at the first meeting held in January of each year, select from amongst its Members, a Chair and Vice-Chair for one year;
- b) The election of Chair shall be conducted by the Secretary;
- c) The election of the Vice-Chair shall be conducted by the Chair;
- d) If multiple Members are nominated, each nominated Member shall have an opportunity to speak briefly before voting proceeds;
- e) Voting for Chair shall be by show of hands, in alphabetical order of nominees' surnames, with the nominee receiving a majority vote being appointed;
- f) If an initial vote for Chair results in a tie or without majority vote, additional rounds of voting shall occur after brief recesses, until a nominee receives a majority vote or the matter is decided by lot drawn by the Secretary; and
- g) The same process in Section 7 (b) - (e) of this Policy shall be followed for election of the Vice-Chair, conducted by the newly elected Chair.

8. **Replacement of the Chair:**

- a) Subject to section 36 (1) of *the CSPA*, read in conjunction with section 77 of the Legislation Act, 2006, which confers the authority on the Board to appoint a Chair, a Chair may be replaced by the vote of the majority of Board Members for governance reasons. For clarity, governance reasons include anything the Board believes serves the best interests of the Board other than a breach of the Code of Conduct or other misconduct as defined in the *CSPA* and its *Regulations*;
- b) In the event of a breach of the Code of Conduct or other misconduct as defined in the *CSPA*, by the Chair, the Chair may be removed from the Board in accordance with the provisions of the *CSPA* or as otherwise permitted by law; and
- c) Upon reappointment or replacement of the Chair under Sections 8 (a) or 8 (b) of this Policy, the Board shall elect a new Chair at the same or next meeting in accordance with Section 7 of this Policy

9. **Responsibilities of the Chair:**

The Chair shall:

- a) Preside at all meetings of the Board;
- b) Set and approve the agenda for all meetings of the Board;
- c) Act as the spokesperson for the Board and represent the Board at official functions;
- d) Report on the activities of the Board, to Council as requested;
- e) Commence the meetings of the Board by taking the Chair and calling the meeting to order;
- f) Announce the business before the Board and the order to be acted upon;
- g) To receive and submit, in proper manner, all motions presented by the Members;
- h) Put to a vote all motions, which are moved and seconded, or necessarily arise in the course of a Board meeting, and to announce the result;
- i) To sit as ex-officio as a Member of all Committees of the Board and be entitled to participate and vote at the meetings;

- j) Decline to bring forward motions to a vote which do not comply with this Policy, or which are not within the jurisdiction of the Board under the *Act*;
- k) Enforce the Rules of Procedure, maintain order and preserve the decorum of the meeting;
- l) Where it is not possible to maintain order, to adjourn or suspend the meeting to a time specified by the Chair, without any motion being made;
- m) Permit any question to be asked through the Chair of any employee of the Police Service in order to provide information to assist in any debate when the Chair deems it appropriate;
- n) Rule on any points of order raised by Members;
- o) Sign all documents for and on behalf of the Board including but not limited to bylaws, resolutions, orders, and agreements which have been approved by the Board;
- p) To adjourn the meeting when business is concluded or upon a motion to adjourn or to recess the meeting as required; and
- q) Subject to Section 21 of this Policy, upon becoming aware of a possible breach of the Code of Conduct, the *CSPA* or any Board Bylaw or Policy, by any Board member, shall make inquiries of the Member, Chief of Police or Legal Counsel as may be appropriate. In addition, bring to the attention of the Board any information which may be construed as being a breach of the Code of Conduct or this Policy.

10. **Responsibilities of Vice-Chair**

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

11. **Responsibilities of Secretary:**

Secretary shall:

- a) Organize meetings, prepare agendas for the meeting in consultation with the Chair, and ensure their timely distribution;
- b) Attend all Board meetings and Committee meetings;
- c) Record the minutes of the proceedings at the meetings of the Board and Committees of the Board; and
- d) Receive and circulate all communication addressed to the Board.

12. **Responsibilities of the Board:**

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

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

13. **Committees of the Board:**

- a) In accordance with section 42 of *the CSPA*, the Board may at any time appoint one or more Members to a Committee to inquire into matters under the Board's jurisdiction.
- b) The Committee shall report upon its work to the Board at the next meeting of the Board following the date of the Committee meeting; and
- c) The following standing Committees of the Board are established to give recommendations to the Board for the Board's approval:
 - I. Negotiation Committee – having, subject to the approval of the Board, authority to deal with matters relating to negotiations with the Association;
 - II. Space Utilization Committee – having, subject to approval of the Board, authority to deal with matters related to renovations to the Police Service's building; and

- III. Labour/Management Committee - The Officers' Agreement and Civilian Branch Agreement require a committee of two (2) Association members (1-Uniform & Civilian) and two (2) representatives of management shall meet twice a year to discuss matters related to the Collective Agreement.

14. Regular Meetings of the Board:

- a) The Board shall hold its regular meetings on the 4th Wednesday of each month. The day, time and place of regular meetings may be set or altered by resolution of the Board or at the discretion of the Chair;
- b) At least 72 hours; notice shall be given to the public and the media before regular meetings of the Board such notice shall be by placement of the Agenda on the Municipalities and/or Police Services website;
- c) Regular meetings shall commence with Public Agenda followed by Closed Agenda and Confidential Closed as required;
- d) Closed Agenda Items shall be as outline in Section 25 (a) and (b) of this Policy;
- e) All regular meetings of the Board, except for Closed items, shall be open to the public;
- f) The Board shall hold at least four (4) regular meetings during each calendar year;
- g) Pursuant to section 43(5) of the *CSPA* the Board or the Committee, as applicable, shall publish notice of a meeting that is open to the public on the Internet, subject to the regulations made by the Minister, if any;
- h) Pursuant to section 43(6) of the *CSPA* the notice shall be published at least seven days before the meeting, except in extraordinary circumstances;
- i) Pursuant to section 43 (7) of the *CSPA*, the contents of the notice must include:
 - I. The proposed agenda for the meeting; and
 - II. Either:
 - the record of the most recent meeting of the Police Service Board that was open to the public, other than the record of any part of the meeting that was closed to the public; or

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

15. **Quorum:**

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

- f) Any agenda business not addressed due to lack of quorum shall be added to the next regular meeting agenda.

16. Special Meetings of the Board:

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

17. Calling a Meeting Order:

- a) The Chair shall call the meeting to order, as soon as possible after the scheduled start time, provided quorum is present.
- b) Quorum:
 - I. If no quorum is present to enable a meeting to commence one-half hour after the time appointment for a meeting of the Board, the Secretary will, at the request of those Members present, call the roll, and record the names of the Members present and the Members will stand discharged from waiting further;

- II. If a meeting does not take place because of a lack of quorum the Chair may announce a rescheduled date, time, and place for such a meeting to occur; and
- III. The Secretary will attempt to give notice of any meeting so rescheduled by telephone or electronic mail or as is otherwise practical, within the time available.

18. Board Agenda:

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

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

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

19. Disclosure – Conflict of Interest:

- a) The Chair and Members shall be governed by the *Municipal Conflict of Interest Act, R.S.O, 1990* and the Agenda shall include a provision for Members to declare a conflict or conflicts of interest or a pecuniary interest in a matter;
- b) Where a Member, either on their own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the Board at which the matter is the subject of consideration, the Member shall:
 - I. Prior to any consideration of the matter at the meeting, disclose the interest and the general nature of the matter;
 - II. Not take part in the discussion of, or vote on any question in respect of the matter; and
 - III. Not attempt in anyway whether before, during or after the meeting to influence the voting on any such question

- c) Where a meeting is not open to the public, in addition to complying with the requirements, the Member shall forthwith leave the meeting for the part of the meeting during which the matter is under consideration;
- d) Where the interest of a Member has not been disclosed by reason of their absence from the particular meeting, the Member shall disclose their interest and otherwise comply at the first meeting of the Board attended by them after the particular meeting; and
- e) The Secretary shall record in reasonable detail, the particulars of any disclosure of conflict of interest, and the particulars shall appear in the minutes of that meeting of the Board.

20. Delegations:

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

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

21. Conduct of Members:

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

22. Rules of Debate:

- a) Every Member, before speaking to a question or motion shall first receive recognition from the Chair and then the Member shall address the Chair;
- b) When a Member wishes to speak to any question, motion, or item, they shall in an orderly fashion attempt to obtain the Chair's attention to indicate that such

Member wishes to speak, and the Chair shall keep a list of those Members who have so indicated a desire to speak. The Chair shall then recognize the Members who wish to speak in the order in which their intentions have come to the Chair's attention and appear on the list;

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

23. **Motions:**

- a) All motions, except a motion to adjourn, shall be in writing, duly moved and seconded and passed to the Chair before being discussed or being put to a vote;
- b) The Board Chair shall read a motion before a vote is taken if required to do so by a Member;

- c) After a motion has been moved, it may be withdrawn by the mover at any time before a vote is taken;
- d) A motion properly before the Board for decision must receive disposition before any other motion can be received, except motions:
 - I. To adjourn;
 - II. To amend;
 - III. To refer;
 - IV. To suspend the rules of procedure;
 - V. To table the question; and
 - VI. To vote on the question.
- e) A motion to adjourn the meeting may be made at any time except:
 - I. When a Member is speaking or during the taking of a vote;
 - II. When the question has been called; and
 - III. When a Member has already indicated to the Chair that they desire to speak on the question;

And, when resolved in the negative, cannot be made again until the Board has conducted further proceedings.
- f) A motion to amend:
 - I. Shall be relevant to the question to be decided; and
 - II. Shall not be received if it in essence constitutes a rejection of the main questions;

And only one motion to amend such amendment shall be permitted, and any further amendment shall be made to the main questions.
- g) A motion to refer the question shall include:
 - I. The name of the Committee, or other body or official to whom the question is to be referred; and
 - II. The terms upon which the question is to be referred;

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

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

24. Voting on Motions:

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

25. Public and In Camera Meetings:

- a) Meetings of the Board shall be open to the public except as provided for in section 43(3) of the *CSPA*;
- b) A meeting or part of a meeting may be closed to the public if the subject matter being considered is:
 - I. The security of the property of the Board;
 - II. Personal matters about an identifiable individual, including Members of the Police Service or any other employees of the Board;
 - III. A proposed or pending acquisition or disposition of land by the Board;
 - IV. Labour relations or employee negotiations;
 - V. Litigation or potential litigation affecting the Board, including matters before Administrative Tribunals;
 - VI. Advice that would be inadmissible in a Court by reason of any privilege under the law of evidence, including communications necessary for that purpose;
 - VII. A trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the Board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
 - VIII. A trade secret or scientific, technical, commercial or financial information that belongs to the Board and has monetary value or potential monetary value;
 - IX. A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the Board;
 - X. Information that section 8 of the *Municipal Freedom of Information and Protection of Privacy Act* would authorize a refusal to disclose if it were contained in a record; or
 - XI. An ongoing investigation respecting the Board.

- c) Notwithstanding Section 25 (b) of this Policy, a meeting or part of a meeting shall be closed to the public if the subject matter to be considered cannot be disclosed pursuant to the *Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990. C. M.56* as amended; and
- d) No persons other than Board Members and those persons authorized by the Board from time to time, shall attend closed meetings of the Board, and all other persons other than the Board Members shall vacate the meetings if requested to do so by the Chair.

26. Transparency and Confidentiality in Meetings:

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

27. Duty of Confidentiality:

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

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

e) **Disclosure by Resolution:**

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

f) **Educational or Training Sessions:**

A meeting of the Board, or of a Committee of the Board, may be closed to the public if the following conditions are both satisfied:

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

28. Adjournments:

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

29. Recess:

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

30. **Challenging the Chair:**

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

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

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

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

31. **Board Meeting Minutes:**

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

32. **Bylaws:**

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

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

III. The resolution would read as follows:

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

Moved by _____ Seconded by _____

IV. Any Member wishing to vote against any one or more of the proposed bylaws may do so;

V. When there is more than one bylaw being voted on and the Chair calls for a vote on the resolution and a Member has voted against one or more of the proposed bylaws, the Chair shall ask the Member to state which bylaw(s) the member is voting in favour of and which bylaws the Member is voting against;

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

VII. This procedure shall apply mutatis mutandis to all proposed bylaw amendments.

b) Proposed bylaws and amendments – 3rd reading:

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

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

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

III. Any Member wishing to vote against any one or more of the proposed bylaws may do so;

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

33. Board Members – Statements:

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

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

34. Conduct Complaints:

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

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

35. Board Property:

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

36. Board Training:

A Member of the Board or of a Committee of the Board shall successfully complete the following training:

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

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

37. Budgets:

- a) The Chief shall prepare the annual operating estimates and the annual capital estimates for submission to the Board, that show the amounts required to maintain the Police Service and provide it with equipment and facilities in order to provide adequate and effective policing, in such format and at such time as determined by Council and the Board;
- b) The Chair shall prepare the annual operating estimates for submission to the Board that show the amounts required to pay the expenses of the operation of the Board, in such format and at such time as determined by Council and the Board;
- c) As part of the preparation and submission of the annual capital estimates, the Chief shall prepare and submit the Capital Projects intended to be undertaken for that year or other multi-year period as requested by the Board or Council;
- d) Each Capital Project and its funding must be individually approved by the Board as part of the Capital budget;
- e) After adopting the operating and capital estimates, the Board shall submit the estimates to Council in accordance with the requirements of Section 50(2) *CSPA* or a similar provision under its successor legislation;

- f) The operating Budget adopted by Council and the Board establishes the spending authority for the Police Service and the Board;
- g) The Chief shall operate within the approved Budget and ensure that the Police Service's Net Expenditure does not exceed the approved Budget;
- h) The Chief shall report any anticipated over-expenditure to the Board, as soon as such potential over-expenditure is known, but not less than quarterly, and, where possible, shall advise on how best to address the over-expenditure;
- i) Any expenditure that would result in the net operating Budget being exceeded requires the Board's approval prior to incurring such expenditure; and
- j) The obligations of the Chief of Police identified in this section also apply to the Chair in respect to the Budget required to pay the expenses of the operation of the Board.

k) **Capital Budget Spending Authority:**

- I. The Capital Budget adopted by Council and the Board establishes the spending authority for the Capital Expenditures in the Budget year. The Chief shall ensure that the Police Service's Net Expenditures do not exceed the approved Budget;
- II. The Chief shall report any anticipated over-expenditure to the Board, as soon as such potential over-expenditure is known;
- III. No expenditure shall be made for a Capital Project in excess of the funding approved for such project in the Capital Budget without the approval of the Board;
- IV. The Board must approve any reallocation of funds between Capital Projects for which funds have been allocated within the Capital Budget and advise the Municipality of such reallocation;
- V. The Board and the Municipality must approve any reallocation of funds between Capital Projects within the Capital Budget for which funds have not yet been allocated;
- VI. In preparing the annual Capital estimates, the Chief of Police shall include a cash flow forecast which indicates the entire Capital expenditure for each Capital Project, including those Capital Projects approved in previous years;

- VII. Any Capital Project approved in a previous year for which a cash flow forecast is not included in subsequent Capital estimates shall be considered to be completed and may be closed by the Municipality after consultation with the Chief; and
- VIII. The Municipality shall close any Capital Project that is considered to be complete and shall report on such closure to the Board for subsequent submission by the Board to the Municipality.

38. General:

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

Chair

Date

Appendix "A"

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

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

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

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

Statements and Attendance:

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

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

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

Misconduct and Conflicts of Interest:

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

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

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

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

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

Reporting

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

Appendix B

OWEN SOUND POLICE SERVICE BOARD - INFORMATION RE: DEPUTATIONS

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

Location

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

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

Call to the Podium

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

How to address the Board?

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

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

Time Limit on Deputations?

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

Should person(s) identify themselves?

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

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

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

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

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

Request for Deputation

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



OAPSB Members - Seeking Your Support!

The Ontario Association of Police Service Boards' 2026 Spring Conference and AGM is being held in person at The Brock Hotel in Niagara Falls on May 31 - June 3, 2026.

Each year we rely on participation and sponsorship. We ask that your board or zone to consider sponsoring the conference.

Added benefits: Funding received for OAPSB events is used to:

- Minimize costs to members to attend the seminar
- Offset the expenses related to delivering the virtual event and training
- Purchase of virtual technology
- Support the marketing and outreach required to inform and communicate with members
- Provide your organization recognition on our website, eblasts and at the virtual event.
- Deliver upgrades to our education & training to membership

Please contact Holly Doty at oapsb@oapsb.ca or 1-800-831-7727 to take advantage of one or more of these unique sponsorship opportunities listed below.

Respectfully,

A handwritten signature in black ink, appearing to read 'Al Boughton'.

Al Boughton
OAPSB Chair

2026 Spring Conference & Annual General Meeting Member Sponsorship Opportunities

Platinum - \$5,000 +

- Premium Exposure on as Platinum Sponsor
- Recognition on the OAPSB website

- One (1) complimentary member conference pass
- Logo recognition on digital presentations at conference
- Logo recognition on one feature event (i.e. Dinner / reception)

Gold - \$3,000

- Recognition as Gold Sponsor
- Recognition on the OAPSB website
- Logo recognition on digital presentations at conference
- Logo recognition on one feature event (i.e. Session)

Silver - \$1,500

- Recognition as Silver Sponsor
- Recognition on the OAPSB website
- Logo recognition on digital presentations at conference
- Logo recognition on one feature event (i.e. breaks) (collective logo recognition)

Bronze – \$1,000

- Recognition as Bronze Sponsor
- Recognition on the OAPSB website

Community – Up to \$999

- Recognition as Community Sponsor