

## **Orangeville Police Services Board Regular (Public Session) Meeting**

**Location:** - Electronic Participation Conducted Online via Microsoft Teams & in person at Town Council Chambers

**Conference ID:** 702 342 990#

**Telephone No:** 1-289-801-5774

**Date/Time:** - Tuesday, January 17, 2023, at 5:00 p.m.

**Invited Guests:** Inspector Terry Ward; Lisa Darling, Executive Director of the OAPSB and Carolina Khan, Town Clerk

### **Agenda**

#### **1. Call to Order**

1.1 Welcome and Introduction

#### **2. Disclosures of (Direct or Indirect) Pecuniary Interest and Preliminary Matters**

Recommendation:

Motion that the Board discuss any preliminary matters.

#### **3. Approval of Agenda**

Recommendation:

Motion that the Board discuss and approve the Agenda for the January 17, 2023, Orangeville Police Services Board Regular (Public Session) Meeting.

#### **4. In-Camera Meeting (Board plus invited guests only)**

Recommendation: Convene into In-Camera Session.

Motion that at [insert time] the Board convene into the In-Camera Session of this meeting under Part III, Section 35(4) of the Police Services Act.

## **5. Public Session**

Recommendation: Convene into Public Session.

Motion that at [insert time] the Board reconvene into the Public Session of this meeting.

## **6. Chair Taylor to provide update on status of Board Appointments made by the new Council. Welcome to Member Post and Thank you to Member MacIntosh for his tenure with the Board**

Board Review and Discussion:

Recommendation:

Motion that the Board receive the above update from Chair Taylor.

## **7. Orangeville Police Service Records & FOI Update – Carolina Khan to Update (see attached report)**

Board Review and Discussion:

Recommendation:

Motion that the Board receive the Orangeville Police Service Records & FOI Update

## **8. Presentation by Lisa Darling, Executive Director, Ontario Association of Police Services Boards**

Board Review and Discussion:

Recommendation:

Motion that the Board receive the presentation by Lisa Darling.

## **9. The Ward Report (Inspector Terry Ward to present, see attached OPP Orangeville PSB Q4 Report)**

Board Review and Discussion:

- OPP Inspector Terry Ward will provide the Board with an update from Orangeville OPP services.

Recommendation:

Motion that the Board receive the update from Inspector Ward

## **10. Ride Grants**

**10.1 Ride Grant Approval: \$12,900 for 2023 and \$12,800 for 2024 – (see attached pdf 2022-2024 Ride Grant TPA),**

**10.2 Ride Grant Approval Follow-up – (see attached email with excel instructions)**

Board review and Discussion:

- Board to discuss information required and key deadlines for Ride Grant Approval (The Recipient shall provide the Province with a Final Report for each Funding Year accounting in detail, for all expenses for the activities for which the Funds were used as well as statistical information, in the forms set out in **Schedule “E” by April 15th following each Funding Year.**)

Recommendation:

Motion that the Board receive the 2022 -2024 Ride Grant TPA and board discuss information required and key deadlines for Ride Grant Approval

## **11. Operation Lifesaver Program – Receive Inspector Ward’s report from In-Camera Session**

Board Review and Discussion:

Recommendation:

Motion that the Board receive the update from the Inspector Ward.

**12. Project Maverick – Inspector Ward to speak to this program**

Board Review and Discussion:

Recommendation:

Motion that the Board receive the discussion.

**13. Graffiti - OPP role and is there a need for a Town Bylaw – Chair Taylor to Update**

Board Review and Discussion:

Recommendation:

Motion that the Board receive the update.

**14. Review Post-November 15, 2022, Meeting and Pre-January 17, 2023, Meeting Service Standards (Chair Taylor and Vice-Chair McSweeney to lead – see attached November 2022 and January 2023 Service Standards)**

Board Review and Discussion:

Report on post-November 15, 2022, meeting and pre-January 17, 2023, meeting Service Standards

Recommendation:

Motion that the Board receive the above attachments and reports.

**15. Remuneration Approval – No claims submitted since last meeting.**

Board Review and Discussion: (leave this agenda item in as a placeholder for future remuneration claims.

**16. OPSB Final Remuneration Report Approval**

Board Review and Discussion:

Recommendation:

Motion that the Board receive and approve the above report.

**17. Zone 5 Update from December 13, 2022, Meeting - Vice-Chair McSweeney to share highlights (see attached Word doc. Revised Agenda Dec.13, Excel Doc. Dec. 13, Proposed Financial Snapshot and PDF doc. Community Safety and Policing Act, OAPSB Zone 5 Elections Bylaw and email Elections Notice)**

Board Review and Discussion:

Recommendation:

Motion that the Board receive the above documents and update.

**18. Zone 5 Call for Director (see PDF OAPSB Policy Manual and 2023 Calendar)**

Board Review and Discussion

Recommendation:

Motion that the Board receive the above documents and update.

**19. Call for Nominations for the OMERS Administration Corporation (OAC) Board. (see PDF OAC board competency framework, OAC Board Member role description, OAC Code of Conduct) – Vice Chair McSweeney to Present and Disclose as per the In-Camera Session**

Board Review and Discussion:

Recommendation:

Motion that the Board receive the above information.

**20. Action Register Update (see attachment)**

Board Review and Discussion:

Recommendation:

Motion that the Board receive report from the In-Camera session discussion.

**21. Report: Section 10 Objectives, Priorities and Governance Documents (Vice-Chair McSweeney to provide update)**

Board Review and Discussion:

Recommendation:

Motion that the Board receive report from the In-Camera session discussion.

**22. PSB Website Review and Next Steps - Vice-Chair McSweeney to provide Update – see link to PSB website:  
<https://www.orangeville.ca/en/town-hall/orangeville-police-services-board.aspx> and attached screenshots**

Board Review and Discussion:

- Review recent website wording changes.
- Discuss status of website redesign project
- Website postings - Should we be posting more for public transparency? If so what information (e.g., by-laws, policies, service standards etc.)? Board to discuss assigning a member to explore what other boards do and report back to Board.

Recommendation:

Motion that the Board receive report from the In-Camera session discussion.

**23. Letter from East Ferris Police Services Board – Vice-Chair McSweeney to update**

Board Review and Discussion:

Recommendation:

Motion that the Board receive the update from Vice-Chair McSweeney as per the In-Camera session discussion.

**24. Review of Draft CSPA Regulations (OPP Detachment Board Member Code of Conduct and Conflict of Interest) released by Ministry for public consultation – Vice Chair McSweeney to provide highlights**

Board Review and Discussion:

Recommendation:

Motion that the Board receive the update from Vice-Chair McSweeney as per the In-Camera session discussion.

**25. False Alarm Reporting – (see attached false alarm word docs. Nov. 16-30 by location & date, Dec. 1-15 by location & date and Dec. 16 -31 by location and date) of note 95 First St. is Walmart.**

Board Review and Discussion:

Recommendation:

Motion that the Board determine next steps.

**26. Next Joint Meeting of the Dufferin County Section 10 Police Services Boards is scheduled for January 20, 2023 (hosted by Mono) – Chair Taylor to provide update**

Board Review and Discussion:

Recommendation:

Motion that the Board receive update from Chair Taylor.

**27. Member Krakar Status on Board receive update from in-camera session.**

Board Review and Discussion:

Recommendation:

Motion that the Board receive report from the In-Camera discussion.

**28. Approval of Public Session Meeting minutes (see attached November 15, 2022, Regular (Public Session) Meeting Minutes)**

Board Review and Discussion:

Recommendation:

Motion that the minutes from the Orangeville Police Services Board Regular (Public Session) Meeting held on Tuesday November 15, 2022, be approved.

**29. Meeting Location and Format – Chair Taylor to lead discussion on location and format of Board meetings moving forward. (Schedule for 2023 will be determined)**

Board Review and Discussion:

Recommendation:

Motion that the Board receive report from the In-Camera discussion.

**30. Question Period**

**31. Presentations**

**32. Delegations**

None.

**33. Correspondence**

**34. Reports**

**35. New Business**

**36. Adjournment**

Recommendation:



PSB Regular (Public Session) Meeting Agenda January 17, 2023

Motion that the meeting be adjourned at [enter time]

Confirmation of Date and Time of Next Regular (Public Session) Meeting – TBD.



## Report

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**To:** Orangeville Police Service Board

**Subject:** Orangeville Police Service Records Update

**Department:** Clerk's Division, Corporate Services, Town of Orangeville

**Meeting Date:** January 17, 2022

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### Recommendations

That report Orangeville Police Service Records Update, be received.

### Background & Analysis

In October 2020, the Town of Orangeville (the Town) entered into an agreement with the Orangeville Police Service Board (OPSB) to provide archival services with respect to Orangeville Police Service (OPS) records, as well as to process Freedom of Information (FOI) requests for these records.

Since 2020, the Clerk's Division completed has inventories OPS records and has had continued collaboration with the Ontario Provincial Police (OPP) Orangeville Detachment to transfer any active records that were of an evidentiary nature, as per the Town's agreement with OPS. The final phase of such transfers will occur in 2023 and will include 911 call records.

With respect to Freedom of Information (FOI) requests, the Clerk's Division did not receive any new requests in 2022.

The Clerk's Division continues to organize and index the retained OPS records (physical and electronic) and to provide archival services relating to OPS inactive records, including processing FOI requests.

Staff will continue to provide updates to the Board as outlined in the agreement, or at the request of the Board.

Respectfully submitted  
Carolina Khan, Town Clerk

Prepared by  
Alexandrea Graham, Records  
Coordinator



## Dufferin Ontario Provincial Police

### Town of Orangeville Police Services Board Report 17<sup>th</sup> January 2023

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#### **Detachment Commander's Report**

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It is my pleasure to provide this report to the Town of Orangeville Police Services Board. The Detachment Personnel are committed to providing a professional policing service that addresses identified community needs and concerns.

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## THE PROMISE OF THE OPP

### ***OPP Vision***

Safe Communities . . . A Secure Ontario.

### ***OPP Mission***

To serve our province by protecting its citizens, upholding the law, and preserving public safety.

### ***OPP Values***

*Serving with* **PRIDE, PROFESSIONALISM, & HONOUR**

*Interacting with* **RESPECT, COMPASSION & FAIRNESS**

*Leading with* **INTEGRITY, HONESTY, & COURAGE**

*Always doing the right things for the right reasons.*

**Police Services Board Report for Town of Orangeville**  
**2022/Oct to 2022/Dec**

<b>Public Complaints</b>	
Policy	0
Service	0
Conduct	0

**Date information collected from Professional Standards Bureau Commander Reports:** 2023-01-09

**Data Source**

Ontario Provincial Police, Professional Standards Bureau Commander Reports

- Includes all public policy, service and conduct complaints submitted to the Office of the Independent Police Review Director (OIPRD)

<b>Secondary Employment</b>
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**Detachment:** 1N - DUFFERIN

**Location code(s):** 1N10 - ORANGEVILLE

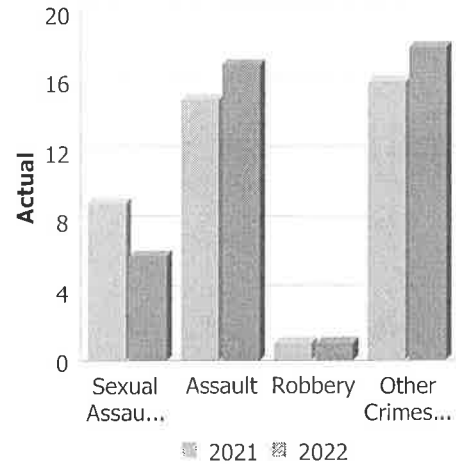
**Report Generated by:**  
Girdler, Brad

**Report Generated on:**  
9-Jan-23 10:41:31 AM  
PP-CSC-Operational Planning-4300

**Police Services Board Report for Town of Orangeville**  
**Records Management System**  
**October to December - 2022**

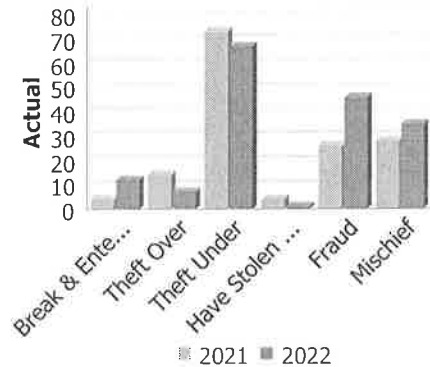
**Violent Crime**

Actual	October to December			Year to Date - December		
	2021	2022	% Change	2021	2022	% Change
Murder	0	0	--	0	0	--
Other Offences Causing Death	0	0	--	0	0	--
Attempted Murder	0	0	--	1	0	-100.0%
Sexual Assault	9	6	-33.3%	29	25	-13.8%
Assault	15	17	13.3%	61	93	52.5%
Abduction	0	0	--	0	2	--
Robbery	1	1	0.0%	7	10	42.9%
Other Crimes Against a Person	16	18	12.5%	64	88	37.5%
<b>Total</b>	<b>41</b>	<b>42</b>	<b>2.4%</b>	<b>162</b>	<b>218</b>	<b>34.6%</b>



**Property Crime**

Actual	October to December			Year to Date - December		
	2021	2022	% Change	2021	2022	% Change
Arson	0	0	--	0	1	--
Break & Enter	4	12	200.0%	20	27	35.0%
Theft Over	14	7	-50.0%	47	35	-25.5%
Theft Under	73	67	-8.2%	337	275	-18.4%
Have Stolen Goods	4	1	-75.0%	9	7	-22.2%
Fraud	26	46	76.9%	125	155	24.0%
Mischief	28	35	25.0%	135	124	-8.1%
<b>Total</b>	<b>149</b>	<b>168</b>	<b>12.8%</b>	<b>673</b>	<b>624</b>	<b>-7.3%</b>



**Drug Crime**

Actual	October to December			Year to Date - December		
	2021	2022	% Change	2021	2022	% Change
Possession	2	1	-50.0%	15	8	-46.7%
Trafficking	1	6	500.0%	8	21	162.5%
Importation and Production	0	0	--	0	0	--
<b>Total</b>	<b>3</b>	<b>7</b>	<b>133.3%</b>	<b>23</b>	<b>29</b>	<b>26.1%</b>



Detachment: 1N - DUFFERIN

Location code(s): 1N10 - ORANGEVILLE

Data source date:  
2023/01/07

Report Generated by:  
Girdler, Brad

Report Generated on:  
9-Jan-23 10:43:50 AM

PP-CSC-Operational Planning-4300

Updated : Monday, January 9, 2023 - Current Period : 1999/12/31

1N - DUFFERIN 2022 Q 4 All Offence Hours of Day All Offence Days of Week All Offence Months All Coverage  
Types CC\_Provincial Statutes All Offence Act Part Types All Courts All Badges All License Plate Location All  
Offender Gender All Offender Age Group All Date Added All Prior Offence Date MEASURES

Offence Count as values		HTA	CC-Non-Traffic (Revised)	Other	CC_Provincial Statutes
2022/Oct	October	963	10	68	1,041
	All Offence Months	963	10	68	1,041
2022/Nov	November	681	2	50	733
	All Offence Months	681	2	50	733
2022/Dec	December	293	1	37	331
	All Offence Months	293	1	37	331
2022 Q 4		1,937	13	155	2,105

Zero suppression rows and columns. Suppression options applied: zero values, division by zero, missing values, overflow values.

**Part 1 Summary for Town of Orangeville**

ORANGEVILLE	2021	2022
Jan	106	96
Feb	127	114
Mar	145	63
Apr	115	124
May	94	119
June	101	115
July	122	149
Aug	128	158
Sept	62	125
Oct	99	192
Nov	118	116
Dec	64	68
Total	1281	1439

**Part 3 Summary for Town of Orangeville**

ORANGEVILLE	2021	2022
Jan	9	4
Feb	2	15
Mar	11	5
Apr	21	10
May	14	22
June	12	13
July	10	6
Aug	9	4
Sept	4	21
Oct	12	30
Nov	3	17
Dec	2	21
Total	109	168

Thursday, January 5, 2023

## Traffic File Control Register

Report Period: 01-OCT-2022 thru 31-DEC-2022

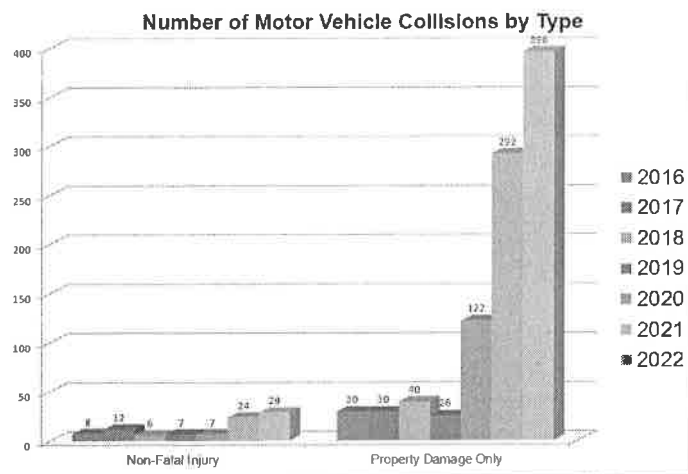
Report Criteria --> Detachment Code starting with {1N} Report Type equals {\*} Incident Type equals {\*}

S t a t u s	Incident Date	Incident Time	Self- Reporte d	Location	Jurisdiction	RdHwy Intersection	Incident Type	Primary Cause	Report Type
C	02-Oct-22	17:56	Yes	FIRST	ORANGEVILLE	10	Property Damage Only	Failed to yield right of way	Motor Vehicle
C	01-Oct-22	14:30	No	FIRST	ORANGEVILLE	BROADWAY	Property Damage Only	Failed to yield right of way	Motor Vehicle
C	03-Oct-22	22:00	No	FIRST	ORANGEVILLE		Property Damage Only	Unknown	Motor Vehicle
C	05-Oct-22	11:17	No	HANSEN	ORANGEVILLE		Property Damage Only	Inattentive driver	Motor Vehicle
C	05-Oct-22	14:30	No	HANSEN	ORANGEVILLE	FIRST	Property Damage Only	Disobeyed traffic control	Motor Vehicle
C	06-Oct-22	9:13	No	FIRST	ORANGEVILLE		Property Damage Only	Improper passing	Motor Vehicle
C	05-Oct-22	14:57	No	BROADWAY	ORANGEVILLE	ADA	Property Damage Only	Disobeyed traffic control	Motor Vehicle
C	08-Oct-22	12:20	No	SPENCER	ORANGEVILLE	RIDDELL	Property Damage Only	Improper turn	Motor Vehicle
C	01-Oct-22	14:30	No	BUENA VISTA DR	ORANGEVILLE	10	Property Damage Only	Unknown	Motor Vehicle
C	12-Oct-22	20:05	No	GOOSEBERRY	ORANGEVILLE	MONTGOMERY	Property Damage Only	Driver fatigue	Motor Vehicle
C	14-Oct-22	16:28	No	HANSEN	ORANGEVILLE		Property Damage Only	Unknown	Motor Vehicle
C	15-Oct-22	13:00	No	RIDDELL	ORANGEVILLE	SPENCER	Property Damage Only	Improper lane change	Motor Vehicle
C	17-Oct-22	16:21	No	COUNTY ROAD 16	ORANGEVILLE	RIDDELL	Property Damage Only	Failed to yield right of way	Motor Vehicle
C	14-Oct-22	12:06	No	BROADWAY	ORANGEVILLE	THIRD	Property Damage Only	Improper turn	Motor Vehicle
C	18-Oct-22	17:30	No	FIFTH	ORANGEVILLE	FIRST	Property Damage Only	Unknown	Motor Vehicle
C	19-Oct-22	8:40	No	220 BLIND LI	ORANGEVILLE		Property Damage Only	Failed to yield right of way	Motor Vehicle
C	08-Oct-22	12:11	No	RIDDELL	ORANGEVILLE	Centennial	Property Damage Only	Inattentive driver	Motor Vehicle
C	08-Oct-22	15:06	No	BROADWAY	ORANGEVILLE	DAWSON	Property Damage Only	Lost control	Motor Vehicle
C	19-Oct-22	13:00	No	CENTENNIAL RD	ORANGEVILLE		Property Damage Only	Improper turn	Motor Vehicle
C	20-Oct-22	14:45	No	FOURTH	ORANGEVILLE		Property Damage Only	Improper turn	Motor Vehicle
C	06-Oct-22	19:22	No	BROADWAY	ORANGEVILLE	SECOND	Property Damage Only	Improper turn	Motor Vehicle
C	26-Oct-22	16:54	No	FIRST	ORANGEVILLE		Property Damage Only	Inattentive driver	Motor Vehicle
C	28-Oct-22	13:05	No	BROADWAY	ORANGEVILLE		Property Damage Only	Inattentive driver	Motor Vehicle
C	30-Oct-22	10:43	No	FOURTH	ORANGEVILLE		Property Damage Only	Unknown	Motor Vehicle
C	31-Oct-22	13:17	No	BROADWAY	ORANGEVILLE	DIANE	Property Damage Only	Unknown	Motor Vehicle
C	28-Oct-22	12:45	No	BROADWAY	ORANGEVILLE	SECOND	Property Damage Only	Unknown	Motor Vehicle
C	01-Nov-22	8:50	Yes	BLIND	ORANGEVILLE		Property Damage Only	Other	Motor Vehicle
C	01-Nov-22	8:46	No	BYTHIA	ORANGEVILLE		Property Damage Only	Inattentive driver	Motor Vehicle
C	02-Nov-22	16:50	No	C LINE	ORANGEVILLE	COUNTY ROAD 23	Property Damage Only	Improper turn	Motor Vehicle
C	05-Nov-22	16:20	No	CENTENNIAL	ORANGEVILLE	ROBB	Property Damage Only	Other	Motor Vehicle
C	03-Nov-22	13:30	No	BROADWAY	ORANGEVILLE	JOHN	Property Damage Only	Following too closely	Motor Vehicle
C	28-Oct-22	17:20	No	BROADWAY	ORANGEVILLE	JOHN	Property Damage Only	Disobeyed traffic control	Motor Vehicle
C	06-Nov-22	19:46	No	10 10	ORANGEVILLE	BUENA VISTA	Property Damage Only	Following too closely	Motor Vehicle
C	08-Nov-22	17:15	No	BROADWAY	ORANGEVILLE	CENTRE	Property Damage Only	Speed -- excessive	Motor Vehicle
C	08-Nov-22	11:15	No	BROADWAY	ORANGEVILLE	CENTRE	Property Damage Only	Speed -- excessive	Motor Vehicle



C	09-Nov-22	15:06	No	RIDDELL	ORANGEVILLE	RICHARDSON	Non-Fatal Injury	Failed to yield right of way	Motor Vehicle
C	09-Nov-22	12:08	No	C LINE	ORANGEVILLE	BROADWAY	Property Damage Only	Improper turn	Motor Vehicle
C	11-Nov-22	19:30	No	DAWSON	ORANGEVILLE		Property Damage Only	Inattentive driver	Motor Vehicle
C	13-Nov-22	0:00	No	FELTRE	ORANGEVILLE		Property Damage Only	Unknown	Motor Vehicle
C	13-Nov-22	13:01	No	MANOR	ORANGEVILLE		Property Damage Only	Inattentive driver	Motor Vehicle
C	13-Nov-22	8:03	No	MARION	ORANGEVILLE	BELLEVIEW	Property Damage Only	Ability Impaired â/Alcohol	Motor Vehicle
C	13-Nov-22	20:00	No	DREW BROWN	ORANGEVILLE	PARKINSON	Property Damage Only	Failed to yield right of way	Motor Vehicle
C	12-Nov-22	16:00	No	FIRST ST	ORANGEVILLE	SYLVANWOOD	Property Damage Only	Unknown	Motor Vehicle
C	16-Nov-22	6:22	No	FIRST	ORANGEVILLE	HANSEN	Property Damage Only	Speed -- too fast for conditions	Motor Vehicle
C	14-Nov-22	15:10	No	FOURTH	ORANGEVILLE		Property Damage Only	Inattentive driver	Motor Vehicle
C	16-Nov-22	20:50	No	RIDDELL	ORANGEVILLE	ALDER	Property Damage Only	Failed to yield right of way	Motor Vehicle
C	11-Nov-22	11:30	No	BROADWAY	ORANGEVILLE		Property Damage Only	Inattentive driver	Motor Vehicle
C	16-Nov-22	9:40	No	SECOND	ORANGEVILLE	FIRST	Property Damage Only	Speed -- too fast for conditions	Motor Vehicle
C	17-Nov-22	20:25	No	PARSONS	ORANGEVILLE		Property Damage Only	Other	Motor Vehicle
C	16-Nov-22	8:30	No	BROADWAY	ORANGEVILLE	ADA	Property Damage Only	Failed to yield right of way	Motor Vehicle
C	17-Nov-22	10:43	No	COTTONWOOD	ORANGEVILLE	CENTENNIAL	Property Damage Only	Failed to yield right of way	Motor Vehicle
C	20-Nov-22	15:17	No	RIDDELL	ORANGEVILLE		Property Damage Only	Following too closely	Motor Vehicle
C	19-Nov-22	14:07	No	TOWNLINE	ORANGEVILLE	C LINE	Non-Fatal Injury	Inattentive driver	Motor Vehicle
C	15-Nov-22	17:15	No	BROADWAY	ORANGEVILLE	SECOND	Property Damage Only	Unknown	Motor Vehicle
C	21-Nov-22	16:58	No	BROADWAY	ORANGEVILLE	Blind Line	Property Damage Only	Improper lane change	Motor Vehicle
C	24-Nov-22	12:53	No	10 10	ORANGEVILLE	highway 9	Property Damage Only	Improper lane change	Motor Vehicle
I	24-Nov-22	19:22	No	BROADWAY	ORANGEVILLE		Property Damage Only	Inattentive driver	Motor Vehicle
C	20-Oct-22	5:53	No	SPENCER	ORANGEVILLE		Property Damage Only	Speed -- excessive	Motor Vehicle
C	25-Nov-22	16:38	No	95 FIRST ST, Walmart Parking Lot	ORANGEVILLE		Property Damage Only	Inattentive driver	Motor Vehicle
C	26-Nov-22	18:13	No	ridell road	ORANGEVILLE		Property Damage Only	Improper turn	Motor Vehicle
I	16-Nov-22	8:00	Yes	MARSHALL	ORANGEVILLE	ROLLING HILLS	Property Damage Only	Improper passing	Motor Vehicle
C	27-Nov-22	19:10	No	FIRST	ORANGEVILLE	HANSEN	Property Damage Only	Inattentive driver	Motor Vehicle
C	27-Nov-22	18:30	No	COUNTY ROAD 23	ORANGEVILLE	RIDDELL	Property Damage Only	Inattentive driver	Motor Vehicle
C	22-Nov-22	15:02	No	BLIND	ORANGEVILLE	HANSEN	Property Damage Only	Following too closely	Motor Vehicle
C	25-Nov-22	14:18	No	RIDDELL	ORANGEVILLE	SPENCER	Other	Disobeyed traffic control	Motor Vehicle
C	28-Nov-22	10:11	No	RIDDELL	ORANGEVILLE	COUNTY ROAD 109	Property Damage Only	Ability Impaired â/Alcohol	Motor Vehicle
C	30-Nov-22	13:06	No	FOURTH AV	ORANGEVILLE		Property Damage Only	Improper turn	Motor Vehicle
C	03-Dec-22	5:11	No	COUNTY ROAD 23	ORANGEVILLE	MAIN ST	Property Damage Only	Medical/Physical Disability for Driver	Motor Vehicle
C	01-Dec-22	11:25	No	RIDDELL	ORANGEVILLE		Property Damage Only	Inattentive driver	Motor Vehicle
C	14-Nov-22	11:45	No	FOURTH	ORANGEVILLE	10	Property Damage Only	Inattentive driver	Motor Vehicle
C	02-Dec-22	14:00	No	10 10	ORANGEVILLE	BROADWAY	Property Damage Only	Inattentive driver	Motor Vehicle
C	10-Dec-22	12:18	No	FIRST	ORANGEVILLE	BREDIN	Property Damage Only	Failed to yield right of way	Motor Vehicle
C	12-Dec-22	16:35	Yes	FIRST	ORANGEVILLE	95 FIRST STREET	Property Damage Only	Unknown	Motor Vehicle
C	13-Dec-22	7:53	No	ROLLING HILLS	ORANGEVILLE	Jay Cres	Property Damage Only	Inattentive driver	Motor Vehicle
C	08-Dec-22	19:33	No	THIRD	ORANGEVILLE	FOURTH	Property Damage Only	Speed -- excessive	Motor Vehicle
C	15-Dec-22	16:50	No	SPENCER	ORANGEVILLE	SHERWOOD	Property Damage Only	Failed to yield right of way	Motor Vehicle
C	16-Dec-22	7:52	No	9 TOWNLINE	ORANGEVILLE	RIDDELL	Property Damage Only	Speed -- too fast for conditions	Motor Vehicle
C	15-Dec-22	14:00	No	BROADWAY	ORANGEVILLE		Property Damage Only	Unknown	Motor Vehicle
C	16-Dec-22	12:25	No	BROADWAY	ORANGEVILLE	CLARA	Property Damage Only	Fail to Share	Motor Vehicle
C	14-Dec-22	9:19	No	BLIND	ORANGEVILLE		Property Damage Only	Improper turn	Motor Vehicle
C	17-Dec-22	12:23	No	HILLSIDE DR	ORANGEVILLE		Non-Fatal Injury	Medical/Physical Disability for Driver	Motor Vehicle
C	19-Dec-22	14:00	No	BROADWAY	ORANGEVILLE		Property Damage Only	Unknown	Motor Vehicle
C	20-Dec-22	20:20	No	COUNTY ROAD 23	ORANGEVILLE	10	Property Damage Only	Failed to yield right of way	Motor Vehicle

C	19-Dec-22	3:43	No	ROBB	ORANGEVILLE	C LINE	Property Damage Only	Speed -- too fast for conditions	Motor Vehicle
C	21-Dec-22	15:30	No	BROADWAY	ORANGEVILLE	JOHN	Property Damage Only	Improper turn	Motor Vehicle
C	21-Dec-22	16:38	No	C LINE	ORANGEVILLE	ALDER	Property Damage Only	Inattentive driver	Motor Vehicle
C	20-Dec-22	11:59	No	BROADWAY	ORANGEVILLE	TOWNLINE	Property Damage Only	Improper turn	Motor Vehicle
C	21-Dec-22	17:45	Yes	BROADWAY	ORANGEVILLE		Property Damage Only	Inattentive driver	Motor Vehicle
C	23-Dec-22	16:18	No	THIRD	ORANGEVILLE	FOURTH AVE	Non-Fatal Injury	Disobeyed traffic control	Motor Vehicle
C	21-Dec-22	8:15	No	COUNTY ROAD 109	ORANGEVILLE	RIDDELL	Property Damage Only	Speed -- too fast for conditions	Motor Vehicle
C	21-Dec-22	11:15	No	BYTHIA	ORANGEVILLE	BROADWAY	Property Damage Only	Inattentive driver	Motor Vehicle
C	24-Dec-22	9:30	No	THIRD	ORANGEVILLE	FOURTH	Property Damage Only	Speed -- too fast for conditions	Motor Vehicle
C	24-Dec-22	15:30	No	SPENCER	ORANGEVILLE	ABBAY	Property Damage Only	Speed -- too fast for conditions	Motor Vehicle
C	26-Dec-22	10:40	No	FIRST	ORANGEVILLE	HANSEN	Property Damage Only	Speed -- too fast for conditions	Motor Vehicle
C	26-Dec-22	13:30	No	THIRD	ORANGEVILLE	SECOND	Property Damage Only	Speed -- too fast for conditions	Motor Vehicle
C	23-Dec-22	12:29	No	ELIZABETH	ORANGEVILLE	CLARA	Property Damage Only	Speed -- too fast for conditions	Motor Vehicle
C	23-Dec-22	16:29	No	COTTONWOOD	ORANGEVILLE	C LINE	Property Damage Only	Speed -- too fast for conditions	Motor Vehicle
C	21-Dec-22	17:50	No	BROADWAY	ORANGEVILLE	LOUISA	Property Damage Only	Unknown	Motor Vehicle
C	28-Dec-22	14:18	No	Private Road	ORANGEVILLE		Property Damage Only	Inattentive driver	Motor Vehicle
C	28-Dec-22	15:25	No	10 10	ORANGEVILLE		9 Property Damage Only	Following too closely	Motor Vehicle
C	27-Dec-22	15:24	No	BROADWAY	ORANGEVILLE	FAULKNER	Property Damage Only	Fail to Share	Motor Vehicle
C	29-Dec-22	15:30	No	BROADWAY	ORANGEVILLE	FAULKNER	Property Damage Only	Unknown	Motor Vehicle
C	26-Dec-22	11:39	No	10 10	ORANGEVILLE	FIRST	Property Damage Only	Speed -- too fast for conditions	Motor Vehicle



Date
2016
2017
2018

Quarter
Q1
Q2
Q3
Q4

Jurisdiction
GREY HIGHLANDS
MELANCTHON TWP
MONRO
MULMUR TWP
NEW TECUMSETH
ORANGEVILLE
SHELBURNE

Incident Type
Non-Fatal Injury
Other
Property Damage Only
Fatal Injury
(Blank)

Jurisdiction
Quarter
(Multiple Items)
(All)

Count of Incident Type	Column Labels	2017	2018	2019	2020	2021	2022	Grand Total
Non-Fatal Injury	2016	8	12	6	7	7	24	93
Property Damage Only		30	30	40	26	122	292	536
Grand Total		38	42	46	33	129	316	1029

**False Alarms in Orangeville October 1<sup>st</sup> – December 31<sup>st</sup>, 2022 - Total: 104**

<b>Call</b>	<b>Date</b>	<b>Location</b>
Alarm	2022/10/01 17:29	51 Westmorland Avenue
Alarm	2022/10/02 23:28	281 Broadway, Unit 3
Alarm	2022/10/03 16:54	95 First Street
Alarm	2022/10/03 20:54	224 Centennial Road
Alarm	2022/10/03 22:40	95 First Street
Alarm	2022/10/05 08:03	55 Fourth Avenue
Alarm	2022/10/05 17:44	675 Riddell Road
Alarm	2022/10/06 04:40	25 Broadway
Alarm	2022/10/06 06:48	520 Riddell Road
Alarm	2022/10/08 01:12	45 Mill Street
Alarm	2022/10/08 23:43	673067 Hurontario Street
Alarm	2022/10/09 14:51	86 John Street
Alarm	2022/10/09 15:16	95 First Street
Alarm	2022/10/12 07:49	55 Fourth Avenue
Alarm	2022/10/13 00:05	82 First Street
Alarm	2022/10/13 05:57	695 Riddell Road
Alarm	2022/10/13 22:52	515 Riddell Road
Alarm	2022/10/16 11:47	1 Mill Street
Alarm	2022/10/19 01:28	224 Centennial Road
Alarm	2022/10/20 01:29	515 Riddell Road
Alarm	2022/10/20 19:25	170 Lakeview Court, Unit 2
Alarm	2022/10/21 07:38	55 Fourth Avenue
Alarm	2022/10/22 12:10	350 Hansen Boulevard
Alarm	2022/10/22 23:10	220 Blind Line
Alarm	2022/10/24 03:48	489 Broadway
Alarm	2022/10/25 06:33	27 Fifth Avenue
Alarm	2022/10/27 06:01	150 First Street, Unit 9
Alarm	2022/11/02 00:29	515 Riddell Road
Alarm	2022/11/03 00:13	1 Elizabeth Street
Alarm	2022/11/04 06:17	95 First Street
Alarm	2022/11/04 08:49	55 Fourth Avenue
Alarm	2022/11/05 15:14	224 Centennial Road, B16
Alarm	2022/11/06 01:46	14 McMaster Road
Alarm	2022/11/08 05:10	515 Riddell Road
Alarm	2022/11/08 07:56	95 First Street
Alarm	2022/11/10 05:45	14 Fifth Avenue
Alarm	2022/11/10 18:13	129 Biscayne Crescent

**False Alarms in Orangeville October 1<sup>st</sup> – December 31<sup>st</sup>, 2022 - Total: 104**

Alarm	2022/11/11 12:13	274 Broadway
Alarm	2022/11/11 12:46	10 Highway (Beck Taxi flashing emergency light)
Alarm	2022/11/12 05:30	95 First Street, Unit 1
Alarm	2022/11/12 10:27	250 Beechfield Crescent
Alarm	2022/11/12 17:03	Thompson road (between Gooseberry Road & Fern Street)
Alarm	2022/11/14 08:45	51 Zina Street
Alarm	2022/11/16 06:21	515 Riddell Road
Alarm	2022/11/17 00:34	95 First Street - Walmart
Alarm	2022/11/17 02:13	95 First Street - Walmart
Alarm	2022/11/17 02:45	95 First Street - Walmart
Alarm	2022/11/17 23:41	95 First Street - Walmart
Alarm	2022/11/18 00:16	515 Riddell Road
Alarm	2022/11/18 05:13	75 Fourth Avenue
Alarm	2022/11/19 05:39	35 Armstrong Street
Alarm	2022/11/20 05:56	95 First Street - Walmart
Alarm	2022/11/21 09:32	95 First Street - Walmart
Alarm	2022/11/21 11:22	95 First Street - Walmart
Alarm	2022/11/22 01:52	95 First Street - Walmart
Alarm	2022/11/22 16:35	95 First Street - Walmart
Alarm	2022/11/22 23:54	95 First Street - Walmart
Alarm	2022/11/23 00:24	95 First Street - Walmart
Alarm	2022/11/23 00:54	515 Riddell Road
Alarm	2022/11/24 07:12	15 Tideman Drive
Alarm	2022/11/24 07:54	15 Tideman Drive
Alarm	2022/11/25 06:09	695 Riddell Road
Alarm	2022/11/25 07:24	81 Zina Street
Alarm	2022/11/26 01:11	31 First Street
Alarm	2022/11/26 01:18	515 Riddell Road
Alarm	2022/11/27 01:08	515 Riddell Road
Alarm	2022/11/29 18:18	95 First Street - Walmart
Alarm	2022/11/29 22:17	95 First Street - Walmart
Alarm	2022/11/29 23:58	95 First Street - Walmart
Alarm	2022/11/30 01:25	95 First Street - Walmart
Alarm	2022/11/30 05:44	95 First Street - Walmart
Alarm	2022/11/30 10:23	95 First Street - Walmart
Alarm	2022/12/01 02:13	95 First Street - Walmart

**False Alarms in Orangeville October 1<sup>st</sup> – December 31<sup>st</sup>, 2022 - Total: 104**

Alarm	2022/12/01 18:43	95 First Street - Walmart
Alarm	2022/12/02 02:32	95 First Street - Walmart
Alarm	2022/12/02 17:01	95 First Street - Walmart
Alarm	2022/12/03 11:15	95 John Street
Alarm	2022/12/06 00:38	515 Riddell Road, Unit 192
Alarm	2022/12/06 03:49	95 First Street - Walmart
Alarm	2022/12/06 16:17	95 First Street - Walmart
Alarm	2022/12/07 00:41	515 Riddell Road - McDonalds
Alarm	2022/12/07 01:39	515 Riddell Road, Unit 192
Alarm	2022/12/07 23:14	95 First Street - Walmart
Alarm	2022/12/09 01:04	75 Fourth Avenue
Alarm	2022/12/10 14:45	170 Lakeview Court, Unit 2
Alarm	2022/12/11 23:03	92 First Street
Alarm	2022/12/12 19:35	170 Lakeview Court, Unit 2
Alarm	2022/12/13 18:27	25 Centennial Road, Unit 1
Alarm	2022/12/14 17:46	325 Perry Road
Alarm	2022/12/15 06:03	75 First Street, Unit 10
Alarm	2022/12/18 08:01	107 Winterton Court
Alarm	2022/12/22 08:33	35 Armstrong Street
Alarm	2022/12/24 01:24	95 First Street - Walmart
Alarm	2022/12/25 11:57	23 Broadway
Alarm	2022/12/25 15:58	37 Victoria Street
Alarm	2022/12/25 17:44	60 Fourth Avenue
Alarm	2022/12/25 21:09	Winterton Court - Vehicle
Alarm	2022/12/26 10:17	60 Fourth Avenue
Alarm	2022/12/26 23:56	23 Broadway
Alarm	2022/12/27 05:04	50 Fourth Avenue
Alarm	2022/12/27 23:15	92 First Street
Alarm	2022/12/29 04:16	47 Broadway
Alarm	2022/12/29 12:23	22 Centennial Road
Alarm	2022/12/31 17:47	224 Centennial Road

## **ACTION PLAN: Town of Orangeville**

### **Foot Patrol Hours**

<b>2022 – YTD:</b>	<b>691.25</b>
October:	89.75
November:	94.25
December:	23.00

### **R.I.D.E. Hours**

<b>2022 – YTD:</b>	<b>420.75</b>
October:	34.50
November:	48.00
December:	11.50

### **Trouble with Youth Occurrences**

<b>2022 – YTD:</b>	<b>112</b>
October:	7
November:	5
December:	7

### **Mental Health Occurrences**

<b>2022 – YTD:</b>	<b>385</b>
October:	49
November:	33
December:	41

### **Arrests – Impaired by Alcohol**

<b>2022 – YTD:</b>	<b>20</b>
October:	1
November:	2
December:	1

### **Arrests – Impaired by Drug**

<b>2022 – YTD:</b>	<b>3</b>
October:	1
November:	0
December:	0

**R.I.D.E. Grant Vehicles Checked**

2022 – YTD: 3635  
October: 0  
November: 1038  
December: 1159

**Distracted Driving Charges**

2022 – YTD: 146  
October: 8  
November: 3  
December: 3

**AUXILIARY UNIT:**

<u>Unit Hours</u>	<u>October</u>	<u>November</u>	<u>December</u>
Administration	45.00	50.75	69.50
Training	49.50	105.25	28.00
Special Detail	15.00	7.00	0.00
Cruiser Patrol	33.25	29.75	16.00
ATV Patrol	10.00	0.00	0.00
Foot Patrol	0.00	12.00	0.00
Community Policing	27.50	65.75	94.00
<b>TOTAL</b>	<b>180.25</b>	<b>270.50</b>	<b>207.50</b>



2023-01-05

## DUFFERIN OPP WRAP UP FESTIVE RIDE

**FROM/DE:** Dufferin Detachment

**DATE:** January 5, 2023

### DUFFERIN OPP WRAP UP FESTIVE RIDE

(DUFFERIN, COUNTY) - The Dufferin Detachment of the Ontario Provincial Police (OPP) have concluded the Festive RIDE (Reduce Impaired Driving Everywhere) campaign and the results are in.

The Festive RIDE campaign, which ran from November 17, 2022, until January 2, 2023, was led by the Ontario Association of Chiefs of Police (OACP) and involves a collaboration among Ontario police services to keep roads free of alcohol-impaired and drug-impaired drivers. During the campaign, officers were highly visible as they conducted RIDE initiatives 24 hours a day, seven days a week.

The results of the RIDE campaign show that drivers who are impaired by alcohol or drugs continue to pose a threat to Ontario roads.

- Officers conducted 227 RIDE Programs
- 27 Drives charged with impaired operation related offences
- 6 Drivers issued warn-range driver's licence suspensions (3, 7 or 30-day)

Dufferin OPP would like to thank the concerned citizens who contacted police to report a possible impaired driver. These calls save lives and therefore we treat them as a high priority. If you suspect an impaired driver, make that lifesaving call and dial 9-1-1.

Members of the public are reminded to plan to not drive when planning to drink or consume drugs. There are many alternative options to remove impaired driving from the picture, such as a designated driver, taxi, rideshare, public transit or staying the night.

Learn more about the consequences and penalties of driving impaired:

<https://www.ontario.ca/page/impaired-driving>

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#### Media Contact:

A/Sergeant Terri-Ann Pencarinha

Dufferin OPP Detachment

519-943-3838

Terri-Ann.Pencarinha@opp.ca

## **ONTARIO TRANSFER PAYMENT AGREEMENT**

**THE AGREEMENT** is effective as of the 1<sup>st</sup> day of April, 2022

### **B E T W E E N :**

**His Majesty the King in right of Ontario  
as represented by the Solicitor General**

(the “Province”)

- and -

**Orangeville Police Services Board**

(the “Recipient”)

### **BACKGROUND**

The Recipient carries out a program of traffic stop sobriety checks in its jurisdiction as part of a program to “Reduce Impaired Driving Everywhere” (“R.I.D.E.”);

The Province has established the R.I.D.E. Grant program to provide Funds to assist various police services, including the Recipient, in offsetting their costs for implementing R.I.D.E. programs in their jurisdictions;

The Recipient has, by written application, requested funding for overtime and/or paid duty in pursuance of the R.I.D.E. Grant Project, a description of which is outlined in Schedule “C”; and

The application for Funds submitted by the Recipient has been accepted, in whole or in part, by the Province.

### **CONSIDERATION**

In consideration of the mutual covenants and agreements contained in this Agreement and for other good and valuable consideration, the receipt and sufficiency of which are expressly acknowledged, the Province and the Recipient agree as follows:

## **1.0 ENTIRE AGREEMENT**

### **1.1** The agreement, together with:

Schedule "A" - General Terms and Conditions  
Schedule "B" - Project Specific Information and Additional Provisions  
Schedule "C" - Project  
Schedule "D" - Budget, Payment Plan and Reporting  
Schedule "E" - Final Report Templates, and  
any amending agreement entered into as provided for in section 4.1,

constitutes the entire agreement between the Parties with respect to the subject matter contained in the Agreement and supersedes all prior oral or written representations and agreements.

## **2.0 CONFLICT OR INCONSISTENCY**

### **2.1 Conflict or Inconsistency.** In the event of a conflict or inconsistency between the Additional Provisions and the provisions in Schedule "A", the following rules will apply:

- (a) the Parties will interpret any Additional Provisions in so far as possible, in a way that preserves the intention of the Parties as expressed in Schedule "A"; and
- (b) where it is not possible to interpret the Additional Provisions in a way that is consistent with the provisions in Schedule "A", the Additional Provisions will prevail over the provisions in Schedule "A" to the extent of the inconsistency.

## **3.0 COUNTERPARTS**

### **3.1** The Agreement may be executed in any number of counterparts, each of which will be deemed an original, but all of which together will constitute one and the same instrument.

## **4.0 AMENDING THE AGREEMENT**

### **4.1** The Agreement may only be amended by a written agreement duly executed by the Parties.

## **5.0 ACKNOWLEDGEMENT**

### **5.1** The Recipient acknowledges that:

- (a) by receiving Funds it may become subject to legislation applicable to organizations that receive funding from the Government of Ontario, including the *Broader Public Sector Accountability Act, 2010* (Ontario),

the *Public Sector Salary Disclosure Act, 1996* (Ontario), and the *Auditor General Act* (Ontario);

- (b) His Majesty the King in right of Ontario has issued expenses, perquisites, and procurement directives and guidelines pursuant to the *Broader Public Sector Accountability Act, 2010* (Ontario);
- (c) the Funds are:
  - (i) to assist the Recipient to carry out the Project and not to provide goods or services to the Province;
  - (ii) funding for the purposes of the *Public Sector Salary Disclosure Act, 1996* (Ontario);
- (d) the Province is not responsible for carrying out the Project; and
- (e) the Province is bound by the *Freedom of Information and Protection of Privacy Act* (Ontario) and that any information provided to the Province in connection with the Project or otherwise in connection with the Agreement may be subject to disclosure in accordance with that Act.

**- SIGNATURE PAGE FOLLOWS -**

The Parties have executed the Agreement on the dates set out below.

**HIS MAJESTY THE KING IN RIGHT OF ONTARIO  
as represented by the Solicitor General**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name: Michelina Longo  
Title: Director, External Relations Branch  
Public Safety Division

**Orangeville Police Services Board**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name:  
Title:

I have authority to bind the Recipient.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name:  
Title:

I have authority to bind the Recipient.

**SCHEDULE "A"**  
**GENERAL TERMS AND CONDITIONS**

---

**A1.0 INTERPRETATION AND DEFINITIONS**

**A1.1 Interpretation.** For the purposes of interpretation:

- (a) words in the singular include the plural and vice-versa;
- (b) words in one gender include all genders;
- (c) the headings do not form part of the Agreement; they are for reference only and will not affect the interpretation of the Agreement;
- (d) any reference to dollars or currency will be in Canadian dollars and currency; and
- (e) "include", "includes" and "including" denote that the subsequent list is not exhaustive.

**A1.2 Definitions.** In the Agreement, the following terms will have the following meanings:

**"Additional Provisions"** means the terms and conditions set out in Schedule "B".

**"Agreement"** means this agreement entered into between the Province and the Recipient, all of the schedules listed in section 1.1, and any amending agreement entered into pursuant to section 4.1.

**"Budget"** means the budget attached to the Agreement as Schedule "D".

**"Business Day"** means any working day, Monday to Friday inclusive, excluding statutory and other holidays, namely: New Year's Day; Family Day; Good Friday; Easter Monday; Victoria Day; Canada Day; Civic Holiday; Labour Day; Thanksgiving Day; Remembrance Day; Christmas Day; Boxing Day and any other day on which the Province has elected to be closed for business.

**"Effective Date"** means the date set out at the top of the Agreement.

**"Event of Default"** has the meaning ascribed to it in section A13.1.

**"Expiry Date"** means the expiry date set out in Schedule "B".

**"Funding Year"** means:

- (a) in the case of the first Funding Year, the period commencing on the

Effective Date and ending on the following March 31; and

- (b) in the case of Funding Years subsequent to the first Funding Year, the period commencing on April 1 following the end of the previous Funding Year and ending on the following March 31.

**“Funds”** means the money the Province provides to the Recipient pursuant to the Agreement.

**“Indemnified Parties”** means His Majesty the King in right of Ontario, His ministers, agents, appointees, and employees.

**“Maximum Funds”** means the maximum Funds set out in Schedule “B”.

**“Notice”** means any communication given or required to be given pursuant to the Agreement.

**“Notice Period”** means the period of time within which the Recipient is required to remedy an Event of Default pursuant to section A13.3(b) and includes any such period or periods of time by which the Province extends that time in accordance with section A13.4.

**“Parties”** means the Province and the Recipient.

**“Party”** means either the Province or the Recipient.

**“Project”** means the undertaking described in Schedule “C”.

**“Reports”** means the reports described in Schedule “E”.

## **A2.0 REPRESENTATIONS, WARRANTIES, AND COVENANTS**

**A2.1 General.** The Recipient represents, warrants, and covenants that:

- (a) it is, and will continue to be, a validly existing legal entity with full power to fulfill its obligations under the Agreement;
- (b) it has, and will continue to have, the experience and expertise necessary to carry out the Project;
- (c) it is in compliance with, and will continue to comply with, all federal and provincial laws and regulations, all municipal by-laws, and any other orders, rules, and by-laws related to any aspect of the Project, the Funds, or both; and
- (d) unless otherwise provided for in the Agreement, any information the Recipient provided to the Province in support of its request for funds (including information relating to any eligibility requirements) was true



and complete at the time the Recipient provided it and will continue to be true and complete.

A2.2 **Execution of Agreement.** The Recipient represents and warrants that it has:

- (a) the full power and authority to enter into the Agreement; and
- (b) taken all necessary actions to authorize the execution of the Agreement.

A2.3 **Governance.** The Recipient represents, warrants, and covenants that it has, will maintain in writing, and will follow:

- (a) a code of conduct and ethical responsibilities for all persons at all levels of the Recipient's organization;
- (b) procedures to enable the Recipient's ongoing effective functioning;
- (c) decision-making mechanisms for the Recipient;
- (d) procedures to enable the Recipient to manage Funds prudently and effectively;
- (e) procedures to enable the Recipient to complete the Project successfully;
- (f) procedures to enable the Recipient to identify risks to the completion of the Project and strategies to address the identified risks, all in a timely manner;
- (g) procedures to enable the preparation and submission of all Reports required pursuant to Article A7.0; and
- (h) procedures to enable the Recipient to address such other matters as the Recipient considers necessary to enable the Recipient to carry out its obligations under the Agreement.

A2.4 **Supporting Proof.** Upon the request of the Province, the Recipient will provide the Province with proof of the matters referred to in Article A2.0.

### **A3.0 TERM OF THE AGREEMENT**

A3.1 **Term.** The term of the Agreement will commence on the Effective Date and will expire on the Expiry Date unless terminated earlier pursuant to Article A11.0, Article A12.0, or Article A13.0.

### **A4.0 FUNDS AND CARRYING OUT THE PROJECT**

A4.1 **Funds Provided.** The Province will:

- (a) provide the Recipient up to the Maximum Funds for the purpose of carrying out the Project;
- (b) provide the Funds to the Recipient in accordance with the payment plan attached to the Agreement as Schedule "D"; and
- (c) deposit the Funds into an account designated by the Recipient provided that the account:
  - (i) resides at a Canadian financial institution; and
  - (ii) is in the name of the Recipient.

**A4.2 Limitation on Payment of Funds.** Despite section A4.1:

- (a) the Province is not obligated to provide any Funds to the Recipient until the Recipient provides the certificates of insurance or other proof as the Province may request pursuant to section A10.2;
- (b) the Province is not obligated to provide instalments of Funds until it is satisfied with the progress of the Project;
- (c) the Province may adjust the amount of Funds it provides to the Recipient in any Funding Year based upon the Province's assessment of the information the Recipient provides to the Province pursuant to section A7.1; or
- (d) if, pursuant to the *Financial Administration Act* (Ontario), the Province does not receive the necessary appropriation from the Ontario Legislature for payment under the Agreement, the Province is not obligated to make any such payment, and, as a consequence, the Province may:
  - (i) reduce the amount of Funds and, in consultation with the Recipient, change the Project; or
  - (ii) terminate the Agreement pursuant to section A12.1.

**A4.3 Use of Funds and Carry Out the Project.** The Recipient will do all of the following:

- (a) carry out the Project in accordance with the Agreement;
- (b) use the Funds only for the purpose of carrying out the Project;
- (c) spend the Funds only in accordance with the Budget;
- (d) not use the Funds to cover any cost that has or will be funded or reimbursed by one or more of any third party, ministry, agency, or

organization of the Government of Ontario.

- A4.4 **Interest Bearing Account.** If the Province provides Funds before the Recipient's immediate need for the Funds, the Recipient will place the Funds in an interest bearing account in the name of the Recipient at a Canadian financial institution.
- A4.5 **Interest.** If the Recipient earns any interest on the Funds, the Province may:
- (a) deduct an amount equal to the interest from any further instalments of Funds; or
  - (b) demand from the Recipient the payment of an amount equal to the interest.
- A4.6 **Rebates, Credits, and Refunds.** The Ministry will calculate Funds based on the actual costs to the Recipient to carry out the Project, less any costs (including taxes) for which the Recipient has received, will receive, or is eligible to receive, a rebate, credit, or refund.
- A5.0 RECIPIENT'S ACQUISITION OF GOODS OR SERVICES, AND DISPOSAL OF ASSETS**
- A5.1 **Acquisition.** If the Recipient acquires goods, services, or both with the Funds, it will:
- (a) do so through a process that promotes the best value for money; and
  - (b) comply with the *Broader Public Sector Accountability Act, 2010* (Ontario), including any procurement directive issued thereunder, to the extent applicable.
- A5.2 **Disposal.** The Recipient will not, without the Province's prior written consent, sell, lease, or otherwise dispose of any asset purchased or created with the Funds or for which Funds were provided, the cost of which exceeded the amount as provided for in Schedule "B" at the time of purchase.
- A6.0 CONFLICT OF INTEREST**
- A6.1 **No Conflict of Interest.** The Recipient will carry out the Project and use the Funds without an actual, potential, or perceived conflict of interest.
- A6.2 **Conflict of Interest Includes.** For the purposes of Article A6.0, a conflict of interest includes any circumstances where:
- (a) the Recipient; or
  - (b) any person who has the capacity to influence the Recipient's decisions,

has outside commitments, relationships, or financial interests that could, or could be seen to, interfere with the Recipient's objective, unbiased, and impartial judgment relating to the Project, the use of the Funds, or both.

**A6.3 Disclosure to Province.** The Recipient will:

- (a) disclose to the Province, without delay, any situation that a reasonable person would interpret as an actual, potential, or perceived conflict of interest; and
- (b) comply with any terms and conditions that the Province may prescribe as a result of the disclosure.

**A7.0 REPORTS, ACCOUNTING, AND REVIEW**

**A7.1 Preparation and Submission.** The Recipient will:

- (a) submit to the Province at the address referred to in section A17.1, all Reports in accordance with the timelines and content requirements as provided for in Schedule "E", or in a form as specified by the Province from time to time;
- (b) submit to the Province at the address referred to in section A17.1, any other reports as may be requested by the Province in accordance with the timelines and content requirements specified by the Province;
- (c) ensure that all Reports and other reports are completed to the satisfaction of the Province; and
- (d) ensure that all Reports and other reports are signed on behalf of the Recipient by an authorized signing officer.

**A7.2 Record Maintenance.** The Recipient will keep and maintain:

- (a) all financial records (including invoices) relating to the Funds or otherwise to the Project in a manner consistent with generally accepted accounting principles; and
- (b) all non-financial documents and records relating to the Funds or otherwise to the Project.

**A7.3 Inspection.** The Province, any authorized representative, or any independent auditor identified by the Province may, at the Province's expense, upon twenty-four hours' Notice to the Recipient and during normal business hours, enter upon the Recipient's premises to review the progress of the Project and the Recipient's allocation and expenditure of the Funds and, for these purposes, the Province, any authorized representative, or any independent auditor identified by the Province may take one or more of the following actions:

- (a) inspect and copy the records and documents referred to in section A7.2;
  - (b) remove any copies made pursuant to section A7.3(a) from the Recipient's premises; and
  - (c) conduct an audit or investigation of the Recipient in respect of the expenditure of the Funds, the Project, or both.
- A7.4 **Disclosure.** To assist in respect of the rights provided for in section A7.3, the Recipient will disclose any information requested by the Province, any authorized representatives, or any independent auditor identified by the Province, and will do so in the form requested by the Province, any authorized representative, or any independent auditor identified by the Province, as the case may be.
- A7.5 **No Control of Records.** No provision of the Agreement will be construed so as to give the Province any control whatsoever over the Recipient's records.
- A7.6 **Auditor General.** The Province's rights under Article A7.0 are in addition to any rights provided to the Auditor General pursuant to section 9.1 of the *Auditor General Act* (Ontario).
- A8.0 COMMUNICATIONS REQUIREMENTS**
- A8.1 **Acknowledge Support.** Unless otherwise directed by the Province, the Recipient will:
- (a) acknowledge the support of the Province for the Project; and
  - (b) ensure that the acknowledgement referred to in section A8.1(a) is in a form and manner as directed by the Province.
- A8.2 **Publication.** The Recipient will indicate, in any of its Project-related publications, whether written, oral, or visual, that the views expressed in the publication are the views of the Recipient and do not necessarily reflect those of the Province.
- A9.0 INDEMNITY**
- A9.1 **Indemnification.** The Recipient will indemnify and hold harmless the Indemnified Parties from and against any and all liability, loss, costs, damages, and expenses (including legal, expert and consultant fees), causes of action, actions, claims, demands, lawsuits, or other proceedings, by whomever made, sustained, incurred, brought, or prosecuted, in any way arising out of or in connection with the Project or otherwise in connection with the Agreement, unless solely caused by the negligence or wilful misconduct of the Indemnified Parties.

## **A10.0 INSURANCE**

**A10.1 Recipient's Insurance.** The Recipient represents, warrants, and covenants that it has, and will maintain, at its own cost and expense, with insurers having a secure A.M. Best rating of B+ or greater, or the equivalent, all the necessary and appropriate insurance that a prudent person carrying out a project similar to the Project would maintain, including commercial general liability insurance on an occurrence basis for third party bodily injury, personal injury, and property damage, to an inclusive limit of not less than the amount provided for in Schedule "B" per occurrence. The insurance policy will include the following:

- (a) the Indemnified Parties as additional insureds with respect to liability arising in the course of performance of the Recipient's obligations under, or otherwise in connection with, the Agreement;
- (b) a cross-liability clause;
- (c) contractual liability coverage; and
- (d) a 30-day written notice of cancellation.

**A10.2 Proof of Insurance.** The Recipient will:

- (a) provide to the Province, either:
  - (i) certificates of insurance that confirm the insurance coverage as provided for in section A10.1; or
  - (ii) other proof that confirms the insurance coverage as provided for in section A10.1; and
- (b) upon the request of the Province, provide to the Province a copy of any insurance policy.

## **A11.0 TERMINATION ON NOTICE**

**A11.1 Termination on Notice.** The Province may terminate the Agreement at any time without liability, penalty, or costs upon giving at least 30 days' Notice to the Recipient.

**A11.2 Consequences of Termination on Notice by the Province.** If the Province terminates the Agreement pursuant to section A11.1, the Province may take one or more of the following actions:

- (a) cancel further instalments of Funds;
- (b) demand from the Recipient the payment of any Funds remaining in the

possession or under the control of the Recipient; and

- (c) determine the reasonable costs for the Recipient to wind down the Project, and do either or both of the following:
  - (i) permit the Recipient to offset such costs against the amount the Recipient owes pursuant to section A11.2(b); and
  - (ii) subject to section A4.1(a), provide Funds to the Recipient to cover such costs.

#### **A12.0 TERMINATION WHERE NO APPROPRIATION**

**A12.1 Termination Where No Appropriation.** If, as provided for in section A4.2(d), the Province does not receive the necessary appropriation from the Ontario Legislature for any payment the Province is to make pursuant to the Agreement, the Province may terminate the Agreement immediately without liability, penalty, or costs by giving Notice to the Recipient.

**A12.2 Consequences of Termination Where No Appropriation.** If the Province terminates the Agreement pursuant to section A12.1, the Province may take one or more of the following actions:

- (a) cancel further instalments of Funds;
- (b) demand from the Recipient the payment of any Funds remaining in the possession or under the control of the Recipient; and
- (c) determine the reasonable costs for the Recipient to wind down the Project and permit the Recipient to offset such costs against the amount owing pursuant to section A12.2(b).

**A12.3 No Additional Funds.** If, pursuant to section A12.2(c), the Province determines that the costs to wind down the Project exceed the Funds remaining in the possession or under the control of the Recipient, the Province will not provide additional Funds to the Recipient.

#### **A13.0 EVENT OF DEFAULT, CORRECTIVE ACTION, AND TERMINATION FOR DEFAULT**

**A13.1 Events of Default.** Each of the following events will constitute an Event of Default:

- (a) in the opinion of the Province, the Recipient breaches any representation, warranty, covenant, or other material term of the Agreement, including failing to do any of the following in accordance with the terms and conditions of the Agreement:
  - (i) carry out the Project;

- (ii) use or spend Funds; or
- (iii) provide, in accordance with section A7.1, Reports or such other reports as may have been requested pursuant to section A7.1(b);
- (b) the Recipient's operations, its financial condition, or its organizational structure, changes such that it no longer meets one or more of the eligibility requirements of the program under which the Province provides the Funds;
- (c) the Recipient makes an assignment, proposal, compromise, or arrangement for the benefit of creditors, or a creditor makes an application for an order adjudging the Recipient bankrupt, or applies for the appointment of a receiver; or
- (d) the Recipient ceases to operate.

**A13.2 Consequences of Events of Default and Corrective Action.** If an Event of Default occurs, the Province may, at any time, take one or more of the following actions:

- (a) initiate any action the Province considers necessary in order to facilitate the successful continuation or completion of the Project;
- (b) provide the Recipient with an opportunity to remedy the Event of Default;
- (c) suspend the payment of Funds for such period as the Province determines appropriate;
- (d) reduce the amount of the Funds;
- (e) cancel further instalments of Funds;
- (f) demand from the Recipient the payment of any Funds remaining in the possession or under the control of the Recipient;
- (g) demand from the Recipient the payment of an amount equal to any Funds the Recipient used, but did not use in accordance with the Agreement;
- (h) demand from the Recipient the payment of an amount equal to any Funds the Province provided to the Recipient; and
- (i) terminate the Agreement at any time, including immediately, without liability, penalty or costs to the Province upon giving Notice to the Recipient.



**A13.3 Opportunity to Remedy.** If, in accordance with section A13.2(b), the Province provides the Recipient with an opportunity to remedy the Event of Default, the Province will give Notice to the Recipient of:

- (a) the particulars of the Event of Default; and
- (b) the Notice Period.

**A13.4 Recipient not Remediating.** If the Province provided the Recipient with an opportunity to remedy the Event of Default pursuant to section A13.2(b), and:

- (a) the Recipient does not remedy the Event of Default within the Notice Period;
- (b) it becomes apparent to the Province that the Recipient cannot completely remedy the Event of Default within the Notice Period; or
- (c) the Recipient is not proceeding to remedy the Event of Default in a way that is satisfactory to the Province,

the Province may extend the Notice Period or initiate any one or more of the actions provided for in sections A13.2(a), (c), (d), (e), (f), (g), (h), and (i).

**A13.5 When Termination Effective.** Termination under Article will take effect as provided for in the Notice.

#### **A14.0 FUNDS AT THE END OF A FUNDING YEAR**

**A14.1 Funds at the End of a Funding Year.** Without limiting any rights of the Province under Article A13.0, if the Recipient has not spent all of the Funds allocated for the Funding Year as provided for in the Budget, the Province may take one or both of the following actions:

- (a) demand from the Recipient payment of the unspent Funds; and
- (b) adjust the amount of any further instalments of Funds accordingly.

#### **A15.0 FUNDS UPON EXPIRY**

**A15.1 Funds Upon Expiry.** The Recipient will, upon expiry of the Agreement, pay to the Province any Funds remaining in its possession or under its control.

#### **A16.0 DEBT DUE AND PAYMENT**

**A16.1 Payment of Overpayment.** If at any time the Province provides Funds in excess of the amount to which the Recipient is entitled under the Agreement, the Province may:

- (a) deduct an amount equal to the excess Funds from any further instalments of Funds; or
- (b) demand that the Recipient pay an amount equal to the excess Funds to the Province.

**A16.2 Debt Due.** If, pursuant to the Agreement:

- (a) the Province demands from the Recipient the payment of any Funds or an amount equal to any Funds; or
- (b) the Recipient owes any Funds or an amount equal to any Funds to the Province, whether or not the Province has demanded their payment,

such Funds or other amount will be deemed to be a debt due and owing to the Province by the Recipient, and the Recipient will pay the amount to the Province immediately, unless the Province directs otherwise.

**A16.3 Interest Rate.** The Province may charge the Recipient interest on any money owing by the Recipient at the then current interest rate charged by the Province of Ontario on accounts receivable.

**A16.4 Payment of Money to Province.** The Recipient will pay any money owing to the Province by cheque payable to the "Ontario Minister of Finance" and delivered to the Province as provided for in Schedule "B".

**A16.5 Fails to Pay.** Without limiting the application of section 43 of the *Financial Administration Act* (Ontario), if the Recipient fails to pay any amount owing under the Agreement, His Majesty the King in right of Ontario may deduct any unpaid amount from any money payable to the Recipient by His Majesty the King in right of Ontario.

**A17.0 NOTICE**

**A17.1 Notice in Writing and Addressed.** Notice will be in writing and will be delivered by email, postage-prepaid mail, personal delivery, or fax, and will be addressed to the Province and the Recipient respectively as provided for Schedule "B", or as either Party later designates to the other by Notice.

**A17.2 Notice Given.** Notice will be deemed to have been given:

- (a) in the case of postage-prepaid mail, five Business Days after the Notice is mailed; or
- (b) in the case of email, personal delivery, or fax, one Business Day after the Notice is delivered.

**A17.3 Postal Disruption.** Despite section A17.2(a), in the event of a postal

disruption:

- (a) Notice by postage-prepaid mail will not be deemed to be given; and
- (b) the Party giving Notice will give Notice by email, personal delivery, or fax.

#### **A18.0 CONSENT BY PROVINCE AND COMPLIANCE BY RECIPIENT**

A18.1 **Consent.** When the Province provides its consent pursuant to the Agreement, it may impose any terms and conditions on such consent and the Recipient will comply with such terms and conditions.

#### **A19.0 SEVERABILITY OF PROVISIONS**

A19.1 **Invalidity or Unenforceability of Any Provision.** The invalidity or unenforceability of any provision of the Agreement will not affect the validity or enforceability of any other provision of the Agreement. Any invalid or unenforceable provision will be deemed to be severed.

#### **A20.0 WAIVER**

A20.1 **Waiver Request.** Either Party may, in accordance with the Notice provision set out in Article A17.0, ask the other Party to waive an obligation under the Agreement.

A20.2 **Waiver Applies.** Any waiver a Party grants in response to a request made pursuant to section A20.1 will:

- (a) be valid only if the Party granting the waiver provides it in writing; and
- (b) apply only to the specific obligation referred to in the waiver.

#### **A21.0 INDEPENDENT PARTIES**

A21.1 **Parties Independent.** The Recipient is not an agent, joint venturer, partner, or employee of the Province, and the Recipient will not represent itself in any way that might be taken by a reasonable person to suggest that it is, or take any actions that could establish or imply such a relationship.

#### **A22.0 ASSIGNMENT OF AGREEMENT OR FUNDS**

A22.1 **No Assignment.** The Recipient will not, without the prior written consent of the Province, assign any of its rights or obligations under the Agreement.

A22.2 **Agreement Binding.** All rights and obligations contained in the Agreement will extend to and be binding on the Parties' respective heirs, executors, administrators, successors, and permitted assigns.

## **A23.0 GOVERNING LAW**

A23.1 **Governing Law.** The Agreement and the rights, obligations, and relations of the Parties will be governed by and construed in accordance with the laws of the Province of Ontario and the applicable federal laws of Canada. Any actions or proceedings arising in connection with the Agreement will be conducted in the courts of Ontario, which will have exclusive jurisdiction over such proceedings.

## **A24.0 FURTHER ASSURANCES**

A24.1 **Agreement into Effect.** The Recipient will provide such further assurances as the Province may request from time to time with respect to any matter to which the Agreement pertains, and will otherwise do or cause to be done all acts or things necessary to implement and carry into effect the terms and conditions of the Agreement to their full extent.

## **A25.0 JOINT AND SEVERAL LIABILITY**

A25.1 **Joint and Several Liability.** Where the Recipient is comprised of more than one entity, all such entities will be jointly and severally liable to the Province for the fulfillment of the obligations of the Recipient under the Agreement.

## **A26.0 RIGHTS AND REMEDIES CUMULATIVE**

A26.1 **Rights and Remedies Cumulative.** The rights and remedies of the Province under the Agreement are cumulative and are in addition to, and not in substitution for, any of its rights and remedies provided by law or in equity.

## **A27.0 FAILURE TO COMPLY WITH OTHER AGREEMENTS**

A27.1 **Other Agreements.** If the Recipient:

- (a) has failed to comply with any term, condition, or obligation under any other agreement with His Majesty the King in right of Ontario or one of His agencies (a "**Failure**");
- (b) has been provided with notice of such Failure in accordance with the requirements of such other agreement;
- (c) has, if applicable, failed to rectify such Failure in accordance with the requirements of such other agreement; and
- (d) such Failure is continuing,

the Province may suspend the payment of Funds for such period as the Province determines appropriate.

## **A28.0 SURVIVAL**

**A28.1 Survival.** The following Articles and sections, and all applicable cross-referenced sections and schedules, will continue in full force and effect for a period of seven years from the date of expiry or termination of the Agreement: Article 1.0, Article 3.0, Article A1.0 and any other applicable definitions, section A2.1(a), sections A4.2(d), A4.5, section A5.2, section A7.1 (to the extent that the Recipient has not provided the Reports or other reports as may have been requested to the satisfaction of the Province), sections A7.2, A7.3, A7.4, A7.5, A7.6, Article A8.0, Article A9.0, section A11.2, sections A12.2, A12.3, sections A13.1, A13.2(d), (e), (f), (g) and (h), Article A15.0, Article A16.0, Article A17.0, Article A19.0, section A22.2, Article A23.0, Article A25.0, Article A26.0, Article A27.0 and Article A28.0.

**- END OF GENERAL TERMS AND CONDITIONS -**

**SCHEDULE "B"**  
**PROJECT SPECIFIC INFORMATION AND ADDITIONAL PROVISIONS**

<b>Maximum Funds</b>	<b>\$25,700.00</b> (Maximum Funds) <ul style="list-style-type: none"> <li>Funding Year 1 – 2022-2023: <b>\$12,900.00</b></li> <li>Funding Year 2 – 2023-2024: <b>\$12,800.00</b></li> </ul>
<b>Expiry Date</b>	April 30, 2024
<b>Amount for the purposes of section A5.2 (Disposal) of Schedule "A"</b>	N/A
<b>Insurance</b>	\$ 5,000,000.00
<b>Contact information for the purposes of Notice to the Province</b>	<p><b>Name:</b> Ministry of the Solicitor General Public Safety Division, External Relations Branch Program Development Section</p> <p><b>Address:</b> 25 Grosvenor Street, 12th Floor Toronto ON M7A 2H3</p> <p><b>Attention:</b> Yoko Iwasaki, Community Safety Analyst</p> <p><b>Tel:</b> 647-532-8149</p> <p><b>Email:</b> yoko.iwasaki@ontario.ca</p>
<b>Contact information for the purposes of Notice to the Recipient</b>	<p><b>Grantee:</b></p> <p><b>Address:</b></p> <p><b>Attention:</b></p> <p><b>Tel:</b> <b>Ext.</b></p> <p><b>Email:</b></p>
<b>Contact information for the senior financial person in the Recipient organization (e.g., CFO, CAO) – to respond as required to requests from the Province related to the Agreement</b>	<p><b>Name:</b></p> <p><b>Address:</b></p> <p><b>Attention:</b></p> <p><b>Tel:</b></p> <p><b>Email:</b></p>

**Additional Provisions:**

None

## **SCHEDULE "C"**

### **PROJECT**

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#### **C.1.0 BACKGROUND**

The Province established the Reduce Impaired Driving Everywhere (R.I.D.E.) Grant program to provide grants to various police services to enhance local enforcement capability and to ensure a year-round provincial program to conduct R.I.D.E. spot check activities.

#### **C.2.0 PROJECT DESCRIPTION**

The purpose of the R.I.D.E. Grant program is to assist municipal police services, OPP municipal contract locations and First Nations police services in offsetting their staff costs for implementing R.I.D.E. programs of sobriety checks in their jurisdictions.

Funding is provided to assist with costs of staff overtime or paid duty for street-level enforcement activities in relation to the R.I.D.E. Grant program. Staffing funded will not include civilian or auxiliary officers.

The Recipient carries out a R.I.D.E. program of traffic stop sobriety checks in its jurisdiction and has applied for funding toward its R.I.D.E. program (the "Project"). The Province has accepted the Recipient's R.I.D.E. Grant Application, in whole or in part.

The Recipient agrees to undertake the Project in accordance with this Agreement and its Schedules.

## SCHEDULE "D"

### BUDGET, PAYMENT PLAN AND REPORTING

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#### D1.0 BUDGET

The Maximum Funds to be provided by the Province to the Recipient under this Agreement is set-out in Schedule "B". Funding is provided to assist with the costs of staff overtime or paid duty for street-level enforcement activities in relation to the R.I.D.E. Grant program.

#### D2.0 PAYMENT PLAN

The Province will provide the Recipient Funds, **up to the Maximum Funds (\$25,700.00)** as set out in Schedule "B", allocated for each Funding Year as follows:

- **Funding Year 1 – 2022-2023** in the amount of **\$12,900.00** on a one-time basis for the period from **April 1, 2022 to March 31, 2023**; and
- **Funding Year 2 – 2023-2024** in the amount of **\$12,800.00** on a one-time basis for the period from **April 1, 2023 to March 31, 2024**; and

The Funds will be reimbursed to the Recipient following the Province's receipt and approval of the Final Report for each Funding Year submitted by the Recipient.

#### D3.0 REPORTING

The Recipient shall provide the Province with a Final Report for each Funding Year accounting in detail, for all expenses for the activities for which the Funds were used as well as statistical information, in the forms set out in **Schedule "E"** by **April 15<sup>th</sup> following each Funding Year**.

Reports submitted after the deadline will not be considered for reimbursement. **All R.I.D.E. activity eligible for reimbursement must be concluded on or before March 31<sup>st</sup> of each Funding Year.**

##### D3.1 FINAL REPORT – FINANCIAL

Staff costs include overtime or paid duty for street level enforcement activities in relation to the program for which the Funds are provided. Staff will not include civilian or auxiliary officers.

For the Funds to reflect the amount of staff overtime or paid duty, a one-time financial report will be submitted to the Province by **April 15<sup>th</sup> following each Funding Year**, on the form attached to the Agreement as **Schedule "E"**. This financial report must be certified by a Municipal Clerk/Treasurer or a senior



representative of the Recipient's financial services who can verify the accuracy of the claim.

The financial report will itemize the dates worked, name and rank of officers, rate of pay (basic hourly rate), number of overtime/paid duty hours worked, number of hours paid and total hours used by the police service for the period of **April 1<sup>st</sup> – March 31<sup>st</sup> of each Funding Year**.

### **D3.2 FINAL REPORT – STATISTICAL**

The Recipient shall track and record key statistical information related to the R.I.D.E. Grant program and provide a statistical report to the Province by **April 15<sup>th</sup> following each Funding Year**, on the form attached to the Agreement as **Schedule "E"**.

### **D3.3 REPORT SUBMISSION AND TIMELINES**

All Reports required pursuant to A7.0 and/or otherwise under this Agreement shall be sent to the Province Contact at the address set out in Schedule "B" and according to the following timelines.

REPORT	DUE DATE
<b>Funding Year 1 – 2022-2023</b>	
Final Report – Financial	April 15, 2023
Final Report - Statistical	April 15, 2023
<b>Funding Year 2 – 2023-2024</b>	
Final Report – Financial	April 15, 2024
Final Report - Statistical	April 15, 2024

**An electronic version of the report (Excel) will be distributed to the Recipient under separate cover.**

**Completed reports must be submitted via email to the Province Contact on or before the above due dates and include both:**

- original template format (Excel); and
- scanned signed copy (PDF).


# SCHEDULE "E"

## FINAL FUNDING YEAR REPORT TEMPLATES


### FUNDING YEAR 1 – 2022-2023 (Final Report – Financial)

	<h2 style="margin: 0;">FINAL REPORT</h2>	Ministry of the Solicitor General Public Safety Division R.I.D.E. GRANT FINAL REPORT - FINANCIAL Fiscal Year: 2022-2023							
<p>Must be submitted no later than <b>April 15, 2023</b> by email to <a href="mailto:yoko.iwasaki@ontario.ca">yoko.iwasaki@ontario.ca</a></p> <p>Submission must include the completed <b>Excel reporting template</b> and <b>scanned signed PDF</b>.</p> <p>Please review INSTRUCTIONS to complete the form correctly.</p> <p>If you have any questions please contact Yoko by e-mail or by telephone at 647-532-8149</p>									
<b>SECTION A - REPORTING POLICE SERVICE</b>									
Police Service Name: Select from the drop down menu (click on yellow <b>shaded cell</b> for drop down menu)									
<b>SECTION B - SIGNATURE OF AUTHORIZED OFFICIAL (GRANTEE)</b>									
GRANTEE (Print or Type the name of the Grantee i.e. <u>Police Services Board/Municipality/First Nation</u> )									
<div style="display: flex; justify-content: space-between;"> <span>AUTHORIZED OFFICIAL SIGNATURE</span> <span>PRINT NAME (Signing Official)</span> <span>DATED</span> </div>									
<div style="display: flex; justify-content: space-between;"> <span>WITNESS SIGNATURE</span> <span>PRINT NAME (Witness)</span> <span>DATED</span> </div>									
<b>SECTION C - YEAR-END FINANCIAL SUMMARY (FISCAL YEAR 2022-23: APRIL 1, 2022 - MARCH 31, 2023)</b>									
Complete the information below. Total R.I.D.E. Grant Hours and Total Cost will self calculate.									
\$ Total Cost:	\$0.00	Total RIDE Grant Hours Worked:	0.00						
Date Worked (MM/DD/YYYY):	Officer's Badge #:	Rank:	Officer's First Name:	Officer's Last Name:	Paid-Duty RIDE Hours Worked:	Paid-Duty Hourly Rate:	Over-Time RIDE Hours Worked:	Over-Time Hourly Rate:	Total RIDE Hours Worked:
1-Apr-22					0.00	\$0.00	0.00	\$0.00	0.00
1-Apr-22					0.00	\$0.00	0.00	\$0.00	0.00
1-Apr-22					0.00	\$0.00	0.00	\$0.00	0.00
1-Apr-22					0.00	\$0.00	0.00	\$0.00	0.00
1-Apr-22					0.00	\$0.00	0.00	\$0.00	0.00
1-Apr-22					0.00	\$0.00	0.00	\$0.00	0.00


## FUNDING YEAR 1 – 2022-2023 (Final Report - Statistical)

	<b>FINAL REPORT Statistical</b>	Ministry of the Solicitor General Public Safety Division R.I.D.E. GRANT FINAL REPORT - STATISTICAL Fiscal Year: 2022-2023			
Must be submitted no later than <b>April 15, 2023 by email</b> to <a href="mailto:yoko.iwasaki@ontario.ca">yoko.iwasaki@ontario.ca</a> Submission must include the completed <b>Excel reporting template</b> and <b>scanned signed PDF</b> . Please review INSTRUCTIONS to complete the form correctly. If you have any questions please contact Yoko by e-mail or by telephone at 416-314-3085					
<b>SECTION A - REPORTING POLICE SERVICE</b>					
Police Service Name: Select from the drop down menu (click on <b>yellow shaded cell</b> for drop down menu)					
<b>SECTION B - SIGNATURE OF AUTHORIZED OFFICIAL (GRANTEE)</b>					
GRANTEE (Print or Type the name of the Grantee i.e. <u>Police Services Board/Municipality/First Nation</u> )					
AUTHORIZED OFFICIAL SIGNATURE	PRINT NAME (Signing Official)	DATED			
WITNESS SIGNATURE	PRINT NAME (Witness)	DATED			
<b>SECTION C - YEAR-END SUMMARY (FISCAL YEAR 2022-23: APRIL 1, 2022 - MARCH 31, 2023)</b>					
Complete the information below. Enter statistical data for each Quarter. Total self calculates.					
SELECT YES/NO for each Quarter (Q1, Q2, Q3, Q4) where there has been RIDE Grant activity. (Click on <b>yellow shaded cell</b> for drop down menu)	Q1 (Apr 1 - Jun 30)	Q2 (Jul 1 - Sep 30)	Q3 (Oct 1 - Dec 31)	Q4 (Jan 1 - Mar 31)	
<b>VEHICLES STOPPED AS A RESULT OF R.I.D.E GRANT PROGRAM</b>	Q1	Q2	Q3	Q4	TOTAL
Number of Vehicle Check Stops	0.00	0.00	0.00	0.00	0.00
Number of Marine Check Stops	0.00	0.00	0.00	0.00	0.00
Number of Snowmobile Check Stops	0.00	0.00	0.00	0.00	0.00
Number of ATV Check Stops	0.00	0.00	0.00	0.00	0.00
Number of Roadside Check Stops Resulting in an Approved Screening Device Test (ASD)	0.00	0.00	0.00	0.00	0.00
Number of First Occurrence, 3-day Warn-Range Suspensions	0.00	0.00	0.00	0.00	0.00
Number of Second Occurrence, 7-day Warn-Range Suspensions	0.00	0.00	0.00	0.00	0.00
Number of Third or Subsequent Occurrences, 30-day Warn-Range Suspensions	0.00	0.00	0.00	0.00	0.00
Number of Breath Tests resulting in BAC over 0.08% (90-day ADLS)	0.00	0.00	0.00	0.00	0.00
Number of ASD or Breath Test refusals (90-day ADLS)	0.00	0.00	0.00	0.00	0.00
Number of Intoxilyzer Refusals (90-day ADLS)	0.00	0.00	0.00	0.00	0.00
Number of Persons Charged with Criminal Code Offences	0.00	0.00	0.00	0.00	0.00
Number of Persons Charged with Liquor License Act Offences	0.00	0.00	0.00	0.00	0.00
Number of Persons Charged with Highway Traffic Act Offences	0.00	0.00	0.00	0.00	0.00
Number of Persons Charged with Other Offences	0.00	0.00	0.00	0.00	0.00
PLEASE DESCRIBE THE OFFENCES COMMITTED, IF YOU HAVE INDICATED " <b>Number of Persons Charged with Other Offences</b> " (e.g. CDSA, CCA, CAIC, MSVA, FWCA, TPA, etc.):					

## FUNDING YEAR 2 – 2023-2024 (Final Report – Financial)

	<h1 style="margin: 0;">FINAL REPORT</h1>	Ministry of the Solicitor General Public Safety Division R.I.D.E. GRANT FINAL REPORT - FINANCIAL Fiscal Year: 2023-2024							
<p>Must be submitted no later than <b>April 15, 2024 by email</b> to <a href="mailto:yoko.iwasaki@ontario.ca">yoko.iwasaki@ontario.ca</a></p> <p>Submission must include the completed <b>Excel reporting template</b> and <b>scanned signed PDF</b>.</p> <p>Please review INSTRUCTIONS to complete the form correctly.</p> <p>If you have any questions please contact Yoko by e-mail or by telephone at 647-532-8149</p>									
<b>SECTION A - REPORTING POLICE SERVICE</b>									
Police Service Name: Select from the drop down menu (click on yellow <b>shaded cell</b> for drop down menu)									
<b>SECTION B - SIGNATURE OF AUTHORIZED OFFICIAL (GRANTEE)</b>									
GRANTEE (Print or Type the name of the Grantee i.e. <u>Police Services Board/Municipality/First Nation</u> )									
AUTHORIZED OFFICIAL SIGNATURE	PRINT NAME (Signing Official)	DATED							
WITNESS SIGNATURE	PRINT NAME (Witness)	DATED							
<b>SECTION C - YEAR-END FINANCIAL SUMMARY (FISCAL YEAR 2023-24: APRIL 1, 2023 - MARCH 31, 2024)</b>									
Complete the information below. Total R.I.D.E. Grant Hours and Total Cost will self calculate.									
<b>\$ Total Cost:</b>	<b>\$0.00</b>	<b>Total RIDE Grant Hours Worked:</b>	<b>0.00</b>						
Date Worked (MM/DD/YYYY):	Officer's Badge #:	Rank:	Officer's First Name:	Officer's Last Name:	Paid-Duty RIDE Hours Worked:	Paid-Duty Hourly Rate:	Over-Time RIDE Hours Worked:	Over-Time Hourly Rate:	Total RIDE Hours Worked:
1-Apr-23					0.00	\$0.00	0.00	\$0.00	0.00
1-Apr-23					0.00	\$0.00	0.00	\$0.00	0.00
1-Apr-23					0.00	\$0.00	0.00	\$0.00	0.00
1-Apr-23					0.00	\$0.00	0.00	\$0.00	0.00
1-Apr-23					0.00	\$0.00	0.00	\$0.00	0.00
1-Apr-23					0.00	\$0.00	0.00	\$0.00	0.00
1-Apr-23					0.00	\$0.00	0.00	\$0.00	0.00
1-Apr-23					0.00	\$0.00	0.00	\$0.00	0.00

## FUNDING YEAR 2 – 2023-2024 (Final Report - Statistical)

	<b>FINAL REPORT Statistical</b>	Ministry of the Solicitor General Public Safety Division R.I.D.E. GRANT FINAL REPORT - STATISTICAL Fiscal Year: 2023-2024			
Must be submitted no later than <b>April 15, 2024 by email</b> to <a href="mailto:yoko.iwasaki@ontario.ca">yoko.iwasaki@ontario.ca</a> Submission must include the completed <b>Excel reporting template</b> and <b>scanned signed PDF</b> . Please review INSTRUCTIONS to complete the form correctly. If you have any questions please contact Yoko by e-mail or by telephone at 416-314-3085					
<b>SECTION A - REPORTING POLICE SERVICE</b>					
Police Service Name: Select from the drop down menu (click on <b>yellow shaded cell</b> for drop down menu)					
<b>SECTION B - SIGNATURE OF AUTHORIZED OFFICIAL (GRANTEE)</b>					
GRANTEE (Print or Type the name of the Grantee i.e. <u>Police Services Board/Municipality/First Nation</u> )					
_____ AUTHORIZED OFFICIAL SIGNATURE	_____ PRINT NAME (Signing Official)	_____ DATED			
_____ WITNESS SIGNATURE	_____ PRINT NAME (Witness)	_____ DATED			
<b>SECTION C - YEAR-END SUMMARY (FISCAL YEAR 2023-24: APRIL 1, 2023 - MARCH 31, 2024)</b>					
Complete the information below. Enter statistical data for each Quarter. Total self calculates.					
SELECT <b>YES/NO</b> for each Quarter (Q1, Q2, Q3, Q4) where there has been RIDE Grant activity. (Click on <b>yellow shaded cell</b> for drop down menu)	<b>Q1</b> (Apr 1 - Jun 30)	<b>Q2</b> (Jul 1 - Sep 30)	<b>Q3</b> (Oct 1 - Dec 31)	<b>Q4</b> (Jan 1 - Mar 31)	
<b>VEHICLES STOPPED AS A RESULT OF R.I.D.E GRANT PROGRAM</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>	<b>TOTAL</b>
Number of Vehicle Check Stops	0.00	0.00	0.00	0.00	0.00
Number of Marine Check Stops	0.00	0.00	0.00	0.00	0.00
Number of Snowmobile Check Stops	0.00	0.00	0.00	0.00	0.00
Number of ATV Check Stops	0.00	0.00	0.00	0.00	0.00
Number of Roadside Check Stops Resulting in an Approved Screening Device Test (ASD)	0.00	0.00	0.00	0.00	0.00
Number of First Occurrence, 3-day Warn-Range Suspensions	0.00	0.00	0.00	0.00	0.00
Number of Second Occurrence, 7-day Warn-Range Suspensions	0.00	0.00	0.00	0.00	0.00
Number of Third or Subsequent Occurrences, 30-day Warn-Range Suspensions	0.00	0.00	0.00	0.00	0.00
Number of Breath Tests resulting in BAC over 0.08% (90-day ADLS)	0.00	0.00	0.00	0.00	0.00
Number of ASD or Breath Test refusals (90-day ADLS)	0.00	0.00	0.00	0.00	0.00
Number of Intoxilyzer Refusals (90-day ADLS)	0.00	0.00	0.00	0.00	0.00
Number of Persons Charged with Criminal Code Offences	0.00	0.00	0.00	0.00	0.00
Number of Persons Charged with Liquor License Act Offences	0.00	0.00	0.00	0.00	0.00
Number of Persons Charged with Highway Traffic Act Offences	0.00	0.00	0.00	0.00	0.00
Number of Persons Charged with Other Offences	0.00	0.00	0.00	0.00	0.00
PLEASE DESCRIBE THE OFFENCES COMMITTED, IF YOU HAVE INDICATED " <b>Number of Persons Charged with Other Offences</b> " (e.g. CDSA, CCA, CAIC, MSVA, FWCA, TPA, etc.):					

## Mary Lou Archer

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**From:** Iwasaki, Yoko (SOLGEN) <Yoko.Iwasaki@ontario.ca>  
**Sent:** December 23, 2022 6:50 PM  
**To:** Iwasaki, Yoko (SOLGEN)  
**Subject:** RIDE Grant Reporting Template - 2022-23 & 2023-24  
**Attachments:** RIDE REPORTING TEMPLATE\_2022-2023.xlsx; RIDE REPORTING TEMPLATE\_2023-2024.xlsx

**Importance:** High

Dear RIDE Grant participants,

Further to the email sent on December 21, 2022, approving your funding allocations under 2022-2024 RIDE Grant, please be advised that the Ministry of the Solicitor General has since made an announcement and you are no longer required to keep the grant information confidential. You may make announcements and/or publicly communicate, as needed.

As part of the requirements of the 2022-2024 RIDE Grant agreement, please find attached the **RIDE Grant Reporting Template (Excel)** to capture the results of your RIDE Grant activity conducted **between April 1<sup>st</sup> to March 31<sup>st</sup> of each Funding Year**.

Please note there is a report for Funding Year 1 (fiscal year 2022-23) and Funding Year 2 (fiscal year 2023-24).

The Reporting Template **includes two tabs: (1) Financial Report and (2) Statistical Report**, both of which are due back to the ministry after the end of each fiscal year.

Please forward the template to your police service and/or appropriate individual in your organization responsible for the completion of the RIDE Grant final reports.

**Final Reports Due April 15<sup>th</sup>: Submit by email to [yoko.iwasaki@ontario.ca](mailto:yoko.iwasaki@ontario.ca)**

- 1) Email the completed Excel reporting template; AND also
- 2) Email the scanned signed copy (Financial and Statistical reports must be signed by the appropriate signatory)

If you have any questions, do not hesitate to contact me.

Wishing you a safe and happy holiday season!

Yoko

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**Yoko Iwasaki | Community Safety Analyst**

Program Development Section

External Relations Branch, Public Safety Division

Ministry of the Solicitor General

T: 647-532-8149 E: [yoko.iwasaki@ontario.ca](mailto:yoko.iwasaki@ontario.ca)

*If you have any accommodation needs or require communication supports or alternate formats, please let me know.*

## **NOVEMBER 2022 SERVICE STANDARDS DEADLINES**

### ***November 15, 2022 Regular Meeting***

#### **Pre-Meeting**

- **Tues. November 1st** - Chair circulates to the Secretary and Vice-Chair and Board Members proposed in-camera and public session agenda topics and related materials and asks if there are any other agenda topics.(B1.)
- **Fri. November 4<sup>th</sup>** - Chair and Secretary shall meet to discuss and finalize agenda topics and materials, as well as invited guests. (B2.)
- **Mon. November 7<sup>th</sup>** - Secretary shall circulate to the Chair and Vice-Chair draft session agendas in standard format as close to final as possible, including draft notes with any questions. At that time the Secretary shall include a proposed package of materials for each agenda indexed to each documents corresponding agenda item number. (B3.)
- **Wed November 9<sup>th</sup>** - Chair/Vice-Chair shall provide the Secretary with their revisions/comments on the draft agendas in Word track changes format and shall include a revised indexed package of materials for each agenda incorporating any document additions/deletions or re-numbered indexing as appropriate based on agenda revisions. (B4.)
- **Fri. November September 11<sup>th</sup>** - the Secretary shall circulate to Members final meeting agendas and related packages of agenda materials, all in bookmarked PDF format (By-law s.P4). (B5.)

#### **Post-Meeting**

- **Wed. November 16<sup>th</sup>** – Secretary shall arrange for Chair and Secretary to sign all public and in-camera meeting minutes approved at the meeting. (C4. and C5.)
- **Fri. November 18<sup>th</sup>** - Secretary shall provide the Chair and Vice-Chair with draft in-camera and public minutes of the meeting which are as close to final as possible, including draft notes with any questions. (C1.)
- **Fri November 18<sup>th</sup>** - Secretary shall forward the signed approved public minutes from previous month's meeting to the Town Clerk for distribution to Council and posting on the Board's website. (C6.)
- **Fri November 18<sup>th</sup>** - all invoices and special remuneration claims, the Secretary shall forward such invoices and claims to the Town Clerk for payment. (C7.)
- **Wed November 23<sup>rd</sup>** - Chair and Vice-Chair shall provide the Secretary with their revisions to the draft minutes. (C2.)
- **Mon November 28<sup>th</sup>** - the Secretary shall provide the Chair and Vice-Chair with final drafts of the minutes to be included on the next appropriate meeting agenda for consideration/approval of the Board. (C3.)

**January 2023 SERVICE STANDARDS DEADLINES**  
***January 17, 2023, Regular Meeting***

**Pre-Meeting**

- **Tues. January 3rd** - Chair circulates to the Secretary and Vice-Chair and Board Members proposed in-camera and public session agenda topics and related materials and asks if there are any other agenda topics. (B1.)
- **Fri. January 6<sup>th</sup>** - Chair and Secretary shall meet to discuss and finalize agenda topics and materials, as well as invited guests. (B2.)
- **Mon. January 9<sup>th</sup>** - Secretary shall circulate to the Chair and Vice-Chair draft session agendas in standard format as close to final as possible, including draft notes with any questions. At that time the Secretary shall include a proposed package of materials for each agenda indexed to each documents corresponding agenda item number. (B3.)
- **Wed January 11th** - Chair/Vice-Chair shall provide the Secretary with their revisions/comments on the draft agendas in Word track changes format and shall include a revised indexed package of materials for each agenda incorporating any document additions/deletions or re-numbered indexing as appropriate based on agenda revisions. (B4.)
- **Thurs. January 12<sup>th</sup>** - the Secretary shall circulate to Members final meeting agendas and related packages of agenda materials, all in bookmarked PDF format (By-law s.P4). (B5.)

**Post-Meeting**

- **Wed. January 18th** – Secretary shall arrange for Chair and Secretary to sign all public and in-camera meeting minutes approved at the meeting. (C4. and C5.)
- **Fri. January 20th** - Secretary shall provide the Chair and Vice-Chair with draft in-camera and public minutes of the meeting which are as close to final as possible, including draft notes with any questions. (C1.)
- **Fri January 20th** - Secretary shall forward the signed approved public minutes from previous month's meeting to the Town Clerk for distribution to Council and posting on the Board's website. (C6.)
- **Fri January 20th** - all invoices and special remuneration claims, the Secretary shall forward such invoices and claims to the Town Clerk for payment. (C7.)
- **Wed January 25th** - Chair and Vice-Chair shall provide the Secretary with their revisions to the draft minutes. (C2.)
- **Mon January 30th** - the Secretary shall provide the Chair and Vice-Chair with final drafts of the minutes to be included on the next appropriate meeting agenda for consideration/approval of the Board. (C3.)



## **ORANGEVILLE POLICE SERVICES BOARD**

### **FINAL ANNUAL REPORT - SPECIAL MEETING AND ASSIGNED WORK REMUNERATION/EXPENSE REIMBURSEMENT POLICY (s.9)**

**For the 12 months ending [Dec. 31, 2022]**

<b>Payment Date (dd/mm/year)</b>	<b>Activity (sp. mtg/as. work)</b>	<b>Remuneration/ Expense</b>	<b>Amount</b>	<b>Claimant</b>	<b>Board Approval Date (dd/mm/year)</b>
25/02/22	Sp. Meeting Nov. 30, 2021	Remuneration	\$100.00	Todd Taylor	18/01/22
25/02/22	Sp. Meeting Nov. 30, 2021	Remuneration	\$100.00	Ian McSweeney	18/01/22
25/02/22	Sp. Meeting Nov. 30, 2021	Remuneration	\$100.00	Mary Rose	18/01/22
25/02/22	Sp. Meeting Nov. 30, 2021	Remuneration	\$100.00	Heather Asling	18/01/22
25/02/22	Sp. Meeting Dec. 7, 2021	Remuneration	\$100.00	Todd Taylor	18/01/22
25/02/22	Sp. Meeting Dec. 7, 2021	Remuneration	\$100.00	Ian McSweeney	18/01/22
25/02/22	Sp. Meeting Dec. 7, 2021	Remuneration	\$100.00	Mary Rose	18/01/22
25/02/22	Sp. Meeting Dec. 7, 2021	Remuneration	\$100.00	Heather Asling	18/01/22
25/02/22	Zone 5 Meeting Dec. 14, 2021	Remuneration	\$100.00	Ian McSweeney	18/01/22
25/02/22	Settlement Conference Dec. 20, 2021	Remuneration	\$100.00	Ian McSweeney	18/01/22
25/02/22	Settlement Conference Dec. 20, 2021	Remuneration	\$100.00	Todd Taylor	18/01/22
25/03/22	Sp. Meeting Feb. 4, 2022	Remuneration	\$100.00	Andy MacIntosh	15/03/22
25/03/22	Sp. Meeting Feb. 4, 2022	Remuneration	\$100.00	Ian McSweeney	15/03/22
25/03/22	March 8, 2022 Zone 5 Meeting	Remuneration	\$100.00	Ian McSweeney	15/03/22
25/03/22	Sp. Meeting Feb. 4, 2022	Remuneration	\$100.00	Ken Krakar	15/03/22
25/03/22	Sp. Meeting Feb. 4, 2022	Remuneration	\$100.00	Mary Rose	15/03/22

<b>Payment Date</b> (dd/mm/year)	<b>Activity</b> (sp. mtg/as. work)	<b>Remuneration/ Expense</b>	<b>Amount</b>	<b>Claimant</b>	<b>Board Approval Date</b> (dd/mm/year)
25/03/22	Sp. Meeting Feb. 4, 2022	Remuneration	\$100.00	Todd Taylor	15/03/22
27/05/22	Sp. Meeting April. 21, 2022	Remuneration	\$100.00	Andy MacIntosh	17/05/22
27/05/22	Sp. Meeting April. 21, 2022	Remuneration	\$100.00	Ian McSweeney	17/05/22
27/05/22	Sp. Meeting April. 21, 2022	Remuneration	\$100.00	Ian McSweeney	17/05/22
27/05/22	April 22, 2022 Joint Meeting of the Dufferin County Section 10 Police Services Boards	Remuneration	\$100.00	Ian McSweeney	17/05/22
27/05/22	Sp. Meeting April. 21, 2022	Remuneration	\$100.00	Ken Krakar	17/05/22
27/05/22	Sp. Meeting April. 21, 2022	Remuneration	\$100.00	Mary Rose	17/05/22
27/05/22	Sp. Meeting April. 21, 2022	Remuneration	\$100.00	Todd Taylor	17/05/22
27/05/22	April 22, 2022 Joint Meeting of the Dufferin County Section 10 Police Services Boards	Remuneration	\$100.00	Todd Taylor	17/05/22
23/09/22	May 25-27, 2022 OAPSB Spring Conference	Renumeration	\$200.00	Ian McSweeney	20/SEP/22
23/09/22	June 7, 2022 Zone5 Meeting	Renumeration	\$100.00	Ian McSweeney	20/SEP/22
23/09/22	June 21, 2022 Special In-camera Meeting	Renumeration	\$100.00	Ian McSweeney	20/SEP/22
23/09/22	June 21, 2022 Special In-camera Meeting	Renumeration	\$100.00	Andy MacIntosh	20/SEP/22
23/09/22	June 21, 2022 Special In-camera Meeting	Renumeration	\$100.00	Ken Krakar	20/SEP/22
23/09/22	June 21, 2022 Special In-camera Meeting	Renumeration	\$100.00	Todd Taylor	20/SEP/22
23/09/22	June 21, 2022 Special In-camera Meeting	Renumeration	\$100.00	Mary Rose	20/SEP/22
23/09/22	June 21, 2022 Special In-camera Meeting	Renumeration	\$100.00	Mary Lou Archer	20/SEP/22

[illegible]

## REVISED AGENDA

### Ontario Association of Police Services Board – Zone 5 Business Meeting

Tuesday, December 13, 2022

Remote Electronic Meeting

Business Meeting – 9:30 am

**OAPSB - ZONE 5**

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9:30 am      Welcome/Shared Business/Ministry Report – Chiefs and Boards

9:35 am      Guest Speaker/Presentation – Crisis Call Diversion WRPS

10:05 am      OAPSB Zone 5 Business Meeting

#### Agenda

1. Welcome and Introduction
2. Disclosure of Pecuniary Interest or the General Nature Thereof
3. Approval of Agenda dated December 13, 2022 as circulated/amended (Motion)
4. Approval of the Minutes dated Sept. 13, 2022 – Discussion/Omissions arising (Motion)
5. Election of OAPSB Director position (Vote)
6. Secretary/Treasurer's Report – Prepared by Jo-Anne Fields
  - 6.1 Motion – To approve the Treasurers report (Motion)
  - 6.2 Motion – That the Treasurer pay invoices between this and the next meeting (Motion)
  - 6.3 Spring Conference – Does Zone 5 membership wish to financially support? (Motion)
  - 6.4 Membership Fees for 2022 – Do we want to remain at \$250.00/Board (Motion)
7. Ministry Report: Q & A (Information)
  - 7.1 Training
  - 7.2 Provincial Appointments
8. Educational Session – No special session this meeting (Information)
9. Correspondence (Information)
10. Zone Director's Report (Information)
11. New Business (Discussion)
12. Key Zone Updates and Question and Answer Period (Discussion)
  - 12.1 Ian McSweeney – Orangeville's Governance Project update
13. Future agenda items
  - 13.1 Next Meeting – March 14, 2023 – Virtually (Information)
14. Adjournment (Motion)

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*For effective communication and networking, please plan to attend the meeting and prepare a report on behalf of your Board for insertion into the minutes. Thanks!*

## OAPSB Zone 5 - Projected Financial Snapshot - 2023

### Revenue

Memberships – 25 Boards x \$250.00	\$	6,250.00
RBC Interest Income	\$	26.10

<b>Total Proposed Revenue</b>	<b>\$</b>	<b>6,276.10</b>
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### Expenses

Meeting – Meal and Snack - 2 x \$900.00/meeting	\$	1,800.00
Misc Meeting Expenses – Petty Cash - Average \$100.00/meeting	\$	400.00
Bank Fees - \$8.25/month x 12	\$	99.00
Chair – Honorarium	\$	1,000.00
Secretary – Honorarium	\$	3,000.00

<b>Total Proposed Expenditures</b>	<b>\$</b>	<b>6,299.00</b>
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<b>Proposed Net Loss</b>	<b>-\$</b>	<b>22.90</b>
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OAPSB Zone 5 Bank Account – As at November 20, 2022	\$	10,248.56
Scotiabank - GIC Investment - As at September 30, 2022	\$	4,290.01
RBC - GIC Investment	\$	4,350.43

**Note - Shortfall in revenue will be covered off by the bank account**

Prepared by Jo-Anne Fields, OAPSB Zone 5, Secretary/Treasurer - December 3, 2022

Prepared by: Jo-Anne Fields, Secretary/Treasurer

<b>RBC Investment - No portfolio statement - initial</b>	<b>\$4,350.43</b>
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# WRPS Crisis Call Diversion Program



## WRPS Mental Health Response

- ▶ 2012: Creation of Specialized Crisis Team Program
- ▶ 2017: Transition from SCT program, to the Integrated Mobile Police and Crisis Team (IMPACT) model
- ▶ 2022: WRPS received grant funding to create a Crisis Call Diversion (CCD) Program

## Is There a Need For CCD?

- ▶ Yes!!!
- ▶ Police have become the defacto mental health, substance use and social care system response, when at times, we know we are not the most appropriate response/resource
- ▶ There are repeated calls in society for police to be removed from mental health response
- ▶ One of the strategic goals as outlined in the WRPS 2021-2023 Strategic Business Plan is *Innovation*: "To leverage technology and adopt innovative practices to provide modernized and effective service delivery"

## Background for CCD

- ▶ In January of 2022, WRPS submitted a grant application for the Community Safety and Policing Grant, under the Local Priorities Funding Stream
- ▶ WRPS was successful in receiving significant funds which assists with funding for the Community Engagement and Wellbeing Branch, as well as the creation of a Crisis Call Diversion (CCD) Program
- ▶ On Average, WRPS receives 2400 mental health related calls per year. IMPACT has been dispatched to approx. 9-13% of the two most frequent mental health call types in Neighbourhood Policing, mentally ill (937) and attempt suicide (903). In 2021, IMPACT was dispatched 1,243 times.

## Logistics

- ▶ We have reimagined our current partnership with CMHA and are working with them to staff the WRPS Crisis Call Diversion Program as an extension of the current IMPACT program
- ▶ The Crisis Call Diversion Program sees a mental health professional embedded right into our WRPS Communications Centre
- ▶ CMHA IMPACT provides CCD coverage between 0900-0000, Monday through Friday as well as 1100-23000 coverage on the weekend. These hours are specified in a Memorandum of Understanding, and the tailoring of these hours closely aligns with the highest demand for IMPACT workers. Scheduling is data informed to increase the probability of achieving diversion targets.

- ▶ WRPS communicators/call takers screen incoming calls and those which meet a set criteria are assigned to the CMHA mental health worker within CCD
- ▶ Once the CCD worker is assigned the call, they can assist the individual experiencing a crisis by providing resources and tools, offering referrals, and assist them with navigating the mental health system while offering appropriate follow-ups, ideally negating the need for front line police response or any interaction with a police officer. If during the conversation, the worker determines a police response is now required, the call will be sent back to the 911 queue for dispatch
- ▶ Our goal, is a front line response diversion of 20%

## Diversion Criteria

### Calls Not Suitable for Call Diversion or Requires Transfer Back:

- ▶ Being emergent in nature
- ▶ Imminent danger to caller, member of the public or property
- ▶ Imminent risk of self-harm or harm to others
- ▶ Actively attempting suicide and/or has a plan
- ▶ Violence or threat of violence or violent tendencies
- ▶ Involves weapons
- ▶ A criminal offence (implied or committed)
- ▶ Drug overdose or requires medical attention
- ▶ Public Lewdness
- ▶ Domestic Violence or a domestic incident (IPV)
- ▶ A 911 call received from a crisis hotline, hospital or emergency clinic

## Goals of the CCD Program

- ▶ Screening and diverting mental health related calls for service away from a traditional police response
- ▶ Demonstration of the Service commitment to creating alternative models of service delivery
- ▶ Improved outcomes for Clients and the Community
- ▶ Improved Community satisfaction with police response to mental health calls for service



## Project Funding

### Total Funding:

- ▶ Year one- April 1, 2022-March 31, 2023 is \$318,804.92
- ▶ Year two- April 1, 2023- March 31, 2024 is \$306,715.02
- ▶ Year three- April 1, 2024- March 31, 2025 is \$313,301.21
- ▶ For a total three-year CCD program spend of \$938,821.15
- ▶ This funding comes from the Community Safety and Policing Grant- local priorities stream (includes funding for both the CCD and CEWB- for a total of \$9,309,272.88 for the three years.

## Project Timelines

- ▶ Accounting established: **May 2022**
- ▶ External Scanning (communications, IT, strat services): **July 2022**
- ▶ Call management workflow (operational/communications centre decisions): **July 2022**
- ▶ Training development; creating an in-house program for WRPS communicators; creating a training program for CMHA workers, creating a training program for WRPS NP: **August 2022**
- ▶ Renovations in the records branch (switchboard move in): **Early September 2022**
- ▶ Renovations in the communications centre (need a lockable office): **Late September 2022**
- ▶ Training delivery: **September/October 2022**
- ▶ Communication roll-out service wide: **September/October 2022**
- ▶ Launch: **November 7<sup>th</sup>, 2022**





**Subject:** Election Notice - OAPSB Zone 5 - Tuesday, March 07, 2023

Good Morning Everyone:

Happy 2023!

The purpose for this correspondence is to provide adequate notice of the OAPSB Zone 5 Elections. Nominations for the positions of Chair, Vice-Chair, Director and Secretary/Treasurer of the OAPSB Zone 5 for the next term will be made from the floor at the next Zone 5. The meeting will be held virtually on Tuesday, March 07, 2023.

For your information, I have attached Sections from the OAPSB Zone 5 bylaw related to Elections, with revisions for tabulation of votes through the virtual meeting as noted below.

Every Zone 5 Board in attendance at the meeting will be permitted one (1) vote in respect to the Chair, Vice Chair, Director and Secretary/Treasurer position. Proxy voting shall be permitted subject to receipt by the Zone Secretary/Treasurer of a resolution from the respective Police Services Board's approval.

Call for further nominations from the floor will be permitted.

Each candidate will be permitted two (2) minutes to provide a brief summary of their qualifications.

OAPSB staff (or alternate) will be conducting the Election process electronically through the Zoom meeting link.

The present Chair, Director and Secretary have indicated that they would be willing to remain in leadership for another term. The Vice Chair position remains vacant.

Please advise if you are interested in being considered for any of these positions prior to the Election on March 07, 2023.

For your information, I have attached Sections from the OAPSB Zone 5 bylaw related to Elections. As noted, voting will be completed through the private chat option of zoom technology.

Have a great day. Looking forward to 'seeing' you on Tuesday, March 07, 2023.

Smiles,

Jo

Jo-Anne Fields  
OAPSB Zone 5 Secretary/Treasurer  
519.494.9466

**ONTARIO ASSOCIATION OF POLICE SERVICES BOARD**  
**ZONE 5**

**By-Law No. 01 – 15**

**ARTICLE 4 – MEMBERSHIP**

Subject to Article 5, every Police Services Board that is a member in good standing of the OAPSB and is located within the territorial boundaries of the Zone may be a member of Zone 5, upon receipt of annual membership dues.

Every member Police Services Board shall have one vote with respect to election(s) of Zone Officers.

**ARTICLE 5 – MEMBERSHIP DUES**

Fees for membership of the Zone shall be determined by a simple majority of the Boards present at the last meeting of the term prior to the OAPSB Annual General Meeting.

Fees for membership of the Zone shall be due within 30 days following the Annual General Meeting.

**ARTICLE 6 – ZONE OFFICERS**

**Chair, Vice Chair, Director and Zone Secretary/Treasurer**

**Section 1 – Term of Office**

The term of office for Zone Officers shall be one year commencing immediately after the OAPSB Annual General Meeting or shall end on commencement of the next term. In addition, should the said officer no longer be a member of their PSB, their term of office shall cease at the next Zone 5 meeting and a replacement officer shall be elected if balance of the term is more than 50% of the total term of office, or appointed by the remaining two officers if balance of term is less than 50% of the term of office."

**Section 2 – Nomination and Elections**

- (a) Nomination and Election of Chair, Vice Chair and Director.

At least 30 days prior to the date of election, the Zone secretary/Treasurer will, provide formal notice to all Police Services Boards in Zone 5, requesting nominations for Zone officers – Chair, Vice Chair and Director.

In the event that an election is to be carried out during the term of office, due to a vacancy occurring, actions in (A) will be taken. However, time may not permit a 30 day notice period, before the next meeting when the election will be held. In this event, a minimum of two (2) business days' notice will be given to the member Boards. Should the vacancy be immediate, one of the two existing officers will double up and become 'acting' during the vacancy time.

- (b) Nominations will be made from the floor during the Zone meeting the day of the election. And, the Zone Secretary/Treasurer shall announce those names of proposed candidates who have filed their interest to be nominated for the respective Zone Officer.
- (c) Elections will be held during the last meeting of the term of office.
- (d) Election shall be by paper ballot with a simple majority of the Boards present. 'Proxy voting' shall be permitted subject to receipt by the Zone Secretary/Treasurer of a resolution from the respective Police Services Board's approval.
- (e) Elections shall take place immediately prior to adjournment of the Zone meeting.
- (f) Appointment of Zone Secretary/Treasurer

At the time of Elections, the Zone Secretary/Treasurer shall be appointed by a vote of a simple majority of the Zone membership and shall be a secretary to a Board that is a member of the Zone.

## 2023 CALENDAR OF EVENTS As of 4 November 2022

OAPSB events for Directors are shown in red and blue

DATE	TIME	EVENT	LOCATION
Sunday, January 22 - Tuesday, January 24, 2023	Three Days	ROMA Conference <a href="https://www.roma.on.ca/roma-2023">https://www.roma.on.ca/roma-2023</a>	Sheraton Centre Hotel – 123 Queen Street West, Toronto
February 16, 2023	5pm- 7pm	Board of Directors Meeting	Virtual Zoom Call
Sunday April 16 – Wednesday April 19, 2023	Four Days	Good Roads 2023 Conference (Formally OGRA Conference)  <a href="https://www.municipalworld.com/events/ogra/">https://www.municipalworld.com/events/ogra/</a>	Fairmont Royal York Hotel, Toronto
<b>March 7 – 9, 2022</b>	<b>All day</b>	<b>CACP Equity, Diversity, and Inclusion Conference</b>  <b>(<a href="https://www.cacp.ca/cacp-equity-diversity-and-inclusion-conference.html?mid=546">https://www.cacp.ca/cacp-equity-diversity-and-inclusion-conference.html?mid=546</a>)</b>	<b>Virtual Event</b>
April 20, 2023	5pm- 7pm	Board of Directors Meeting	Virtual Zoom Call
May 30 – June 1, 2023	Three Days	Spring Conference	Marriott on the Falls Niagara Falls
<b>May 27, 2022</b>	<b>4pm</b>	<b>Board of Directors Meeting</b>	<b>Toronto Airport</b>
Thursday May 25 – Sunday May 28, 2023	Four Days	Conference - Federation of Canadian Municipalities (FCM)	Toronto ON
<b>June 12 – June 15, 2022</b>	<b>4days</b>	<b>Conference - Ontario Association Of Chiefs Of Police (OACP)</b> <b>(<a href="https://www.oacp.ca/en/events-and-professional-development/annual-conference.aspx">https://www.oacp.ca/en/events-and-professional-development/annual-conference.aspx</a>)</b>	<b>Niagara-On-The-Lake</b>

July 6, 2023		Strategic Planning Session	Toronto Ontario
Sunday August 20 – Wednesday August 23, 2023	Four Days	AMO AGM and Annual Conference	London, ON
September 22, 2022	5pm – 7pm	Board of Directors Meeting	Virtual Zoom
End of October, 2021	8am – 4pm	2022 CAPG Annual Conference	Virtual Event capg.ca
November 9, 2022	5pm – 10pm	Board of Directors Meeting	Toronto Airport Marriott
November 9-10, 2022	2 Days	OAPSB Labour Seminar (1.5 days)	In – Person (Toronto Airport) Toronto Airport Marriott



*Good Policing through Good  
Governance*

# **ONTARIO ASSOCIATION OF POLICE SERVICES BOARDS**

## **POLICY MANUAL**

**Updated 22 November 2022**



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# GOVERNANCE POLICIES

## **BOARD FUNCTION**

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The board's mandate includes a trusteeship role as well as to ensure proper governance and management.

Key responsibilities of the Board include:

Providing a link between the corporation and its "members".

Developing and maintaining written policies which, at the broadest levels address:

- a) **Goals:** Organizational outcomes, service levels, priority setting;
- b) **Financial and Administrative management and oversight:** establishing executive authority, fiduciary responsibility, and other policies as appropriate;
- c) **Governance:** the manner in which the board organizes itself structurally and the method in which it makes decisions in order to carry out the work of the association, on behalf of the membership; and
- d) **Executive Director Relationship:** the delegation of responsibility and how its implementation is measured and monitored
- e) **Executive Director Performance:** in accordance with approved evaluation process and procedure as presented by HR Committee.

## **GOVERNING STYLE**

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The board will approach its task in a manner which emphasizes and supports: a long-term vision; open and transparent processes and meetings; a diversity of viewpoints; provides strategic leadership; the distinction between board and staff roles; decision making that enhances the future viability of the organization; service to the membership.

In this spirit, the board will:

- Focus on long term goals
- Employ an Executive Director (or equivalent services)
- Direct, oversee and inspire the staff through a Strategic Plan that includes a vision statement, mission statement, and organizational values.
- Develop, prioritize, monitor, and evaluate operational plans and policies for success and relevancy to mission and vision.

- Maintain and enforce upon itself and its members the defined code of conduct and behaviour which fosters respect and is focused on governance with excellence. This will apply to board member attendance, policy making principles, respect for roles and responsibilities of others, speaking with one voice, self-policing in support of board policies and other actions/behaviours, as appropriate.
- Assign and mandate committees work to advance the work as outlined in Strategic Plan (i.e., HR, Advocacy and other Adhoc committees as needed).
- Complete annual evaluations as outlined in performance expectations (Board of Directors, Chair, Executive Director, Staff)
- Complete annual review of all operational and administrative policies. Initiate policy as appropriate and provide opportunities for staff, outside expert and member input as appropriate in this regard.

## **ROLES AND RESPONSIBILITIES**

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### **Directors (Board Members)**

#### Role

The role of a director is to serve as a member of the Board of Directors, as a representative of their electorate.

#### Individual Responsibilities:

- Prepare for, attend and actively participate in meetings, activities and events.
- Form and articulate, in writing and verbally, proposed motions and positions of advocacy.
- Represent the applicable electorate to the Board, and represent the Board to the applicable electorate.
- Adhere to Board policies regarding procedures, conduct and ethics.
- Participate in committees as assigned.
- Stay informed about committee matters, prepare for meetings, and review and comment on minutes and reports.
- Foster friendly, positive working relationships within the Board, the membership, and stakeholders.
- Maintain confidentiality of board business as appropriate.

- Speak positively of the OAPSB to the membership and public.
- Develop a succession plan for one's own Directorial position.
- Support zone activities, including membership recruitment, retention and content updated when applicable.

### Authority

Collectively, Directors comprise the Board with all its rights, privileges, obligations and liabilities.

Individually Directors are not authorized to make decisions, enact policies, approve positions, or speak publicly on behalf of the Board. Directors do not have individual authority over staff.

Directors have the authority to make decisions, enact policies and/or approve positions on behalf of their electorate as determined by that electorate.

### **Chair**

#### Role

The role of the Chair is to act as Chair the OAPSB Board of Directors.

#### Responsibilities

- Chair Board meetings.
- Initiate Board's strategic planning activities.
- Act as official spokesperson for the Board of Directors.
- Act as a Host at OAPSB events, notably the Annual General Meeting.
- Maintain positive relations between OAPSB and key external stakeholders.
- Ensure that OAPSB is appropriately represented on internal and external committees, and at key events.
- Maintain positive relations between the Board, Corporation staff, and OAPSB members.
- Maintain target membership levels.

- Raise revenue through annual memberships, grants, donations, and sponsorships.
- Maintain discipline among board members, among representatives on committees and external events, and among members at OAPSB events.
- Lead the Board's annual evaluation of the Executive Director's performance.
- Approve Executive Director invoices and expenses.
- Lead the Board's annual self-assessment.
- Proactively plan for Board succession.
- Act as a signing officer.
- Ensure Board members undergo the On-boarding program and subsequently remain aware of their responsibilities and key governance issues, and follow the code of conduct.
- Bring breaches of the code of conduct by any Director to the Board's attention for remedial action in accordance with Board Member's Code of Conduct and Ethics policy, including removal where deemed warranted.
- Report to the Board of Directors at each Board meeting.
- Report to the membership at the Annual General Meeting.

#### Authority

The Chair is accountable to the Board of Directors. (S)he shall take direction from the Board of Directors' policies and resolutions, and from resolutions approved at the Annual General Meeting.

The Chair is empowered to chair board meetings with all the commonly accepted powers of that position (e.g., ruling, recognizing).

The Chair is empowered to make any decision on behalf of the Board which falls within or is consistent with Board policies on Governance Process and on the Board-Executive Director relationship.

The Chair's authority does not extend to making Board policies. Should the Chair make decisions regarding OAPSB positions, new or existing, (s)he shall immediately report same to the Board at the next meeting(s).

## **First Vice Chair**

### Role

The role of the First Vice Chair is to act on behalf of the Chair in his/her absence.

### Responsibilities

- In the absence of the Chair, or otherwise at his/her request, assume the Chair's responsibilities as warranted by the situation.
- Carry out responsibilities as delegated by the Chair from time to time.

### Authority and Accountabilities

The First Vice Chair's authorities and accountabilities are limited to those of the Chair, and only when acting as Chair.

When acting as Chair, the First Vice Chair shall limit their authority and decisions to those time-sensitive and necessary in accordance with the circumstances and timing of the temporary appointment.

Note: The First Vice Chair is not the Chair-designate for the upcoming year.

## **Second Vice Chair**

### Role

The role of the Second Vice Chair is to act on behalf of the Chair in his/her absence and the absence of the First Vice Chair.

### Responsibilities

In the absence of the Chair and the First Vice Chair, or otherwise at his/her request, assume the Chair's responsibilities as warranted by the situation.

Carry out responsibilities as delegated by the Chair from time to time.

### Authority

The Second Vice Chair's authorities are limited to those of the Chair, and only when acting as Chair.

When acting as Chair, the Second Vice Chair shall limit their authority and decisions to those time-sensitive and necessary in accordance with the circumstances and timing of the temporary appointment.

Note: The Second Vice Chair is not the First Vice Chair-designate for the upcoming year.

## **Treasurer**

### Role

The role of the Treasurer is to lead the Board's fiduciary oversight activities.

### Responsibilities

- Oversee the development and observation of the organization's financial policies.
- Participate in annual budget process
- Provide financial variance reports as required by the Board (e.g., quarterly or monthly), based on financial statements prepared by the bookkeeper.
- Investigate significant variances in revenues and expenses.
- Keep the Board regularly informed of key financial events, trends, concerns, and assessment of fiscal health.
- Report the results of the annual audit to the membership at the Annual General Meeting.
- Call the motion at Annual General Meeting to appoint the Auditor.
- Review and approve Board and Committee member expenses.
- Act as a signing officer.

### Authority

The Treasurer is the approving authority for Board and Committee member expenses, in accordance with Board policies and resolutions.

## **Secretary**

### Role

The role of the Secretary is to ensure the Board's corporate documents are accurate and up to date. Upon approval the Secretary can defer responsibilities to staff for this role.

### Responsibilities

- Ensure Board-approved minutes are posted are recorded and posted on the website
- Ensure that changes to the list of Directors is filed with the Provincial Government, annually
- If required, act as a signing officer.

### Authority

The Secretary is an approving authority for the Board's annual corporate filings.

## **BOARD MEETING PROCEDURES**

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1. All points of order or procedure for which rules have not been provided in this policy shall be decided by the Chair in accordance as far as is reasonably practicable, with the rules of parliamentary procedure as contained in Bourinot's Rules of Order.

### Meetings

2. As soon as possible after the hour of the meeting, and where a quorum is present, including those persons present by phone or video-call, the Chair shall call the meeting to order. A quorum shall be a majority of Directors appointed to the Board.
3. If a quorum for either a regular or special Board meeting is not present within thirty (30) minutes of the time fixed for the commencement of the meeting, the meeting shall stand adjourned until the next regular meeting of the Board, and the secretary shall record the names of those present.
4. If the Chair or Vice-Chair are not in attendance within thirty (30) minutes of the appointed



meeting start time, then those members in attendance shall, by resolution called by the recording secretary, appoint one of themselves to act as Acting Chair for that meeting or until the arrival of the Chair or Vice-Chair.

5. Members of the Association may attend meetings.
6. The Chair, or in the absence of the Chair the Acting Chair, may cancel a regular meeting of the Board, where he or she deems it is not warranted.

#### **Conflict of Interest Disclosure**

7. Where a Director, either on his or her own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the Board at which the matter is the subject of consideration, the Director shall:
  - (a) prior to any consideration of the matter at the meeting, disclose the interest and general nature thereof;
  - (b) not take part in the discussion of, or vote on any question in respect of the matter; and
  - (c) not attempt in any way whether before, during or after the meeting to influence the voting on any such question.
8. If during the meeting a matter arises in which a Director determines they have a conflict, that member shall immediately declare such conflict and refrain from taking part in the discussion of, or vote on any question in respect of the matter, or attempt in any way to influence the voting on any such question.

#### **Conduct of Directors**

9. No Director shall:
  - a. use offensive words or unparliamentary language in meetings of the Board or against any other person present;
  - b. speak on any subject other than the subject in debate;
  - c. criticize any decision of the Board except for the purpose of moving that the question be reconsidered;
  - d. speak in a manner that is discriminatory in nature based on an individual's race, ancestry, place of origin, citizenship, creed, gender identity, gender expression, sexual orientation, age, colour, marital status, family status or disability;

- e. 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 or resolution of the Board, or upon the interpretation of the rules of the Board.
- 10. Director persists in disobedience after having been called to order by the Chair, the Chair shall order them to leave the meeting of the Board.
- 11. Directors shall conduct themselves in accordance with the Code of Conduct and any other Board policy that may be approved.

### **Rules of Debate**

- 12. Every Director, before speaking to a question or motion shall first receive recognition from the Chair.
- 13. When a Director 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 Director 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 Directors who wish to speak in the order in which their intentions have come to the Chair's attention and appear on the list.
- 14. When a Director is speaking, no other Director shall pass information between any Director or the Chair or interrupt that Director except to raise a point of order.
- 15. A Director may require the question or motion under discussion to be read at any time during the debate, but not so as to interrupt a Director who is speaking.
- 16. No Director shall speak more than twice to the same question or motion without leave of the Chair, except to explain a part of his or her speech, which the Director feels may have been misunderstood, but in no instance, shall the Director be permitted to introduce any new matter. Notwithstanding, a reply may be made by the Director who has presented a motion to the Board, following the conclusion of the speeches of the other members.
- 17. No Director shall speak to the same question or motion, or in reply, for more than ten minutes, without leave of the Chair.
- 18. After a question is put by the Chair, no Director shall speak to the question nor shall any other motion be made until after the vote is taken and the result has been declared.
- 19. If a Director 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 Directors "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.

20. The Chair may suspend Bourinot's Rules of Order or these rules of debate, at any time, for the purposes of encouraging more lively debate in order to build consensus around a particular topic.

### **Motions**

21. No Member shall introduce any item to the Board for its consideration unless:
- a. The item relates to a matter on the Agenda for that Meeting; or
  - b. The matter is of an urgent nature; or
  - c. Leave is granted on a two-thirds majority vote.
22. A motion shall be moved and seconded before being discussed or being put to a vote.
23. After a motion has been moved and seconded, it may be withdrawn by the mover at any time before a vote is taken.
24. A motion properly before the Board for decision must receive disposition before any other motion can be received, except motions;
- a. to adjourn;
  - b. to amend;
  - c. to refer;
  - d. to suspend the rules of procedure;
  - e. to table the question;
  - f. to vote on the question.
25. A motion to adjourn the meeting may be made at any time except;
- a. when a Member is speaking or during the taking of a vote;
  - b. when the question has been called;
  - c. when a member has already indicated to the Chair that he or she desires to speak on the question.
26. When a motion to adjourn the meeting is denied, the motion to adjourn cannot be

made again until the Board has conducted further proceedings.

27. A motion to amend:

- shall be relevant to the question to be decided;
- 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 question.

28. No question shall be considered more than once at a meeting of the Board.

### **Voting on Motions**

29. A motion shall be deemed to have been carried when a majority of the Directors present and voting have expressed their agreement with the question.

30. When the Chair is satisfied that a question contains distinct proposals, he or she may divide the question or upon the request of a Director, in which case the vote upon each proposal shall be taken separately.

31. When a recorded vote is requested to be taken by a Director the Chair shall call for those Directors in favour to raise their hand at which time their names shall be recorded in favour of the motion. Following completion of the recording, the Chair shall call for those Directors opposed to all raise their hand, at which time their names shall be recorded voting in opposition.

32. On any question on which there is a tie vote, including the Chair's vote, the motion shall be deemed to have been lost, except regarding procedural rulings of the Chair (article 19).

### **Action Register**

33. The Action Register shall contain tasks assigned by the Board to either the Executive Director or a Board committee. All such tasks shall be assigned via motions.

34. The Action Register shall contain each task's motion, motion date, the person/body responsible for the task, the scheduled reporting meeting and task status. The Action Register shall be maintained by the secretary, who shall coordinate scheduling of reports related to assigned tasks, and distribute an updated version with each Board agenda.

35. Once items are complete, they shall be removed from the Action Register

### **Closed Meetings**

36. A meeting of the Board, or part thereof, may also be closed to the membership if the subject matter being considered relates to:
  - a. personal matters about an identifiable individual, including Directors, members, employees and consultants;
  - b. labour relations or employee negotiations;
  - c. litigation or potential litigation, including matters before administrative tribunals, affecting the board or its agents;
  - d. advice that may be subject to solicitor-client privilege, including communications necessary for that purpose;
  - e. advice for the purpose of educating or training of the Directors.
37. No persons other than Directors and those persons authorized by the Board from time to time as contained in Board Policy, or otherwise authorized by the Chair, shall attend closed meetings of the Board, and all other persons shall vacate the meetings if requested to do so by the Chair.
38. Matters discussed in closed meetings shall not be discussed outside of such meetings, except at the discretion of the Chair.

### **COMMITTEE PRINCIPLES**

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The OAPSB Board of Directors uses a “committee of the whole” approach to governance. There are no standing committees. Ad hoc committees are formed for specific purposes and timeframes when circumstances dictate.

The board may establish committees to help carry out its responsibilities.

1. Board committees are to help the board do its job. Committees will assist the board chiefly by preparing policy alternatives and implications for board deliberation.
2. Board committees shall not speak or act for the board except when formally given such authority for specific and time-limited purposes.

3. When a board committee is used to monitor organizational performance in each area, the same committee will not be used to help the board create policy in that same area.
4. Board committees shall not exercise authority over staff. The Executive Director supports the work of the board, and its committees as assigned by the board.

## **BOARD MEMBER'S CODE OF CONDUCT AND ETHICS**

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1. Board members must represent the interests of the membership free of conflict of interest. This accountability supersedes any conflicting loyalty such as to advocate for interest groups or other outside organizations. This accountability supersedes the personal interest of any Board member acting as a consumer of the organization's services.
2. Board members must avoid any conflict of interest with respect to their fiduciary responsibility. This includes:
3. No direct or indirect self-dealing or any conduct of private business or personal services between any board member and the organization except as procedurally controlled to assure openness, competitive opportunity, and equal access.
4. Use of their positions as Board members to obtain for themselves, family members or business associates, direct or indirect employment or contracts with the organization.
5. Board members will not be considered for employment within the organization.
6. Board members may not attempt to exercise individual authority over the organization.
7. Board members' interaction with the Executive Director or with staff must recognize that authority rests with the Board and not with any individual board member or group of board members unless explicitly set out by the full board.
8. The Chair of the Association is the spokesperson for the Board. Board members' interaction with the press should be limited to referral to the Chair who will speak on behalf of the Board and only reflect that which is consistent with approved Board position and/or set forth in board policies.
9. Board members will make use of the approved Board process to provide input to the performance of staff.

10. As a condition of board membership, each Director is required to sign the following Code of Conduct. A copy of a signed Code of Conduct will be kept at the OAPSB office, and each Director will receive a copy of the signed Code of Conduct for their files.

## **OAPSB Board of Directors' Code of Conduct**

The principles underpinning OAPSB's Code of Conduct for Directors are: integrity, objectivity, competence, fairness, confidentiality, professionalism and diligence.

1. Board members shall discharge their duties loyally, faithfully and impartially.
2. Board members shall attend and actively participate in all board meetings.
3. Board members who miss three consecutive Board meetings will not be eligible to run for re-election unless the absence is due to prolonged illness and/or the absence explained in writing and excused by the Board of Directors.
4. Board members shall not interfere with management staffs' operational decisions and responsibilities or with the day-to-day operation of the association.
5. Board members shall keep confidential any information disclosed or discussed at a meeting of the board.
6. No board member shall purport to speak on behalf of the board unless he or she is authorized by the board to do so.
7. Board members shall discharge their duties in a manner that respects the dignity of individuals and in accordance with the Human Rights Code and the Charter of Rights and Freedoms (Canada).
8. Board members are selected to represent the full membership in an open and transparent manner and shall not use their office to advance their personal interests or the interests of any single faction of the OAPSB's membership or organization/business with whom or with which they are associated.
9. Board members shall not use their office to obtain employment with the association for themselves or their family members. For the purpose this subsection, "family member" means the parent, spouse or child of the person.
10. Board members shall refrain from engaging in conduct that would discredit or compromise the integrity of the board, failure to do so will result in sanctions or removal from the Board.
11. Board members shall uphold the letter and spirit of the Code of Conduct and shall discharge their duties in a manner that will inspire OAPSB members' confidence in the abilities and integrity of the board.
12. The Board is a team. The place to debate Board decisions is in the boardroom during Board meetings when the item is up for discussion. After the matter is voted on, all Directors are expected to get behind that decision and champion its implementation, regardless of their residual views.

13. Directors are expected to be ambassadors of the OAPSB by actively: recruiting OAPSB members, participating at OAPSB events, promoting OAPSB event sponsorships, and participating at OAPSB zone meetings. Lobbying members contrary to Board decisions, for whatever reason, or presenting OAPSB in a negative light, will not be tolerated.
14. The Board annually evaluates the Executive Director. If a Director has a concern about something staff are doing, or are not doing, they are to first contact the Executive Director to confirm the accuracy of their concern and attempt to informally resolve the matter. If the concern persists, the Director is to request that the Chair put the matter on the next Board meeting agenda, for resolution. At no time is any Director to make disparaging remarks about staff to anyone, including the Chair, except during an in-camera Board meeting where staff performance is on the agenda, such comments would be highly unprofessional and reflect badly on the entire OAPSB Board, and will not be tolerated – particularly if such comments turn out to be unfounded, frivolous or vexatious.
15. If the board determines that a board member has breached the Code of Conduct, the board shall record that determination in its minutes and may:
  - (a) require the member to appear before the board and be reprimanded;
  - (b) remove the member from the Board including the option of disqualifying the member from any further opportunity to participate on the Board.
16. *I acknowledge that I have read and understand this Code of Conduct. I will uphold the principles and abide by the provisions within this code and understand and agree to respect any decisions made pursuant to Section 11 of the Code of Conduct relating to breaches of its provisions.*

---

Director's Signature

---

Date

## **EXPENSE POLICY - See Appendix A**

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Board members and staff shall be reimbursed reasonable expenses for attendance at Board of Directors' meetings and committee meetings as an OAPSB representative.

Reimbursement of Board member and Executive Director expenses requires approval by either the Chair or other Officer, as appropriate. Reimbursement of expenses incurred by other staff members requires Executive Director approval. Individuals cannot approve their own expense claims.

Special circumstances requiring reimbursement over and above the entitlements stated above shall require approval of the Board of Directors. All receipts must be received for full reimbursement. The last day to submit eligible expenses for the previous year is January 31<sup>st</sup>.



## ON-BOARDING

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The OAPSB Board of Directors aspires to exemplify good governance to its members, by leading by example. That example starts with On-boarding. The aim of On-boarding is to ensure Directors have a thorough understanding of:

- The OAPSB Governance System, including the roles of the four OAPSB components and how they are interconnected: Membership as Owners, Board of Directors, Corporation, and Membership as Clients
- Director's key reference material:
  - OAPSB Letters Patent (i.e. the Organization's legal status and mandate)
  - OAPSB By-law
  - OAPSB policies
  - OAPSB Strategic Plan
  - OAPSB Action Plan
  - OAPSB Calendar of Events
  - OAPSB Budget
  - Board agendas and minutes
- Highlights of important expectations of Directors
- The Code of Conduct

Directors are required to complete the On-boarding program prior to voting in OAPSB Board meetings, and to indicate completion by signing the following statement:

*"I confirm that I have read and understand the OAPSB On-boarding Program and the associated on-line documents. I have asked any questions I had of the Chair and/or staff, and I am satisfied with the responses. I understand and fully accept my responsibilities, obligations and limitations as an OAPSB Director, and am committed to working within the OAPSB governance system. I am ready to fully discharge my duties as an OAPSB Director."*

While all Directors are responsible for maintaining their own knowledge of OAPSB issues, as leader of the Board, the Board Chair is ultimately responsible to ensure that Board members undergo the On-boarding program and subsequently remain aware of their responsibilities and key governance issues and follow the code of conduct. It is the Chair's responsibility to bring breaches of the code of conduct by any Director to the Board's attention for remedial action in accordance with Board Member's Code of Conduct and Ethics policy, including removal where deemed warranted.

## BOARD EVALUATION

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The purposes of Board evaluation are:

1. To continuously improve the overall effectiveness of the Board
2. To enhance communication and a sense of team among Directors.

This evaluation is not for external reporting or to evaluate individual. Rather, it is a self-assessment by Board members of how they are working as a team. The Board assessment is anonymous; individual input to the evaluation will not be identified.

It is the Chair's responsibility to ensure that each Director complete the following assessment annually and provide it to staff, prior to the last Board meeting before the Annual General Meeting. Staff will summarize the anonymous results and report them at that Board meeting.

The evaluation questions shall be:

	Board Evaluation Item	Strongly Agree	Agree	Not Sure	Disagree	Strongly Disagree
1	Directors have a good understanding of the Board's role.					
2	There is a clear understanding of the roles of the Board and of the Executive Director.					
3	The Board creates, revises and issues written policies in the areas where it should.					
4	The Board sets strategic direction for the Executive Director.					
5	The Board creates adequate performance goals to hold the Executive Director accountable.					
6	The Board has effective relations with the Executive Director.					
7	Board reports contain the correct amount and type of information to allow Directors to prepare for the meetings and collectively make informed decisions.					
8	The Board spends enough time at meetings on strategic and planning issues.					
9	Directors receive adequate financial information in a useful format.					
10	Directors are comfortable asking questions about financial matters during Board meetings.					
11	Board discussions are relevant to the role of the Board.					
12	Board meetings are chaired in a manner that creates full participation and the development of necessary consensus.					
13	Board members do not violate the confidentiality of in-camera discussions.					
14	Records of meetings are clear and accurate.					

	Board Evaluation Item	Strongly Agree	Agree	Not Sure	Disagree	Strongly Disagree
15	All Board members prepare adequately for meetings.					
16	The length of Board meetings is appropriate to accomplishing the Board's tasks.					
17	The Chair conducts meetings in an effective manner.					
18	The Chair facilitates interactive team decision-making.					
19	The Chair abides by the rules as set in policy.					
20	The Chair ensures that the follow up and action items are monitored and reported upon.					
21	The Chair ensures that Board members receive on-boarding as outlined in the Policy Manual.					
22	Directors speak with one voice.					
23	Directors are active, positive ambassadors of OAPSB.					
24	The Chair ensures that the Board enforces its conflict of interest and code of conduct policies.					
25	The Board carries out its role effectively.					

Additional Comments:

## BOARD-CORPORATION LINKAGE

### **DELEGATION TO THE EXECUTIVE DIRECTOR**

The Board's job is to establish outcomes and limitations policies, leaving implementation, management, administration in achieving those outcomes, within those limitations, to the Executive Director.

**Limitations** policies set out the Executive Director's authority to act within acceptable boundaries of prudence and ethics.

All board authority delegated to staff is delegated through the Executive Director.

1. The Executive Director is authorized to make all decisions, take all actions and develop all activities which are true to the board's goals, directions, business plan and policies.
2. The official spokesperson for the OAPSB Corporation is the Executive Director, as part of his/her advocacy role. The Executive Director will ensure that Corporation's messages are aligned with the messages of the Board of Director's spokesperson (the Chair).

3. The Board will respect the Executive Director's choices so long as the delegation continues but may by policy "undelegated" such authority.
4. No individual board member, officer or committee has authority over the Executive Director. Information may be requested, but if such request, in the Executive Director's judgement, requires a material amount of staff time that will affect other priorities, the Executive Director may suggest alternatives or suggest the request be referred to the Board for possible reallocation of priorities and timing.
5. The Executive Director may not perform, allow or cause to be performed any act which is contrary to explicit board policy.
6. The Executive Director shall seek pre-approval from the Chair and the Board in writing for any external paid work (i.e., work he or she is performing in a personal capacity and not as a representative of OAPSB) before agreeing to undertake such work. Such written notice shall seek pre-approval and attestation of same to prevent real or perceived conflicts of interest.
7. Should the Executive Director violate a board policy, s/he shall immediately inform the board, who will discuss the nature of the violation and determine if corrective or disciplinary action is warranted.

As the Board's single official link to the operating organization, the Executive Director is accountable for all organizational performance and exercises all authority delegated to the organization by the Board. Executive Director performance will be considered to be synonymous with overall organizational performance. Consequently, the Executive Director's performance shall be evaluated on an annual basis, according to approved Board policy and procedure, which will include the establishment of set goals and performance measures.

The Executive Director shall not be the cause of, or knowingly allow any violation of commonly accepted business practices and professional ethics within the Not-for-Profit or Association sectors.

## **EXECUTIVE DIRECTOR PERFORMANCE EVALUATION**

The Executive Director shall propose a maximum of five performance objectives, with corresponding performance measurement metrics, for Board approval at the first meeting of each calendar year.

The Board, informed by the Executive Director's progress report, shall discuss the Executive Director's performance at each Board meeting. The Board shall involve the Executive Director, or otherwise debrief the Executive Director, regarding the ongoing performance evaluation as it sees fit.

The Board shall complete the Performance Evaluation Table (below) no later than the first meeting of the subsequent calendar year, and determine the appropriate annual remuneration increase. Subsequently, the Chair shall present the Board's findings, along with a signed performance evaluation letter, to the Executive Director

**Performance Evaluation Table**

Objectives	Metrics	Performance Evaluation		
		Exceeds Requirements	Met Requirements	Missed Objectives
Development of 3-year strategic plan and annual operational plans				
Lead sub-committees to assess policies and operational plans				
Advance training efforts				
Increase relationship with zones-risk, consistency in information-avenue for feedback				
Brand enhancement (Communications Plan)				

## MANAGEMENT LIMITATIONS

### **TREATMENT OF MEMBERS**

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With respect to treatment of members, the Executive Director will ensure the organization operates so that all members are treated fairly and in a dignified manner. While providing advice to members, the Executive Director shall:

- Reference the applicable provincial statute or regulation, or OAPSB policy or AGM resolution that applies to their concern
- Not portend to provide legal advice
- Not pass judgement on any member board's issue, either in favour or against the member board's position

- not assist in any investigation of a member board or individual board member by an legislative oversight body or other government authority, beyond providing fact-based responses to investigators' inquires;
- Not provide specialized service in his or her capacity as Executive Director or OAPSB representative to any single member board
- Connect the member board with the applicable provincial authority and/or professional advisory services most suited to helping resolve their issue
- Not speak to the media about any member board's issue, without their permission, until after matter has been resolved
- Treat the resolution of the matter as a learning opportunity for all members

The Executive Director will work to protect confidentiality of information or privileged information.

This will also apply to those stakeholders outside of the actual membership, for whom service and information is provided.

## **TREATMENT OF STAFF**

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The Executive Director shall work to ensure conditions are humane, safe, fair and dignified for both paid staff and volunteers of the organization.

The Executive Director shall not allow violation of any legislative standard including The Ontario Human Rights Code, The Employment Standards Act, The Employment and Pay Equity Program of Ontario and the Health and Safety Act.

## **RESPECT IN THE WORKPLACE - Anti-Harassment and Anti-Violence Policy**

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Provincial Policy ([Hyperlink](#))

## **COMPENSATION AND BENEFITS**

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Employment, compensation and benefits to employees, consultants, contract workers and volunteers shall be budgeted for, and have regard for the long term fiscal integrity of the organization.

Accordingly, the Executive Director shall not:

1. Change her/his own compensation and benefits as established by the board.
2. Negotiate or establish current compensation and benefits which:
  - a) Deviate materially from the geographic or professional market for the skills employed in like organizations.
  - b) Create obligations over a longer term than revenues can reasonably and accurately be projected, without specific ratification by the board.
  - c) Establish deferred or long term compensation and benefits which:
  - d) Cause unfunded liabilities to occur, or in any way commit the **Ontario Association of Police Services Boards** to benefits, which incur unpredictable future costs.
  - e) Provide less than some basic level of benefits to all full-time and regular part-time employees, although differential benefits to encourage longevity in key employees are not prohibited.

## OFFICE CLOSURE

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The office shall be closed during statutory holidays and weekends.

## FINANCIAL PLANNING

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With respect to financial accountability and planning, the Executive Director must protect the fiscal integrity of the organization.

Accordingly, s/he shall budget in a manner which:

- a) Contains enough detail to enable: an accurate projection of revenues and expenses, separation of capital and operational items, cash flow and subsequent audit trails and disclosure of planning assumptions.
- b) Seeks the approval of the Board of Directors for expenditures planned outside of the current fiscal year.
- c) Does not deviate materially from board-stated priorities in its allocation among competing budgetary needs.

- d) Does not jeopardize the integrity of key service priorities set by the board.

## FINANCIAL CONDITION

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With respect to the ongoing condition of the Ontario Association of Police Services Boards' financial health, the Executive Director shall not cause or allow the development of fiscal jeopardy.

Accordingly, s/he shall not without approval of the Board of Directors:

1. Shall not authorize any payments exceeding \$10,000.00 unless preauthorized by the Board.
2. Shall not authorize payment of his/her own invoices or expenses.
3. Expend more funds in the fiscal year to date than have been received in cash flow, cash advances, or are provided for in the authorized line of credit.
4. Use any long-term reserves.
5. Allow cash to drop below the amount needed to settle payroll and debts in a timely manner.
6. Allow actual allocations to deviate materially from board priorities.
7. Shall not authorize a line of credit.
8. Not use association funds to support any single political party within the Province or Federally, either by direct contribution or through the purchase of tickets for political party events.
9. Follow **Procurement Policy - See Appendix B**



## INVESTMENT POLICY – See Appendix C

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### **Purpose**

To establish guidelines, governing the temporary investment of OAPSB funds.

### **Scope**

These policy guidelines are applicable to all funds managed by the OAPSB.

### **Portfolio Objectives**

The portfolio will consist of temporary cash balances, which may accumulate from time to time until the company shall dispose of such funds. Funds will be invested in such a way as to provide for the highest level of safety of principal and liquidity. Subject to the constraints imposed by the above, funds will be invested in such a way as to maximize the overall return on the portfolio.

### **Asset Mix**

Investments will always be limited to money market securities with a maturity of twelve months or less. *Most of the funds will be invested in 12- month money market investments. Maturity dates for investments will be staggered in three month increments within the calendar year whenever practicable.*

### **Implementation**

Temporary investments need not be held to maturity but may be bought and sold to maximize return whenever deemed appropriate in accordance with overall prudent management of the association's financial position.

### **Eligible Investments**

Investments may be made in:

- Government obligations (i.e., Treasury Bill Notes, Debentures and/or Bonds) issued directly or indirectly by the Federal government or an agency (Canadian) or any of the provinces that hold appropriate credit ratings.
- Canadian Chartered Bank Securities or CDIC Insured financial intuitions, being Bearer Discount Notes, Deposit Receipts, Term Notes, Certificates of Deposit, Bankers Acceptances, and short-term bonds.

### **Investment Limits**

The purchase of any securities carrying a credit rating below Single A for bonds or A1/R1 for commercial paper will account for a minimum of 90% of the investments. Investments of appropriate credit quality may be made subject to the following limits:

### **Application**

This investment policy will be implemented and monitored by the Secretary-Treasurer of OAPSB in consultation with OAPSB staff and/or the Executive Committee of the Board, as necessary.

Reports on Investments will be shared with the Board of Directors at scheduled board meetings.

## **ASSET PROTECTION**

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With respect to proper stewardship of the Ontario Association of Police Services Boards' assets, the Executive Director shall not risk losses beyond those necessary in the normal course of business.

Accordingly, s/he shall:

1. Insure related property, premises and activities against property/liability losses and insure board members and staff against liability losses arising from their Board related duties and activities.
2. Work to protect the Ontario Association of Police Services Boards, its Board of Directors or its staff from claims of liability.
3. Limit any purchases or make economic commitments to a maximum of \$5000 including:
  - a) single purchases of goods or services
  - b) rentals of equipment or premises, considering total contract value, or in the case of month-to-month rentals, one year's rent.
4. Not transfer funds within the budget from one line to another, without Board approval.
5. Ensure that all cheques written on the accounts of the Association have at least two signatures of the Board. Signing officers for the Association will be named by resolution of the Board of Directors on an annual basis.

## **EXECUTIVE SUCCESSION AND CONTINUITY OF EXECUTIVE SERVICES**

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In order to protect the Board from loss of Executive Director services, the Executive Director shall try to ensure that one staff member is familiar with board and Executive Director issues and processes, and will establish appropriate records and documentation, which will facilitate continuity of operations.

## **COMMUNICATION AND COUNSEL TO THE BOARD**

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With respect to providing information and counsel to the board, the Executive Director shall endeavour to ensure the board is well informed.

Accordingly, s/he shall:

1. Inform the board of relevant trends, material external and internal changes, particularly changes in the assumptions upon which any board policy has previously been established.
2. Gather staff and external points of view, issues and options and advice as needed for fully informed board choices.
3. Inform the board on program changes or staff changes related to services offered to members.

## **RETENTION AND DESTRUCTION OF RECORDS OF THE OAPSB**

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The purpose of this policy is to regulate the retention and destruction of records of the OAPSB. The records retention policy applies to all records of the OAPSB, whether paper or electronic. It is designed to reduce the volume of active and dormant records and eliminate inactive record holdings. This policy assumes the Association's records are also maintained in full compliance with all applicable law.

Of paramount consideration is the need to achieve efficiency and economy of space, equipment and staff through the destruction of records that are no longer in use and the systematic transfer of records to dormant storage, which is provided by the Toronto Police Services Board. Every effort will be made to preserve records of a historical or noteworthy value.

The collection and destruction of all records including personal information conforms with the requirements of the Municipal Freedom of Information and Protection of Individual Privacy Act and associated regulations.

It is the responsibility of the Executive Director to ensure that the retention schedules outlined below are followed; that a records inventory is maintained in accordance with this policy; that a record of destroyed files is maintained; that historical and noteworthy records are noted and archived; and that personal information is destroyed.

Retention schedule:

- Financial records shall be retained for 7 years plus current.
- Board minutes shall be kept for 5 years plus current.
- Corporate or operationally noteworthy records shall be kept indefinitely.
- All other records shall be kept for 2 years plus current.

## Appendix A - EXPENSE POLICY

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### **BOARD MEMBER EXPENSES:**

Board members and staff shall be reimbursed reasonable expenses for attendance at Board of Directors' meetings and committee meetings as an OAPSB representative.

Reimbursement of Board member and Executive Director expenses requires approval by either the Chair or other Officer, as appropriate. Reimbursement of expenses incurred by other staff members requires Executive Director approval. Individuals cannot approve their own expense claims.

- ***OAPSB Event Registration Fees:*** *OAPSB shall register and cover registration fees for Directors, rather than their home boards. This does not apply to Zone meetings or events. Any additional events scheduled during the calendar year that were not identified in the annual budget, will require approval from the Chair of the Board of Directors and the Treasurer to be eligible for reimbursement.*

- ***Accommodation:*** *After Board meetings, at the hotel as determined by the Board will be paid by the OAPSB. Board members who wish to stay elsewhere, at a higher cost, shall make their own accommodation arrangements and may be reimbursed the equivalent accommodation cost of the approved OAPSB facility for one night. (Receipt required). Board members who can reasonably travel on the day of the meeting shall do so to reduce Board member expenses. Accommodation costs for external meetings attended by members of the Board of Directors are the responsibility of their Police Services Board for reimbursement.*

- ***Meals/Sundry:*** *Board members shall be reimbursed up to \$60.00 per calendar day for meals and sundry. Receipt(s) not required. Partial day breakdown will be reimbursed at \$12.00 for breakfast, \$18.00 for lunch and \$30.00 for dinner. Alcohol will not be permitted as a reimbursable expense. If members exceed their per diem amount per day/meal, they may submit receipts for consideration and approval by the Chair of the Board and the Treasurer. For absences greater than four consecutive days, a daily per diem of \$10.00 per day is permitted to cover miscellaneous personal expenses.*

- ***Air/Train/Bus:*** *All reasonable travel expenses shall be reimbursed. (receipt(s) required). Members required to upgrade to business class travel for the purposes of work, shall get pre-approval from the treasurer to be eligible for reimbursement. If pre-approval is not received, reimbursement will be at the economy rate.*

- ***Automobile:*** *Members travelling by car shall be paid per kilometer traveled, effective April 21, 2022 or as indicated by the CRA Guidelines. The total reimbursement for automobile shall not be more than the amount that would normally be payable for air travel.*

- **Taxi:** All expenses reimbursed. Receipt(s) required.
- **Parking:** All expenses reimbursed. Receipt(s) required.
- Payment of expenses related to the attendance of any person other than the Board member will not be reimbursed
- Board members must pay for their own expenses related to social events not included in any conference registration fee, such as golf tournaments.
- Expenses connected with stopovers while not on Board business will not be allowed for reimbursement
- Board members shall use the approved Business Expense Claim Form available from the Board office.
- Board members are asked to please try to ensure that the HST number is on all receipts.

Special circumstances requiring reimbursement over and above and the entitlements stated above shall require approval of the Chair of the Board of Directors and the Treasurer. All receipts must be received for full reimbursement. The last day to submit eligible expenses for the previous year is January 31<sup>st</sup>.

### **PAYMENT PROCEDURES (CHEQUE/EFT)**

Payment Procedures include:

- One Approver
- Two Signatories

An approver of a payment can be a signatory provided both signatories are not staff members for all expenses listed in Chart A. Expenses in Chart B require that the approver is excluded from being a signatory and only one signatory can be a staff member

Signatory Order:

*Chart A*

<i>Items for approval</i>	<i>Approval</i>	<i>1<sup>st</sup> Signature / E-signature</i>	<i>2<sup>nd</sup> Signature / E-signature</i>
<i>Directors and Chair Expenses</i>	<i>Treasurer</i>	<i>Administrative Officer/Executive Director</i>	<i>Treasurer</i>
<i>Executive Director Expenses</i>	<i>Chair</i>	<i>Chair/Administrative Officer</i>	<i>Treasurer</i>

<i>Treasurer Expenses</i>	<i>Vice Chair / Secretary</i>	<i>Executive Director</i>	<i>Vice Chair / Secretary</i>
<i>Visa Statements Credit limit \$10,000</i>	<i>Administrative Officer</i>  <i>Administration Officer can make purchases on the CC up to \$5000</i>	<i>Executive Director</i>	<i>Treasurer</i>

Chart B

<i>Vendors / Service Providers</i>	<i>Executive Director</i>	<i>Chair/Administrative Officer</i>	<i>Treasurer</i>

*Note: Vice -Chair(s) are eligible to act as signatory in place of the Chair or Treasurer in their absence.*

## **Appendix C – Procurement Policy**

### **PURPOSE**

To obtain goods and services required for OAPSB business purposes that are timely and of the best value to our membership through a transparent, fair, and competitive process.

### **OBJECTIVE**

The objective of this policy is to establish and maintain a high level of confidence in the procurement process by ensuring that the Ontario Association of Police Services Boards' procurement of goods and services are both necessary to provide the programs and/or services of the board; and carried out in an open, fair, consistent, efficient, and competitive manner that strikes a balance between fiscal accountability, timeliness, and quality.

### **POLICY**

#### **GENERAL PROVISIONS**

- No procurement of goods and/or services shall be authorized unless it is in compliance with this Policy. Goods and/or services that are obtained without following the provisions of this policy may not be accepted and any invoices received may not be processed for payment.
- The OAPSB shall only commence purchase and procurement processes when:
  - a. the funds for the goods and/or services have been identified in a budget approved by the Board of Directors.
  - b. In the rare circumstances where it is not practicable to wait for final budget approval by the Board of Directors, purchase and procurement processes may commence after approval is received from the Executive Director and both the Chair and the Treasurer of the Board of Directors have signed off on the process.
- When procurement processes commence prior to budget approval (b). The amended budget shall be approved at the next scheduled Board of Directors' meeting.
- All related personnel or employees of this Policy and Procedure shall make sure that all procurements and purchases are necessary, were purchased at the most reasonable cost, and are well documented.
- The Executive Director and the Administrative Officer shall maintain overall supervision and oversight to ensure that the contractors and vendors that the OAPSB



enters a transaction with, perform in accordance with the terms, conditions, and policies of the OAPSB.

## **RESPONSIBILITY**

The following employees and Members of the Board of Directors shall be involved and shall take charge and supervision of the implementation of this Policy and Procedure:

**1. Administrative Officer.** For the purposes of this policy the Authorized Buyer is the Administrative Officer of the OAPSB. He/She shall be the person authorized to procure any goods, items, or services that the OAPSB requires to conduct business outlined in the Strategic and Business Plans. The Authorized Buyer shall further be required to ensure that the purchase or the procurement process pushes through by making sure all the necessary documents are in order and accounted for.

**2. Financial Officer.** The financial Officer shall oversee the availability of the financial budget for the purchase or procurement of different goods and services. Further, the financial Manager shall reconcile the budget(s) with the official disbursed finances. The Financial Officer reports the Administrative Officer

**3. Treasurer.** The Treasurer is the accounting and financial manager of OAPSB. He/She shall conduct the internal auditing of the purchasing and procurement processes and transactions of the OAPSB.

**4. Executive Director.** The Executive Director shall exercise supervisory authority over all other personnel and employees involved in the procurement and purchase transactions of the OAPSB.

## **PROCEDURE**

### **Procurement and Purchase Request.**

**1.** The purchasing or procurement method shall be determined by the amount and quantity of the item purchased as well as the nature of the goods or the service. The methods shall be discussed and agreed upon by the Treasurer, the Executive Director, and the Administrative Officer (the Authorized Buyer) based on approved process.

**2.** Purchase of supplies required for the daily operations may be purchased by the Financial Officer in accordance with the expense policy's payment procedures.

### **3. Preferred Vendors.**

Preferred vendors of record of the OAPSB will be reviewed on an agreed upon schedule determined by the Executive Director in consultation with the Treasurer. This schedule to be approved by the OAPSB Board of Directors.

Prior to selecting a new vendor of record (preferred vendor) the OAPSB shall conduct negotiations for price adjustments, discounts, or other requirements from the top 2

potential winners of the bidding. The preferred vendor of the OAPAB shall be the company or organization whose proposals shall match the Company's best interests.

**4. Payment of Transactions.**

All payments of transactions shall be completed and approved in accordance with Expense Policy, Payment Procedures – Delegation of Authority

**5. Closing of Transactions.** Procurement or purchase transactions shall only be closed when the goods or services have been received, replaced, or refunded and after all the necessary documents have been accounted for and audited.

**6. Amendment of Policies and Procedures.** Due to the ever-changing economic and financial markets, this Policy and Procedure shall be reviewed and amended every two (2) years. The officers and related personnel specified in this Policy and Procedure must all agree on the amendments before it can be finalized.

**Date Created:** August 29<sup>th</sup>, 2022

Last Updated	Name	Version No.
August 25 <sup>th</sup>	Lisa Darling	0001

# AC Board Competency Framework

Each Director must satisfy all of the attributes and commitments in the shaded box. The AC Board as a whole must satisfy the thirteen competencies below.<sup>1</sup>

The AC Board is responsible for pension services and administration, investments, plan valuation and supporting the SC in fulfilling its duties.

OMERS

## Each Director must possess the following attributes:

- Independence, integrity and sound judgment
- Long-term, strategic outlook with a stewardship mindset
- Governance knowledge and experience at a major organization
- Knowledge of business issues and financial matters
- Demonstrated ability to operate effectively and collaboratively as part of a diverse team

## Each Director must be willing to:

- Understand and exercise his or her fiduciary responsibilities
- Attend and contribute to Board and Committee meetings
- Devote the time and effort necessary to be an effective Board member
- Demonstrate commitment to the DB Model
- Obtain a recognized Director designation

<b>Senior Leadership Experience</b> <ul style="list-style-type: none"> <li>• Leadership experience as a President, CEO, CFO, COO or other senior leader of a complex organization</li> <li>• Senior leadership role in a global organization</li> </ul>	<b>People</b> <ul style="list-style-type: none"> <li>• Led or oversaw a talent program in a complex, global organization</li> <li>• Designed or managed a complex executive or investment compensation program</li> </ul>	<b>Pension Funding</b> <ul style="list-style-type: none"> <li>• Actuarial accreditation or equivalent experience with complex retirement or insurance systems</li> <li>• Developed or advised on sustainability of pension plans or equivalent</li> </ul>	<b>Pensions – Administration</b> <ul style="list-style-type: none"> <li>• Led plan or trustee administration program</li> <li>• Developed or advised on pension policy, regulation or design</li> </ul>	<b>Government/Public Policy</b> <ul style="list-style-type: none"> <li>• Senior role in government</li> <li>• Recognized expertise in public policy, municipal finance or the workings of government</li> </ul>
<b>Public Market Investing</b> <ul style="list-style-type: none"> <li>• Led global capital markets portfolio including equities, fixed income and/or derivatives</li> <li>• Developed or designed a sophisticated capital markets investment strategy</li> </ul>	<b>Private Markets Investing</b> <ul style="list-style-type: none"> <li>• Led a private markets investment program such as infrastructure, private equity, structured credit or real estate</li> <li>• Expertise in global investment dynamics in areas such as legal, tax or finance</li> </ul>	<b>Financial &amp; Operational Controls</b> <ul style="list-style-type: none"> <li>• Led, advised or oversaw internal control, reporting and/or valuation systems in accordance with financial accounting standards</li> <li>• Accounting or Finance degree or designation</li> </ul>	<b>Regulatory Affairs</b> <ul style="list-style-type: none"> <li>• Experience as a regulator, or as a senior leader in a complex regulated organization</li> <li>• Recognized designation or accreditation in a regulatory field</li> </ul>	<b>Stakeholder Relations</b> <ul style="list-style-type: none"> <li>• Led communications strategy with stakeholders of a complex organization</li> <li>• Demonstrated ability to facilitate healthy relations in a diverse, multi-stakeholder environment</li> </ul>
<b>Technology &amp; Innovation</b> <ul style="list-style-type: none"> <li>• Led or advised a complex organization on technology, including innovation or disruption</li> <li>• Developed or advised on initiatives relating to innovative strategies and processes</li> </ul>	<b>Risk</b> <ul style="list-style-type: none"> <li>• Designed, advised or oversaw an advanced risk management program</li> <li>• Managed risk and return dynamics in a complex investment and/or pension environment</li> </ul>	<b>Environmental, Social, Governance</b> <ul style="list-style-type: none"> <li>• Led, advised or oversaw governance in a complex organization</li> <li>• Developed or advised on environmental or social initiatives in a complex organization</li> </ul>		

1. In order to meet a competency a Director must satisfy one of the two listed requirements (or equivalent in the discretion of the Governance & Risk Committee).

# OMERS Administration Corporation

## BOARD MEMBER ROLE DESCRIPTION

### Overview

This mandate for members of the AC Board is based on the AC Board's responsibilities as established in the Ontario Municipal Employees Retirement System Act, 2006 (OMERS Act), the Pension Benefits Act (PBA) and the Business Corporations Act (OBCA). The role of the AC Board is one of stewardship, which is generally defined as the responsibility to oversee the conduct and affairs of AC as plan administrator. In their individual capacities as Directors, each Board member contributes to this joint oversight role which, among other things, means decisions made by individual Directors must be first and foremost driven by the objective of maintaining the credibility and vitality of AC as a corporation in order to serve all plan members. Although AC Board members may be appointed from among members of a specific stakeholder group in the OMERS Pension Plans (the Plans), they must place the best interests of AC ahead of any other interest or stakeholder or their own self-interest.

### Fiduciary Responsibility

As fiduciaries, each Director has a responsibility to oversee the affairs of AC which, as the administrator of the Plans and trustee of the corresponding funds, has broad fiduciary duties. As a vital component of their fiduciary duties as Directors of AC, Board members must avoid conflicts of interest of any kind (or any appearance of conflict of interest), act exclusively for AC (which means the best interests of the Plans as a whole), and conduct themselves in a manner that is prudent, reasonable, responsible and impartial.

In performing their duties and exercising their authority, in accordance with the applicable provisions of the OBCA, the OMERS Act and the PBA, every Director must:

- act honestly and in good faith with a view to the best interests of AC;
- exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances;
- not receive any benefit as a result of being a Director that is not fully disclosed in accordance with approved Board policies;
- exercise the care, diligence and skill in the administration and investment of the pension funds that a person of ordinary prudence would exercise in dealing with the property of another person; and
- use in the administration of the pension plans and in the administration and investment of the pension fund all relevant knowledge and skill that the Director possesses or, by reason of the Director's profession, business or calling, ought to possess.

Directors in their individual capacity are expected to comply with the PBA, OMERS Act and the relevant portions of the OBCA. Directors are potentially personally responsible for any breach that they individually cause, authorize, permit, acquiesce in or in which they participate.

Directors may also be personally responsible for failing to take reasonable care, in all the circumstances, to prevent a breach by AC of such legislation in circumstances where they are aware of non-compliance.

Boards will generally delegate many responsibilities such as operational responsibility but retain strategic or otherwise critically important policy choices, transformational decisions and a range of other key responsibilities like CEO succession. Delegation is necessarily accompanied by monitoring the effectiveness of the delegation.

### Conflict of Interest

With respect to conflict,

- personal or professional interests outside of AC must not conflict with responsibilities as AC Directors;
- the PBA requires that each Director act in such a way as to not knowingly permit the Director's interests to conflict with the Director's duties and powers in respect of the pension plans; and
- if a conflict of interest arises, it must be declared, and a Director is not permitted to vote.

To avoid any conflict of interest, or appearance of a conflict of interest, and to ensure complete independence in the process, an AC Board member wishing to apply for employment with AC must permanently and unconditionally resign from the AC Board prior to making application for employment. The AC Board member must inform the Board Chair accordingly in writing and shall so inform the appropriate appointing authority.

### Leadership

AC Board members are expected to demonstrate leadership, particularly the modeling of AC's core values of:

- Fairness: being consistent, equitable and balanced
- Integrity: conducting business honestly and ethically
- Respect: treating each other with dignity and trust
- Service: exceeding our members' expectations
- Teamwork: working together to achieve results

### Decision-Making Standards

AC Board members are expected to exercise good business judgment in decision-making, bring a strategic focus to Board deliberations, provide appropriate oversight to management through monitoring, and undertake their duties with a public service ethic.

Courts will generally defer to a Board's decision and the choices made by individual Directors to support or oppose a matter because of the business acumen of the Directors if the decision is made honestly, prudently, in good faith and on reasonable and rational grounds.

The legal principle behind this approach is the business judgment rule which in effect says that if a decision is taken within a range of reasonableness, the Court ought not to substitute its opinions for that of the Board members who are generally better placed to make business decisions even though subsequent events may cast doubt on the determination or decision. Perfection, therefore, is not demanded in the quality of a decision. The deference, however, implied in the business judgement rule depends on being able to show the decision taken was backed by diligence and good process.

### Commitment and Conduct

Directors are expected to demonstrate behavior and commitment that promote the effectiveness of the AC Board, including:

- a. consistent meeting attendance;
- b. thorough meeting preparation in order to participate knowledgeably in AC Board deliberations;
- c. bringing forward issues of concern in an appropriate manner (e.g., advising the Chair of issues to be addressed in advance of regularly scheduled meetings, if possible);
- d. active Board and Committee meeting participation, including:
  - o being familiar with and adhering to protocol that promotes meeting effectiveness;
  - o asking appropriate and constructive questions;
  - o providing relevant and helpful counsel and advice;
  - o bringing skills and experience to bear in appropriate ways to the decision-making process;
  - o encouraging thorough and objective discussion of key issues;
  - o refraining from interfering with operational matters;
  - o respecting Management's role and those with whom the AC Board interacts;
  - o holding Management accountable for achieving agreed-upon objectives;
  - o acting with integrity and maintaining the confidentiality of Board deliberations;
  - o complying with formal codes of conduct;
  - o participating in The Directors College (or equivalent);
  - o promoting needed change;
  - o working to build consensus;
- e. attending and participating in other AC Board meetings and events (e.g., strategy sessions, new director orientation and ongoing education and development opportunities);
- f. focusing on matters of strategic significance to AC and the Plans; and
- g. representing AC publicly in a manner that is consistent with AC's corporate values.

**Specific Duties**

1. Be informed of and act according to all policies that pertain to the duties of a Board member including by-laws, legislation, mission, code of conduct, and other key corporate documents.
2. Keep informed about OMERS as a whole and AC specifically, its strategic direction and possess a genuine interest in pension and investment matters and OMERS success.
3. Attend to the extent reasonably possible all AC Board meetings and applicable Committee meetings.
4. Voice clearly and explicitly, at the time a decision is being taken, any opposition to a decision being considered by the AC Board.
5. Maintain solidarity with fellow Directors in support of a decision that has been made in good faith at a legally constituted meeting.
6. Maintain confidentiality with respect to all matters in the boardroom and otherwise with respect to the confidential affairs of AC. Board members must return all copies of Board Documents to the Corporate Secretary on the conclusion of their term of office or provide appropriate confirmation that the material has been disposed of in a secure manner.
7. Actively contribute to the fulfilment of the AC Board's responsibilities and mandate.
8. Know and respect the distinction in the roles of Board and Management consistent with the principles underlying these governance policies.
9. Facilitate feedback from stakeholders in a constructive manner.
10. Devote time to serve effectively as a Director by not over-committing to other responsibilities.
11. Respect the fact that the Board speaks with one voice and that the role of individual Board members is generally not to make decisions or give direction on their own that affects AC, or speak on behalf of the AC Board, but to be part of a collective body that makes decisions. The Board Chair speaks publicly on behalf of the AC Board. Individual Directors should feel free, from time to time, to contact the AC Board external legal advisor, duly appointed by the AC Board, to discuss issues that may be relevant to individual Directors in relation to their relationships and activities involving the AC Board or other AC Board Directors or members of Management for advice and counsel on matters of concern of an ethical, integrity, conflict of interest or personal nature, that such source of advice be non-binding in nature and that, to the extent possible under the Rules of Professional Conduct and other applicable standards, the AC Board external legal advisor shall be entitled to keep such discussions and matters private and confidential.
12. With respect to Section 11 above, in the event that a Director is asked by a member of Management to undertake a specific material business task that a Director would not as a matter of usual practice undertake, such Director shall advise the Board Chair (or the Chair of the Governance & Risk Committee, if the Director is the Board Chair), copying the Chief Executive Officer, with the planned activity.

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**HISTORY**

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Effective Date: January 1, 2022

Approval Dates: April 10, 2008; November 20, 2008; November 20, 2009;  
 March 23, 2011; March 21, 2012; April 14, 2012; December 8, 2015;  
 December 14, 2017; November 14, 2018; November 13, 2019;  
 November 18, 2020; November 17, 2021



# Code of Conduct and Ethics

## COMPLIANCE & ETHICS



Rodney Hill



Effective  
September 1, 2022

### OVERALL PRINCIPLES

Our reputation as an organization can only be maintained if we always act ethically, with integrity and with the highest standards.

You are expected to conduct all of OMERS business in this manner at all times and to obey the laws wherever we do business. You are also expected to act respectfully and ethically with anyone inside and outside of the organization.

Most of the time, your common sense and good judgment will ensure that your decisions and actions are in the best interests of OMERS.

When in doubt, ask yourself – how would a reasonable third party perceive your actions?

**This Policy applies to all Employees, AC Directors and Contractors across OMERS, which for clarity, includes Oxford.**

**Specific areas of focus for AC Directors have been highlighted. Where an Employee or Contractor would seek guidance from their manager, AC Directors should consult the Board Chair and Chief Legal & Corporate Affairs Officer.**

Next renewal date:	September 2024
Frequency of review:	Every 2 years

### How to use the Code

Although common sense will guide you in most situations, there are times when issues will arise. The Code of Conduct and Ethics (Code) sets out guidelines for:

- identifying and handling conflicts of interest;
- giving and receiving gifts and entertainment;
- outside activities and sitting on boards;
- relatives and personal relationships at work;
- data ethics;
- handling OMERS information properly; and
- communicating outside OMERS.

These guidelines are designed to help you make the right decision, but they cannot cover every aspect of ethical conduct. When you are not sure of the appropriate thing to do, always act in the best interests of OMERS and ask yourself the following questions:

- Is it legal?
- Is it in conflict with the best interests of OMERS?
- Will your action hold up under public scrutiny?
- Could it hurt your reputation or that of your group, or our organization?

### Where to go for help

If you have any questions or concerns about the Code or what you should do in a situation where you are unsure of the right thing to do, you should speak to your manager. If you would prefer to speak to someone other than your manager, you can also contact:

- Compliance & Ethics (Compliance);
- People Experience team;
- Legal

- a member of the Executive Leadership Team (ELT);
- the Chair of the Audit & Actuarial Committee; or
- the confidential Ethics Hot Line: [www.clearviewconnects.com](http://www.clearviewconnects.com).

## Personal and Professional Conduct

The Code sets out the minimum level of professionalism we expect from you. Depending on the business area you work in, or your role, your manager may advise you of higher standards expected of you. These standards apply to the duration of your employment or engagement at OMERS, including non-working hours and leaves of absence. Obligations of confidentiality apply forever.

You are expected to treat people fairly, with dignity, and to help to ensure that our workplace is free of discrimination, harassment and violence. If you are a supervisor or a manager, you are responsible for maintaining this standard, for taking all complaints seriously, and investigating appropriately.

During your employment or engagement with OMERS, you are expected to advise OMERS immediately of information that may be relevant to the position you hold. This could include the loss or restriction of any required professional designations, any charges for criminal offences or outstanding civil actions alleging fraud, theft, deceit, misrepresentation or similar misconduct.

## Conflicts of Interest

You must act in the best interests of OMERS. If you are an Employee, you are expected to devote your full time and attention to OMERS. This means making decisions in your work that are independent of your personal interests. While we all have commitments outside of work that involve obligations to family and social relationships, these must not play a role in our work for OMERS.

A conflict of interest can be real or perceived. It is a situation where you allow, or appear to allow, your personal interests or the interests of others (e.g., family, friends or associates) to affect your decision-making and ability to perform your work for OMERS impartially and effectively.

Potential conflict of interest situations are common in business, so you are expected to identify them and act in ways to avoid them where possible. This includes situations in which you or your family, friends or associates could directly or indirectly benefit personally

from a transaction or contract with OMERS, or from your knowledge of or ability to influence decisions for the organization. You are also prohibited from receiving special treatment not available to the public, such as preferential pricing, including IPO or stock purchases or sales.

If the conflict of interest cannot be completely avoided, it can sometimes be managed through full disclosure and separation of duties. It is your responsibility to recognize, regularly review and disclose any real or perceived conflicts of interest to your manager who will determine next steps including considering seeking guidance from Compliance and/or Legal on handling the conflict.

**OMERS Directors:** Board Members must declare conflicts or potential conflicts to the Board Chair, Chief Legal & Corporate Affairs Officer, and/or Corporate Secretary at their earliest opportunity and must not participate in related discussions or decisions. The Board may vote to exclude Directors from involvement in issues where the Board determines they are conflicted.

## Gifts and Entertainment

While routine entertainment is a normal part of business development and can be an effective way to get to know business partners, it must not become a way to influence decisions inappropriately. The same is true of gifts. Gifts given or received must be of nominal value and must not improperly influence a business decision, a policy decision or create a reciprocal obligation. You must use your best judgment to avoid situations of both real and perceived conflict.

It is important that gifts and entertainment do not create a conflict or appear to create a conflict. *If in doubt, ask yourself if a reasonable third party would question your impartiality if you received such a gift, or your motives if you gave such a gift.*

All gifts and entertainment accepted from or provided to third parties must comply with the following:

- have a legitimate business purpose;
- be infrequent, avoiding multiple gifts or offers of entertainment with the same third party over a short period of time;
- be reasonable in value and appropriate under the business circumstances;
- comply with applicable laws and regulations;
- not include cash, bonds, negotiable securities, personal loans, airline tickets or use of a vacation property; and

- not knowingly conflict with the policies of the giver or recipient.

**Accepting gifts:** You may accept gifts if they are within normal industry standards for business relationships and hospitality and are of nominal value. Gifts may include event tickets where the host is not present, for example to a sporting or cultural event; however, please note the following general requirements.

You must:

- report gifts with an estimated value in excess of \$/£100; and
- share any holiday gift baskets or other seasonal gifts with your team members or raffle them off for charity; these do not have to be reported.

**Accepting entertainment:** You may accept entertainment from third parties if it is clearly in the interests of OMERS. Acceptable entertainment would include meals or a sporting or cultural event where the third party is present and there is an opportunity to discuss OMERS business. You should always consider how the entertainment would be perceived by a reasonable third party.

You must:

- report entertainment with an estimated value over \$/£500 and get approval from your manager ahead of time for any out-of-town entertainment invitations where you are travelling outside your regular city of work specifically for the event.

**Note:** OMERS must pay for the travel and/or hotel portion of any such event unless your manager approves otherwise.

**Educational Conferences:** Educational conferences or industry meetings related to your business functions are not considered gifts and do not need to be reported. The accommodation for any such event must be paid by OMERS unless your manager approves otherwise. Entertainment or gifts received during these events must be reported as set out above.

### Giving Gifts and Entertainment

You must get approval from a senior member of the Legal or Compliance team in your area or your ELT member before providing or offering to provide any gifts or entertainment that are more than nominal, either directly to someone or through a third party.

### Gifts and Entertainment Involving Government Officials

The *Anti-Bribery & Corruption Policy* (ABC Policy) and associated *Guideline* provide additional guidance on the giving and receiving of gifts and entertainment to or from certain groups that may present higher risk of bribery and corruption. This includes a requirement to report and obtain prior approval from the Global Head of Compliance for all gifts and entertainment given to or received from a Government Official.

Generally, normal standards and reporting requirements apply to entertainment given to or received from the following groups; however, you must report and receive prior approval from the Global Head of Compliance for all gifts given to or received from:

- a sovereign wealth fund;
- a government pension plan; or
- a government affiliated or owned commercial organization.

Please review the ABC Policy and Guideline for more information and specific requirements relating to Government Officials. Consult with Compliance if you are unsure or have any questions.

**OMERS Directors:** Board Members must give careful consideration as to whether any gifts and entertainment given or received relate directly or indirectly to their OMERS role and report any such gift or entertainment in accordance with this Policy.

### Stakeholder Engagement Based Initiatives

Certain Business Units, such as Pension Services or Oxford, may conduct surveys and other activities aimed at promoting stakeholder communication and feedback. To the extent that these initiatives involve the provision of rewards or benefits to Members, employers, tenants or other stakeholders the activity must:

- be for a legitimate business purpose;
- be reasonable in value and appropriate under the business circumstances;
- not conflict or have the appearance of conflicting with the Employee's duties;
- not influence, or give the appearance of influencing, business judgements;
- not be provided in exchange for an unfair business advantage or personal gain;
- be supported by records and materials maintained in the ordinary course of business; and
- not be offered repeatedly to the same Member, customer or tenant within a short period of time.

## Outside Activities and Directorships

You are expected to devote your time, best effort, knowledge, skills and energy to the interests of OMERS while you are working on OMERS behalf. You are free to choose how to spend your non-working hours; however, you must not be involved in any outside activity which could conflict with OMERS interests or reputation, or your job responsibilities, or bring you into competition with OMERS.

You may:

- spend time during working hours participating in professional organizations or courses related to business functions, with your manager's agreement; and
- spend time on other outside activities during working hours or use OMERS facilities or resources as long as you have prior approval from a senior member of management (at least VP of your region or function).

You may not:

- imply that OMERS sponsors or supports the outside organization or its initiatives;
- As an Employee, be employed or engaged as a consultant elsewhere, unless it does not compete or create conflict with our interests or adversely affect our reputation, and has been approved by your manager;
- have a financial interest in or borrow from a supplier or service provider of OMERS or be employed by such a supplier or service provider in a capacity where you are able to influence decisions about the relationships with OMERS.

**Exception:** Holding shares of less than 1% of a public issuer and borrowing on widely offered commercial terms.

- receive fees or benefits for referring OMERS Employees or plan members to an outside business or referring an outside business to them.

If you sit on a corporate board of directors at the request of OMERS, any securities or fees awarded to you as a director must be given to OMERS.

You must report and obtain approval from your C-Level Executive prior to accepting any private or public company directorship that is not related to your role at OMERS. Part of the approval process will include consideration regarding the implementation of appropriate controls relating to the management of material non-public information. C-Level Executive approval is not required for not-for-profit or charitable

directorships or advisory board roles however, these positions must be reported. All other outside activities which could conflict with OMERS interests or reputation, or your job responsibilities must also be reported to your manager and Compliance.

**OMERS Directors:** Board Members are required to report outside activities as noted above however, are not required to obtain approval. Notwithstanding no formal approval is required, prior to accepting a directorship with another entity, Board members must consider possible conflicts and consult with the Board Chair, Chief Legal & Corporate Affairs Officer or Corporate Secretary accordingly.

A past OMERS Employee or Director must observe a two-year "cooling-off" period before being appointed to the Board of Directors of an OMERS subsidiary or portfolio company. Exceptions to the "cooling off" period may be approved by the Policy Sponsor if the appointment relates to an Employee. Exceptions relating to the appointment of a member of the AC Board may be approved by the Board Chair, or, if the appointment relates to the Board Chair, by the Chair of the Governance & Risk Committee. All such exceptions must be documented and reported to the AC Board annually.

## Charitable and Political Participation

To ensure we are directing our resources appropriately, OMERS will determine what charitable and political activity it can support or sponsor and provide our Employees with information on the events and how they can participate.

If you wish to support other causes, you must ensure that your contribution is personal and is not associated, or perceived to be associated, with OMERS in any way. Requesting donations from third parties such as our suppliers or service providers should only be done in limited circumstances.

## Employment of Relatives and Personal Relationships

Conflicts of interest may arise when related Employees are working in circumstances where one can make management decisions affecting the other.

Employees who are related or romantically involved may not work in the same Business Unit or department regardless of the level, reporting or management relationship of either Employee without prior approval of the Chief Human Resources Officer.

We will not hire, promote or transfer someone if doing so would create a direct or indirect management relationship with a relative. This requirement also applies to romantic relationships. It is your responsibility to immediately report to your manager and Human Resources any relationships of this type that currently exist and those that develop over time. You must also advise your HR Business Partner if your relative or romantic partner is being recruited to work anywhere across OMERS.

## Data Ethics

Integrity is a core value at OMERS and this is reflected in the following ethical principles that you must apply to your use of information/data:

- data is used only for business purposes;
- be honest, transparent and respectful in your use of an individual's personal data;
- be mindful of obligations to apply data minimization standards when collecting or using an individual's personal data;
- be careful to ensure that data acquired from third parties has been collected in a legal manner and that it can be used for your intended purposes; and
- when using analytics, machine learning or artificial intelligence initiatives, be sensitive to, and strive to minimize, the risks of unintended consequences, such as unfairness, discrimination and bias.

## Handling OMERS Information Properly

### Privacy and Confidentiality

During the course of your employment or engagement with OMERS, you will have access to and be entrusted with personal, confidential and proprietary information relating to OMERS, its business activities and its stakeholders ("Confidential Information"), the particulars of which, if disclosed improperly or without authorization would be detrimental to the best interests of OMERS and/or the interests of its stakeholders. This could include, but is not limited to:

- information about OMERS, its stakeholders or business, including procedures or operations;
- the personal information of Employees, plan members or their families, and members of the public such as customers and tenants;
- inside information or, material non-public information about a public company or entity;
- third-party information, which is business information about other companies or their

employees (whether it was received from a third party including as part of a confidentiality agreement entered into with that third party or not); and

- proprietary information, which includes sensitive plan and investment information, or any information OMERS wishes to keep confidential.

You must not seek out Confidential Information unless it is necessary to fulfill your duties with OMERS. In addition, you are not permitted to give this information to third parties without authorization or to other internal parties unless they need this information to do their jobs at OMERS.

To ensure that Confidential Information does not accidentally fall into the hands of someone who is not authorized to have or use it, you must be thoughtful when handling such information. This includes:

- using approved corporate applications to send, receive or store Confidential Information;
- not forwarding Confidential Information to your personal email address;
- not leaving documents containing Confidential Information where they can be seen or taken;
- locking filing cabinets and securing computers and mobile devices with passwords;
- shredding or deleting documents once you are finished with them; and
- not talking about confidential topics in public places where you could be overheard, such as elevators, restaurants or commuter trains.

You must never use Confidential Information to further your own personal interests. Your obligations to maintain confidentiality apply indefinitely and you may not take or use Confidential Information when your employment or engagement with OMERS ends.

### Accurate Records

Maintaining accurate business records is a fundamental way that we maintain our integrity and protect OMERS and its stakeholders. You must prepare and maintain accurate and complete business records. Never participate in the creation of a false or misleading record, or the destruction of records other than in accordance with authorized practices regarding record retention.

**OMERS Directors:** Board Members are not required to keep records of Board or Committee meetings. All official records will be maintained by the AC Board Secretariat in the meeting minutes.

## Communicating Outside of OMERS

To maintain OMERS reputation it is important that messages we send outside of OMERS are accurate and consistent. This is especially true when communicating to wide audiences through press releases, social media and presentations at conferences. It is also important that we comply with *Canada's Anti-Spam Legislation* regarding electronic messages.

You must:

- refer all media enquiries to the media contact for your group noted in the *Communications Policy*;
- not make OMERS material public, or post it to the internet without prior approval from your media contact;
- present your personal opinions, ideas or questions on issues that may affect OMERS as your own, and not those of the organization;
- avoid commenting on specific investment situations when giving presentations at conferences and seminars; and
- check with your area's Canadian Anti-Spam Legislation "CASL" Officer if you are sending electronic messages that are described in the *CASL: Anti-Spam Guideline*.

## Exceptions

The Policy Sponsor may grant non-substantive exceptions to this Policy. The reasons for granting an exception should be recorded in writing and communicated annually to the Audit & Actuarial Committee.

## Responding to Incidents of Non-Compliance

You are expected to adhere to the Code, as well as all of our policies, as a condition of your employment or engagement with OMERS. If you violate the Code, you could be subject to disciplinary action, depending on the severity of the violation, up to and including termination of your employment.

The Policy Sponsor is responsible for maintaining a record of incidents of non-compliance and reporting such matters at least annually to the Audit & Actuarial Committee. Violations of the Code by an AC Director will be reported to the Board Chair who will determine appropriate next steps taking into consideration the severity of the violation.

## Reporting Fraud Incidents and Code Violations

You have a responsibility to report any actual or suspected fraud incidents or concerns and, inappropriate or unethical behavior by others that violates or appears to violate the Code to either:

- your manager;
- the People Experience team;
- a senior member of the Legal or Compliance team in your area;
- a member of the ELT; or
- the Ethics Hot Line.

If you have concerns about an issue that involves a Member of the Board of Directors, you should report it to the Board Chair. Where the Board Chair is involved, you should report it to the Chair of the Audit & Actuarial Committee.

There will be no reprisal against you for making a report in good faith. Failure to report a fraud incident or an actual or suspected violation of this Code may lead to disciplinary action, up to and including termination of your employment.

## Monitoring and Reporting

As part of their risk monitoring, each Business Unit must include all identified fraud incidents in their annual self-assessment. Any fraud incidents considered serious in nature will form part of the self-assessment results reported to ELT by Enterprise Operational Risk.

## Ethics Hot Line

You are encouraged to go to one of the listed individuals internally first, whenever possible; however, if you are afraid to do so, or if you feel that your concern will not be handled appropriately, there is an alternative, which is to contact the Ethics Hot Line 1-866-696-6377 or [www.clearviewconnects.com](http://www.clearviewconnects.com). The Hot Line creates an anonymous external report that is referred to the Oversight Committee and investigated in accordance with an established set of procedures. More details about the Oversight Committee and workplace investigations are set out in the *Workplace Investigations Policy* and the *Whistleblower Guideline*. The process is confidential.

## Training and Annual Acknowledgement of Compliance

You are required to complete the Code of Conduct and Ethics training course as a condition of your initial employment or engagement. Thereafter you must also complete training and an acknowledgement of compliance with the Code annually.

### ROLES & RESPONSIBILITIES

Policy Approver	AC Board of Directors	Responsible for approving the Policy
Policy Sponsor	Chief Risk Officer	Ultimately accountable for the Policy, including its development, implementation and administration
Policy Manager	Global Head, Compliance & Ethics and VP, People Experience	Responsible for the design and operational effectiveness of the day to day administration of the Policy
Policy Monitor	Global Head, Compliance & Ethics	Responsible for the monitoring, compliance and reporting functions of the Policy

## 2022 OPSB Action Register (As at Jan. 12, 2023)<sup>1</sup>

ACTION	LEAD(s)	Target Date	STATUS	COMPLETION DATE
1. Update Board Contact List with OAPSB Zone 5	McSweeney		Completed	16MAR22
2. Set up a meeting with Police Advisor, Duane Sprague to obtain direction and mentoring on Section 10 Police Services Board Policies	McSweeney, Mary Rose & M. Archer		Completed	18MAR22
3. Meet with Town I.T. Technician, Dan Benotto to review PSB SharePoint site	Archer	25MAR22	Completed	25MAR22
4. M. Archer participate in PSB orientation with Vice-Chair McSweeney	Archer & McSweeney		Completed	25MAR22
5. M. Archer draft a clean copy of oath, sign-off and have commissioned	Archer & McSweeney		Reviewed 25MAR22, Revised 19APR22,	25APR22
6. M. Archer update PSB Contact List	Archer	25MAR22	Completed	25MAR22
7. Discuss Next Steps in relation to Section 10 Board Policies – see item 17 below	McSweeney, Mary Rose & M. Archer	30MAR22	Completed	30MAR22
8. M. Archer review Service Standard Policy & populate May's Service Standards in calendar	Archer	29MAR22	Completed	31MAR22
9. M. Archer to obtain Criminal Record Check & Judicial Matters Check from OPP	Archer	April 15, 2022	Completed	31 MAR22

<sup>1</sup> Note:

- (a) At each meeting organization discussion, the latest AR should be reviewed by the Chair, Vice-Chair and Secretary and any in-camera only items should be identified and highlighted in yellow - a revised public version of the AR can then be agreed upon for disclosure on the public agenda. If an in-camera item is described in the AR in a sufficiently generic way, it may not be necessary to prepare a second version of the AR for public disclosure (i.e., the AR may be publicly disclosed as is). However, generic wording should not be used in such circumstances if it compromises the level of detail required to properly convey the AR tasks to the Board for the sake of expediency in using generic wording for purposes of having a single AR version.
- (b) At the beginning of each year a new Action Register will be created showing only in progress items and the previous years Action Register will be archived.



ACTION	LEAD(s)	Target Date	STATUS	COMPLETION DATE
10. Work On Victim Services Grant – Year 1 Report	Archer	March 31	Finalizing grant report in collaboration with the OPP	Completed & submitted 31MAR22
11. Meet with Chair Taylor to review PSB SharePoint Site	Archer	31MAR21	Completed	01 Apr 22
12. Convert Regular Public Minutes to accessible PDF doc. To ensure they meet accessibility standards before they are uploaded to PSB website	Archer		Completed all 2022 Minutes & Oct.- Nov 21	01APR22
13. Work on Transfer Payment Agreement & obtain certificate of insurance for newly awarded CSP grant to fund the Mobile Crisis Response Team (MCRT) 2022 to 2025.	Archer	April 22	TPA was approved by Town Finance & Board Chair & submitted to Ministry	20APR22
14. Work on CSP grant – Year 3 Final Report on Mental Health Initiatives 2019 - 2022	Archer	April 29	Finalizing grant report in collaboration with the OPP Mental Health Coordinator. 19APR – grant approved by OPP S/Sgt Banks. 20 APR, report reviewed by Rebecca Medeiros, Town Finance. Signed off by Board Chair Apr. 29, 2022 and submitted to the Ministry	29APR22
15. Work on CSP grant – Year 2 Final Report on Human Trafficking Initiatives 2020 - 2022	Archer	April 29	Finalizing grant report in collaboration with the OPP. Approval received from OPP and Town Finance Dept. 29APR22 – grant reviewed and	29APR22

ACTION	LEAD(s)	Target Date	STATUS	COMPLETION DATE
			signed off by Board Chair and submitted to the Ministry (SOLGEN)	
16. Review Special Renumeration Policy & associated forms	Archer	May 22		05MAY22
17. Section 10 Objectives, Priorities and Governance Documents - At the 30MAR22 meeting the following Steps were determined: <ul style="list-style-type: none"> <li>a. Confer with Det Commander (DC)</li> <li>b. Complete a comprehensive review of PSA sec. 10</li> <li>c. Develop a list of required policies</li> <li>d. Confer with DC and Town</li> <li>e. Commence draft of policies or amend existing policies</li> <li>f. Finalize drafts</li> <li>g. Confer with DC</li> <li>h. Review of existing bylaws</li> <li>i. Send to Board for review &amp; approval Complete a comprehensive review of PSA sec. 10</li> </ul>	McSweeney, Mary Rose & M. Archer	TBD	Ongoing Ian McSweeney had a discussion with Insp. Ward on Mar. 31 & prepared a draft Section 10 Objectives, Priorities and Governance Documents for discussion with Archer and initial review by Board at May 17/22 in-camera session	
18. M. Archer review OASPB Handbook	Archer	TBD	Completed	
19. M. Archer review Procedural Bylaw	Archer	TBD	In Progress	
20. Conduct a review of all current board policies	Archer	TBD	In Progress	
21. Comprehensive Review of Board Agendas/Minutes from Dec. 2018 to Current & appropriate actions (see – Project Outline)	Archer & McSweeney	TBD	In Progress – all 2021 and 2022 minutes have been checked	
22. Update Police Service Board Website <ul style="list-style-type: none"> <li>a. Phase 1 – clean up existing webpage</li> </ul>	Archer	Phase 1 - May 17	Set up a series of 5 meetings with Jill Priest of the Communications	June15, 2022

ACTION	LEAD(s)	Target Date	STATUS	COMPLETION DATE
			<p>Dept of the Town to update website:</p> <p>1<sup>st</sup> meeting – 06 APR 22 – added all current min.'s &amp; agendas</p> <p>2<sup>nd</sup> meeting – 14APR 22 discussion on building new framework</p> <p>3<sup>rd</sup> Meeting – 20APR 22 Organized all meeting Agendas/Minutes in a table. Table is updated with all current Minutes/Agendas for 2021-22. Also cleaned up PSB logo – it will remain until we are able to get a professional group shot of the board</p> <p>27APR22 - Update content on landing page as follows, update content with new landing page opening as outlined below, Role of the Board, Introduction of Members with links to biographies.</p> <p>04MAY22 – Updated</p>	

ACTION	LEAD(s)	Target Date	STATUS	COMPLETION DATE
			responsibilities of the Board under Sec. 10 PSA	
23. Prepare Semi-Annual Renumeration Report	Archer	June 30	Completed	25AUG22
24. July 17, Aug. 2, Aug. 4, Aug. 5, Aug. 9, Aug. 11, Aug. 12, Aug. 23, Aug. 25, Aug. 26 work on policy review	McSweeney		In-Progress	
25. Review Dayforce HRIS System with Board Members – Aug. 31 & Sept. 7	Archer			07SEP22
26. Prepare Ride Grant Application	Archer	Oct. 17 <sup>th</sup> deadline for submission	Worked on grant application in collaboration with the OPP, Sept. 14, 20, 27, 29 Oct. 11 & 13th	Oct. 13 <sup>th</sup> submitted to the Ministry
27. Preparation of the Victim Support Yr. 2 Interim Report	Archer	Oct. 31, 2022	Worked on Yr. 2 Interim Report in collaboration with the OPP, Oct. 13, 17, 18, 25 and 27th	Oct. 27th submitted to the Ministry
28. Preparation of Community Safety & Policing Grant – MCRT Initiative - Yr. 1 Interim Report	Archer	Oct. 31, 2022	Worked on Yr. 1 Interim Report in collaboration with the OPP, Sept. 29, Oct. 3, 6, 11, 17, 18, 25 and 27th	Oct. 27th submitted to the Ministry
29. Work on Board Policy Review and Drafting of new policies as follows: Oct. 3 – Police Service Board Secretary Policy, Oct. 11 – Information Sharing Policy, Oct. 20 – Business Planning Policy, Oct. 27 – Complaints Policy	McSweeney		In-Progress	
30. Follow-up to September 20, Board Meeting as per Service Standards	Archer		Sept, 21, 23, 28, and Oct. 4	
31. Preparation for November 15, Board Meeting as per Service Standards	Archer		Oct. 27, Nov.1, 2, 3, 7, and 10th	

ACTION	LEAD(s)	Target Date	STATUS	COMPLETION DATE
32. Make approved Sept. 20 <sup>th</sup> meeting minutes accessible & forward to Town Council & post on OPSB website	Archer	16NOV22	Complete	16NOV22
33. Revise OPSB website with approved revisions & draft minutes from Nov. 15 <sup>th</sup> meeting & forward to Chair & Vice-Chair	Archer	17NOV22	Complete	17NOV22
34. Send final Nov.15 <sup>th</sup> minutes to Chair & Vice-Chair	Archer	24NOV22	Complete	24NOV22
35. Coordinate & attend meeting with Vice-Chair McSweeney, Member Rose, Inspector Rose and Sgt Kees for consultation on the OPSB governance documents	McSweeney/ Archer	30NOV22	Complete	30NOV22
36. Complete minutes to the above Committee Meeting with the OPP	Archer	01DEC22	Complete	01DEC22
37. Complete OPSB Year End Special Renumeration Report	Archer	08DEC22	Complete	08DEC22
38. Review of OPS digital files with Clerk's office to determine files that can be destroyed based on Retention Schedule	Archer	30NOV22 & 13DEC22	Complete	13DEC22
39. Prep Agenda for Jan. 17 <sup>th</sup> Meeting	Archer	04JAN, 06JAN, 12JAN, 23	Complete	12JAN23

**False Alarms in Orangeville November 16<sup>th</sup> – November 30<sup>th</sup>, 2022 - Total: 29**

<b>Call</b>	<b>Date</b>	<b>Location</b>
Alarm	2022/11/16 06:21	515 Riddell Road
Alarm	2022/11/17 00:34	95 First Street
Alarm	2022/11/17 02:13	95 First Street
Alarm	2022/11/17 02:45	95 First Street
Alarm	2022/11/17 23:41	95 First Street
Alarm	2022/11/18 00:16	515 Riddell Road
Alarm	2022/11/18 05:13	75 Fourth Avenue
Alarm	2022/11/19 05:39	35 Armstrong Street
Alarm	2022/11/20 05:56	95 First Street
Alarm	2022/11/21 09:32	95 First Street
Alarm	2022/11/21 11:22	95 First Street
Alarm	2022/11/22 01:52	95 First Street
Alarm	2022/11/22 16:35	95 First Street
Alarm	2022/11/22 23:54	95 First Street
Alarm	2022/11/23 00:24	95 First Street
Alarm	2022/11/23 00:54	515 Riddell Road
Alarm	2022/11/24 07:12	15 Tideman Drive
Alarm	2022/11/24 07:54	15 Tideman Drive
Alarm	2022/11/25 06:09	695 Riddell Road
Alarm	2022/11/25 07:24	81 Zina Street
Alarm	2022/11/26 01:11	31 First Street
Alarm	2022/11/26 01:18	515 Riddell Road
Alarm	2022/11/27 01:08	515 Riddell Road
Alarm	2022/11/29 18:18	95 First Street
Alarm	2022/11/29 22:17	95 First Street
Alarm	2022/11/29 23:58	95 First Street
Alarm	2022/11/30 01:25	95 First Street
Alarm	2022/11/30 05:44	95 First Street
Alarm	2022/11/30 10:23	95 First Street

**False Alarms in Orangeville November 16<sup>th</sup> – November 30<sup>th</sup>, 2022 - Total: 29**

<b>Call</b>	<b>Date</b>	<b>Location</b>
Alarm	2022/11/24 07:12	15 Tideman Drive
Alarm	2022/11/24 07:54	15 Tideman Drive
Alarm	2022/11/26 01:11	31 First Street
Alarm	2022/11/19 05:39	35 Armstrong Street
Alarm	2022/11/16 06:21	515 Riddell Road
Alarm	2022/11/18 00:16	515 Riddell Road
Alarm	2022/11/23 00:54	515 Riddell Road
Alarm	2022/11/26 01:18	515 Riddell Road
Alarm	2022/11/27 01:08	515 Riddell Road
Alarm	2022/11/25 06:09	695 Riddell Road
Alarm	2022/11/18 05:13	75 Fourth Avenue
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Alarm	2022/11/17 00:34	95 First Street
Alarm	2022/11/17 02:13	95 First Street
Alarm	2022/11/17 02:45	95 First Street
Alarm	2022/11/17 23:41	95 First Street
Alarm	2022/11/20 05:56	95 First Street
Alarm	2022/11/21 09:32	95 First Street
Alarm	2022/11/21 11:22	95 First Street
Alarm	2022/11/22 01:52	95 First Street
Alarm	2022/11/22 16:35	95 First Street
Alarm	2022/11/22 23:54	95 First Street
Alarm	2022/11/23 00:24	95 First Street
Alarm	2022/11/29 18:18	95 First Street
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Alarm	2022/11/30 01:25	95 First Street
Alarm	2022/11/30 05:44	95 First Street
Alarm	2022/11/30 10:23	95 First Street