

Protocol Number 1

Protocol for the Participation in the Selection of the Detachment Commander

Between The Melancthon Police Services Board

And the Ontario Provincial Police Regional Commander

WHEREAS the Township of Melancthon is required pursuant to Section 4(1) of the *Police Services Act* to provide adequate and effective police service in accordance with its needs;

AND WHEREAS, the Township of Melancthon has entered into a contract with the Ministry of Public Safety and Security, pursuant to Section 10(1) of the *Police Services Act*, for the provision of police services for the Township by the Ontario Provincial Police;

AND WHEREAS, the Township is required pursuant to Section 10(2) of the *Police Services Act*, to have a Police Services Board;

AND WHEREAS, the Police Services Board is required, pursuant to Section 10(9)(a) of the *Police Services Act*, to participate in the selection of the Detachment Commander;

THEREFORE THE PARTIES HEREBY AGREE THAT

1. The Ontario Provincial Police Regional Commander shall ensure that the Melancthon Police Services Board is advised, at the earliest opportunity, of the need to select a new Detachment Commander;
2. The Melancthon Police Services Board shall participate in the selection of the Detachment Commander with the Chair (or his/her designate) of the Board to sit on a Selection Committee.

Original Signed

Original Signed

Secretary

Chair

Adopted this 24th Day of May, 2017

Protocol Number 2

**Protocol for the Reporting of Disclosures and Decisions made under Section 49 of
the Police Services Act (secondary Activities)**

Between

The Melancthon Police Services Board

And the Ontario Provincial Police Detachment Commander

WHEREAS the Township of Melancthon is required pursuant to Section 4(1) of the Police Services Act to provide adequate and effective police service in accordance with its needs;

AND WHEREAS, the Township of Melancthon has entered into a contract with the Ministry of Public Safety and Security pursuant to Section 10(2) of the Police Services Act for the provision of police services for the Township by the Ontario Provincial Police;

AND WHEREAS, the Township is required pursuant to Section 10(2) of the Police Services Act to have a Police Services Board;

AND WHEREAS, the Detachment Commander is required to provide to the Police Services Board regular reports on disclosures and decisions made under section 49 of the Police Services Act (PSA);

AND WHEREAS, the Melancthon Police Services Board acknowledges that disclosure and decisions made under section 49 of the Police Services Act are the responsibility of the Director, Professional Standards Branch;

THEREFORE THE PARTIES HEREBY AGREE THAT

1. The Ontario Provincial Police Detachment Commander shall provide the Melancthon Police Services Board with reports (annual), on disclosure and decisions under Section 49 PSA;
2. The report shall be restricted to disclosure and decisions for those offices under the command of the Detachment Commander who are assigned full-time or regular policing responsibilities within the Township.

Original Signed

Original Signed

Secretary

Chair

Adopted this 24th day of May, 2017.

Protocol Number 3

Protocol for the Sharing of Information

Between

The Township of Melancthon Police Services Board

and

Corporation of the Township of Melancthon

WHEREAS the Township of Melancthon is required pursuant to Section 4(1) of the Police Services Act to provide adequate and effective police service in accordance with its needs;

AND WHEREAS, the Township of Melancthon has entered into a contract with the Ministry of Public Safety and Security pursuant to Section 10(1) of the Police Services Act for the provision of police services for the Township by the Ontario Provincial Police;

AND WHEREAS, the Township is required pursuant to Section 10(2) of the Police Services Act to have a Police Services Board;

AND WHEREAS, the Melancthon Police Services Board is required by Section 32(1) of Ontario Regulation 3/99 (The Adequacy and Effectiveness of Police Services Regulation) to enter into a protocol with the Council of the Township that addresses:

- a) the sharing of information with municipal council, including the type of information to be shared and the frequency for sharing such information;
- b) the dates by which the business plan and the annual report shall be provided to municipal council;
- c) the responsibility for making public the business plan and annual report, and the dates by which the business plan and report must be made public; and
- d) if the municipal council chooses, jointly determining, and participating in, the consultation processes for the development of the business plan.

THEREFORE THE PARTIES HEREBY AGREE THAT

1. The Melancthon Police Services Board shall provide the Clerk/CAO for the Township of Melancthon:
 - a) In January of each year, with notices of the dates, times and locations of the Police Services Boards regular meetings;
 - b) Copies of the public agenda on the Friday preceding the Board's scheduled meeting dates; and
 - c) Copies of the minutes within two weeks of the Board's approval of said minutes.
2. Board and the Detachment Commander may host public information sessions on the current policing issues in the Township as the Board deems necessary.

3. The Melancthon Police Services Board shall:
- (a) Provide the Clerk/CAO with notice of any public meetings, or other consultation processes scheduled by the board for the development of the business plan;
 - (b) Provide the Clerk/CAO with a copy of the business plan no later than 30 days following completion;
 - (c) Make the business plan available to the public no later than 30 days following release to the Clerk/CAO; and
 - (d) Provide copies of the OPP Detachment's Annual Report to the Clerk/CAO and make it available to the public on or before June 30th annually.
4. This protocol is subject to the provisions of Section 41(1.1) of the Police Services Act, as amended, and the provisions of the Municipal Freedom of Information and Protection of Privacy Act.

TOWNSHIP OF MELANCTHON
POLICE SERVICES BOARD

Original to be signed at the
September 20, 2017 PSB Meeting

CHAIR

CORPORATION OF THE
TOWNSHIP OF MELANCTHON

Original Signed

MAYOR

Original Signed

CAO/CLERK

Date signed: June 1, 2017

Protocol Number 4

**Protocol for the preparation of a business plan in accordance with Section 30
of the Adequacy and Effectiveness of Police Services Regulation**

Between

The Melancthon Police Services Board

And the Ontario Provincial Police Detachment Commander

WHEREAS the Township of Melancthon is required pursuant to Section 4(1) of the Police Services Act to provide adequate and effective police service in accordance with its needs;

AND WHEREAS the Township of Melancthon has entered into a contract with the Ministry of Public Safety and Security pursuant to Section 10(1) of the Police Services Act to have a Police Services Board;

AND WHEREAS the Police Services Board is required, pursuant to Section 30 of the Adequacy and Effectiveness of Police Services Regulation, to prepare a business plan at least once every three years;

AND WHEREAS the Police Services Board is mandated pursuant to s.32(2) of Ontario Regulation 3/99 to consult in the development of the business plan.

THEREFORE THE PARTIES HEREBY AGREE THAT

1. The Ontario Provincial Police Detachment Commander shall, with the support and direct participation of the Board, prepare a business plan for submission to the Board at least once every three years;
2. The business plan shall address:
 - a. The objectives, core business and functions of the contracted OPP Police Service, including how it will provide adequate and effective police services;
 - b. Quantitative and qualitative performance objectives and indicators relating to,
 - i. the police force's provision of community-based crime prevention initiatives, community patrol and criminal investigation services,
 - ii. community satisfaction with police services,
 - iii. emergency calls for service,
 - iv. violent crime and clearance rates for violent crime,
 - v. property crime and clearance rates for property crime,
 - vi. youth crime and clearance rates for youth crime,
 - vii. police assistance to victim of crime and re-victimization rate, and

viii. road safety;

- c. Information technology;
- d. Resource planning; and
- e. Police facilities

3. (1) The Board shall consult during the development of the business plan with school boards, community groups and organizations, businesses and members of the public by soliciting input to assist in identifying the policing priorities for the Township, such input to be in writing or orally at a Police Services Board meeting.

(2) The invitation for input shall be satisfied by the Board causing to be published a Notice in the Shelburne Free Press and the Dundalk Herald newspapers at least two (2) weeks before the next scheduled Police Services Board meeting scheduled to receive and consider such input. Persons seeking to provide oral input shall advise the Board Secretary at least three (3) business days before the scheduled meeting. Persons submitting written input shall provide the same to the attention of the Board Secretary by mail or email to be received at least three (3) days before the scheduled meeting.

4. The Board shall consult during the development of the business plan with its Municipal Council pursuant to s.32(2) of Ontario Regulation 3/99 by:
- 1. Sharing with Municipal Council the input received pursuant to s.3 herein within thirty(30) days of the Police Services Board meeting held to consider the same, and
 - 2. Meeting with Municipal Council to discuss the policing priorities for the Township to be considered for the Business Plan, such meeting to be held within sixty (60) days (or such other date as is mutually agreed) of the Police Services Board meeting held to consider the same pursuant to s.3 herein.

Original Signed

Original Signed

Secretary

Chair

Adopted this 24th day of May, 2017.

Protocol Number 5

Protocol for the Monitoring of the Performance of the Detachment Commander

Between

The Melancthon Police Services Board

And the Ontario Provincial Police Regional Commander

WHEREAS the Township of Melancthon is required pursuant to Section 4(1) of the Police Services Act to provide adequate and effective police service in accordance with its needs;

AND WHEREAS, the Township of Melancthon has entered into a contract with the Ministry of Public Safety and Security pursuant to Section 10(1) of the Police Services Act for the provision of police services for the Township by the Ontario Provincial Police;

AND WHEREAS, the Township is required pursuant to Section 10(2) of the Police Services Act to have a Police Services Board;

AND WHEREAS, the Melancthon Police Services Board is required pursuant to Subsection 10(9)(d) of the Police Services Act to monitor the performance of the Detachment Commander

THEREFORE THE PARTIES HEREBY AGREE THAT

1. The Melancthon Police Services Board shall provide the Ontario Provincial Police Regional Commander annually with a report on the performance of the Detachment Commander;
2. The report shall indicate the Detachment Commander's performance as it directly relates to the responsibilities of the Board;
3. The Board shall include specific examples of unsatisfactory performance.

Original Signed

Original Signed

Secretary

Chair

Adopted this 24th day of May, 2017.

Annual Performance Report

In accordance with Board responsibilities as per Section 10(9) of the Police Services Act the Board shall:

1. *Generally determine objectives and priorities for police services, after consultation with the detachment commander of his or her designate;*

The Detachment Commander consistently provides the Board with the necessary information, support, and personal access to meet this requirement.

☐

Strongly
Agree

☐

Agree

☐

Somewhat
Agree

☐

Disagree

☐

Strongly
Disagree

Comments: _____

2. *Establish, after consultation with the detachment commander of his or her designate, any local policies with respect to police services.*

The Detachment Commander consistently provides the Board with the necessary information, support, advice, and personal access to meet this requirement.

☐

Strongly
Agree

☐

Agree

☐

Somewhat
Agree

☐

Disagree

☐

Strongly
Disagree

Comments: _____

3. *Receive regular reports from the detachment commander or his or her designate on disclosures and decisions made under section 49 (secondary activities);*

The Detachment Commander regularly provides the Board with the required information.

☐

Strongly
Agree

☐

Agree

☐

Somewhat
Agree

☐

Disagree

☐

Strongly
Disagree

Comments: _____

4. *Review the detachment commander's administration of the complaints system under Part V and receive regular reports from the detachment commander or his or her designate on his or her administration of the complaints system.*

The Detachment Commander regularly provides the Board with the required information and administers the complaints system in an appropriate manner.

☐

Strongly
Agree

☐

Agree

☐

Somewhat
Agree

☐

Disagree

☐

Strongly
Disagree

Comments: _____

5. *Under Section 4(1) of the Police Services Act each Township is responsible for the provision of adequate and effective police services in accordance with its needs.*

The Detachment Commander consistently strives to ensure the delivery of adequate and effective policing services consistent with local objectives, priorities, and policies.

☐

Strongly
Agree

☐

Agree

☐

Somewhat
Agree

☐

Disagree

☐

Strongly
Disagree

Comments: _____

Protocol # 6

Between the Melancthon Police Services Board

And the Ministry of Public Safety and Security

WHEREAS the Township of Melancthon and the Ministry of Public Safety and Security have entered into an Agreement/Contract for the provision of police services by the Ontario Provincial Police for the Township

AND WHEREAS the said Agreement/Contract provides, in part, that:

- a. The OPP shall undertake and be responsible for ensuring that all mandatory standards of adequate and effective police services as required are met and maintained;
- b. The Detachment Commander shall provide the Board with reasonable documentation to allow the Board to evaluate the services and satisfy itself that adequate and effective standards and policies are in place;
- c. It is the responsibility of the Board to monitor the delivery of police services to ensure that the provisions of Ontario Regulation 3/99 are satisfied on an ongoing basis

AND WHEREAS the Melancthon Police Services Board is required pursuant to Section 35 of Ontario Regulation 3/99 to implement a quality assurance process relating to the delivery of adequate and effective police services and compliance with the Police Services Act and its Regulations

THEREFORE THE MELANCTHON POLICE SERVICES BOARD SHALL:

1. Adopt, review and amend from time to time as is necessary any Protocols required pursuant to the Police Services Act and Regulations and to otherwise take reasonable steps to monitor and comply with such Protocols;
2. Receive at each of its regularly scheduled meetings from the Detachment Commander or representative of the OPP a status report on the delivery of police services to and for the Township;
3. On or before March 31, or at the next meeting following March 31, of each year receive an annual report from the Detachment Commander or representative on the delivery of police services to and for the Township;
4. On or before March 31, or at the next meeting following March 31, of each year complete and remit to the OPP its annual report on the Detachment Commander;
5. Receive annually a report from the OPP reconciling and addressing the issue of Forfeited Property and thereafter shall keep the Council of the Township so advised;

6. By its Chair, consult and review with the Detachment Commander in a timely manner on any matters as are required to be addressed between regularly scheduled PSB meetings who shall thereafter report to the PSB members;
7. Require that each member of the PSB shall attend regularly scheduled meetings of the PSB and shall make every effort to attend regularly scheduled joint PSB meetings held with other s. 10 PSB in the County of Dufferin;
8. Consult with the Detachment Commander as is necessary to develop, adopt and implement local policies and initiatives applicable to and for the Township for the delivery of adequate and effective police services; and
9. By its Chair, attend with Council of the Township annually, or more often as required, to review matters of policing within the Township for purposes of facilitating and addressing the delivery of police services

Original Signed

Secretary

Original Signed

Chair

ADOPTED 24th day of May, 2017.