



Corporate Development Committee Report

To: To the Chair and Members of the Corporate Development Committee
From: Michael Bradley, General Manager of Corporate Services
Date: May 5, 2015
Subject: CD-15-51 - Protocol for Information Sharing with Police Services Board
Purpose: For approval

Recommendation

That the draft Protocol for the Sharing of Information between the County of Brant and the County of Brant Police Services Board be approved.

Report

Section 32(1) of *Ontario Regulation 3/99, The Adequacy and Effectiveness of Police Services Regulation* (Adequacy Standard) outlines a requirement that a Police Services Board (Board) must have a protocol outlining how information is shared between the Board and its municipality. The attached draft protocol has been prepared to outline how the information noted in the Adequacy Standard will be shared between the Board and the County.

The draft protocol was presented to and approved by the Board at its April meeting.

Interdepartmental Considerations

Not applicable.

Attachments

1. Draft Protocol for the Sharing of Information

Copy to

1. John Burroughs, Chair, County of Brant Police Services Board
2. Inspector Bradley Fishleigh, Acting Detachment Commander

In adopting this report, is a bylaw or agreement required?

By-law required (No)

Agreement(s) or other documents to be signed by Mayor and /or Clerk (No)

Is the necessary by-law or agreement being sent concurrently to Council? (No)

PROTOCOL FOR THE SHARING OF INFORMATION

Between:

THE COUNTY OF BRANT POLICE SERVICES BOARD
(Herein called the “**Board**”)

-and-

THE CORPORATION OF THE COUNTY OF BRANT
(Herein called the “**County**”)

WHEREAS the County is required under Section 4(1) of the *Police Services Act* to provide adequate and effective police services in accordance with its needs;

AND WHEREAS the County has entered into a contract with the Ministry of Community Safety and Correctional Services pursuant to Section 10(1) of the *Police Services Act* for the provision of police services for the County by the Ontario Provincial Police (the “OPP”);

AND WHEREAS the County is required, pursuant to Section 10(1) of the *Police Services Act*, to have a Police Services Board;

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

- a. the sharing of information with the County, including the type of information and the frequency for sharing this information;
- b. the dates by which the business plan and annual report shall be provided to the County;
- 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 County chooses, jointly determining, and participating in, the consultation processes for the development of the business plan.

Therefore the County and the Board hereby agree that:

1. The Secretary of the Board and the County’s Clerk shall jointly undertake to:
 - a. Create a schedule, in December of each year, of the dates, times, and locations of each meeting of the Board for the forthcoming year, and to circulate this schedule to both the members of the Board and the members of County Council;
 - b. Circulate copies of the Board’s meeting agenda sheet on the Friday prior to each meeting of the Board to both the members of the Board and the members of County Council;

- c. Provide copies of the Board's meeting minutes at the first meeting of Council following the meeting of the Board.
- 2. For the purposes of this protocol, the term Business Plan refers to a document that is consistent with the document outlined in Section 30 of the Adequacy Standard;
- 3. For the purposes of this protocol, the term Annual Report refers to a document that is consistent with the document outlined in Section 31 of the Adequacy Standard.
- 4. The Board shall:
 - a. Provide notice to County Council, through the office of the County's Clerk, of any public meetings or other consultation processes regarding the preparation of the OPP detachment's business plan;
 - b. Provide County Council, through the office of the County's Clerk, a copy of the OPP detachment's business plan no later than 30 days following its completion;
 - c. Provide a copy of the Business Plan to the public, in either a hard-copy or digital format, no later than 30 days following its release to County Council;
 - d. Provide copies of the OPP Annual Report to County Council, through the office of the County's Clerk, and make it available to the public, in either a hard-copy or digital format, on or before June 30th annually.
- 5. 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.