



PROTOCOL FOR THE SHARING OF INFORMATION

**BETWEEN
THE TAY VALLEY POLICE SERVICES BOARD
AND
THE COUNCIL OF THE CORPORATION OF TAY VALLEY TOWNSHIP**

[Ontario Regulation 3/99, Section 32(1)]

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

AND WHEREAS, Tay Valley Township 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 municipality 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 Tay Valley Police Services Board is required pursuant to Section 32 (1) of Ontario Regulation 3/99, the Adequacy and Effectiveness of Police Services, to enter into a protocol with the Council of the municipality 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 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 sharing of information between the Board and Municipal Council is important.
2. Issues that arise before Council that concern community policing should, as a matter of course, be referred to the Board for information, or as the case may be, for decision.
3. The Council Member Appointee will provide an update to the Board following each Committee of the Whole or Council meeting with respect to community policing issues that might arise at such meetings.
4. The Board will provide information on significant community policing matters to Council.
5. The Board, via the Council Member Appointee, will provide an update to Council on the next Committee of the Whole Agenda, regarding the Board's activities, OPP Contract and information on community policing matters.
6. The Secretary of the Police Services Board shall provide the Clerk of the municipality with the following for posting on the Township website:
 - a) In January of each year, with notices of the dates, times and location of the Police Services Boards regular meetings, as well as the meetings of the Joint Lanark County Police Services Board and the Ontario Association of Police Services Boards – Zone 2 meetings;
 - b) An electronic copy of the Agenda on the Friday preceding the Board's scheduled meeting dates; and
 - c) An electronic copy of the Minutes of the non-confidential portion of each Board meeting once they are approved.
 - d) With notice of any public meetings, or other consultation processes scheduled by the Board for the development of the business plan.

Annual Report


7. The annual report of the Board will be provided to Council the second Committee of the Whole meeting in April each year for information. The report will be circulated to the Clerk for posting on the website.
8. The annual report shall include:
 - an executive summary;
 - OPP statistical data and trend analysis
 - the status of OPP special programs (ex. RIDE)
 - status of business plan progress
 - the next year's priorities

- financial results for both OPP and Board operations

Business Plan

9. The development of the business plan will be done in consultation with the Ontario Provincial Police and with Council, to ascertain their expectations regarding the appropriate level of police service in the community. Additional consultation will take place with various other community interest groups such as the school boards, community organizations and groups, businesses and members of the general public [O. Reg. 3/99, Section 32(2)].
10. The Business Plan shall be reviewed and updated at least once every three years in accordance with O. Reg 3/99, Adequacy and Effectiveness of Police Services.
11. [O. Reg. 3/99, Section 30]. The Business Plan will be made public once it is adopted by the Board. The report will be circulated to the Clerk for posting on the website.

**The Council of the Corporation of
Tay Valley Township:**



Keith Kerr, Reeve



Amanda Mabo, Clerk

**The Tay Valley Police
Services Board:**



Maureen Towaij, Chair



Amanda Mabo, Secretary

Date: August 14, 2012