

Peterborough Police Service Board Public Meeting Agenda: October 21, 2025 - 1:00 PM

(Held in the Hugh Waddell Boardroom and Via Teams)

1. Welcome

The Chair will call the meeting to order.

2. Land Acknowledgement

We respectfully acknowledge that we are on the treaty and traditional territory of the Mississauga Anishinaabeg. We offer our gratitude to the First Peoples for their care for, and teachings about, our earth and our relations. May we honour those teachings.

3. Approval of the Agenda

Moved by
Seconded by

That the agenda of the Peterborough Police Service Board's public meeting of October 21, 2025 be approved as **circulated/amended**. –

4. Declaration of Conflict of Interest

A declaration of conflict of interest **was/was not** noted.

5. Approval of the Minutes

Moved by
Seconded by

That the Minutes of the September 16, 2025 Peterborough Police Service Board's public meeting be approved as **circulated/amended**. –

Delegations and Presentations

6. Operational Support Unit

Moved by
Seconded by

That the Board receive the presentation regarding the Operational Support Unit from Staff Sergeant Fitzgerald. -

Regular Portion of the Meeting

7. Chief's Remarks

Moved by
Seconded by

That the Board receive the Chief's verbal remarks. –

8. Chair's Remarks

Moved by
Seconded by

That the Board receive the Chair's verbal remarks. –

9. Policing Advisor/Liaison Remarks – Cavan Monaghan & Lakefield

Moved by
Seconded by

a) That the Board receive the Cavan Monaghan Policing Advisor/Liaison's verbal remarks from Mayor Graham. –

Moved by
Seconded by

b) That the Board receive the Lakefield Policing Advisor/Liaison's verbal remarks from Councillor Boyko. –

10. Correspondence

Moved by
Seconded by

That the following correspondence be received as one omnibus motion:

- a) **Inspector General:** Memo #7 dated September 25, 2025 re: Release of the Inspectorate of Policing's Risk Based Compliance and Enforcement Framework;
- b) **Inspector General:** Advisory Bulletin 2.1 dated September 25, 2025: Board and Committee Meetings;
- c) **Lakefield Literary Festival:** Email correspondence September 29, 2025 re: Lakefield Literary Festival 2025 Recap and Thank You. -

Reports to be Received for Information

11. Administrative Police Facility Update (Standing Item)

Moved by
Seconded by

That the Board receive the verbal update regarding the new administrative police facility at 1421 Lansdowne Street from Staff Inspector Peter Sejrup. –

12. Third Quarter Auction Fund Report

Moved by
Seconded by

That the Board receive the 2025 Third Quarter Auction Fund Report from the Executive Assistant. –

13. SIU Incident 25-OCI-203: Section 81(1) CSPA Review

Moved by
Seconded by

That the Board receive the report regarding a Section 81(1) CSPA Review of SIU Incident 25-OCI-203 from Chief Betts. -

Reports Requiring Discussion and/or Decision

14. Donation of Accredited Facility Dog

Moved by
Seconded by

That the Board receive the report from Inspector Elliott regarding the donation of an Accredited Facility Dog;

Further, that the Board approve the donation of an Accredited Facility Dog from National Service Dogs;

Further, that the Board approve the sponsorship donation from Peterborough Northumberland Crime Stoppers to cover annual expenses related to the Facility Dog, with set amounts for annual donations as outlined in the report.

Committee Reports

15. Finance/Budget Committee

Proposed 2026 Operating and Capital Budget for the Service

Moved by
Seconded by

That the Board receive the report regarding the Proposed 2026 Operating and Capital Budget for the Service from Tia Nguyen, Manager of Financial Services, and Chief Betts.

Further, that the Board approve that the 2026 Operating and Capital Budget be submitted to City Council as proposed. –

Unfinished Business

16. Public Announcement of the Auction Fund Grant

Moved by
Seconded by

That the Board receive the announcement regarding an Auction Fund grant to MADD Canada from the Executive Assistant. –

17. Ontario Association of Police Service Boards (OAPSB) Labour Conference
November 25-26, 2025 & November 25 Board Meeting

Moved by
Seconded by

That the Board receive the information from the Executive Assistant regarding the OAPSB Labour Conference being held November 25-26 and the November 25 Board meeting.

Further, that the Board approve that the Board meeting scheduled for November 25, 2025 be cancelled. –

New Business

18. 2026 Schedule of Board Meetings

Moved by
Seconded by

That the Board receive the 2026 Schedule of Board Meetings from the Executive Assistant and approve the schedule as drafted. –

19. 2026 Schedule of Board Reports

Moved by
Seconded by

That the Board receive the 2026 Schedule of Board Reports from the Executive Assistant and approve the schedule as drafted. –

20. Approval To Go In-Camera

Moved by
Seconded by

That the Peterborough Police Service Board move into closed session for consideration of confidential matters pursuant to Section 44(a) through (l) of the *Community Safety and Policing Act, 2019*, including, but not limited to, for subject matter related to potential litigation, human resources matters and legal matters that are subject to solicitor-client privilege. –

21. Ratification and Adjournment

Moved by
Seconded by

That the Board ratify all actions of today's date and the public meeting be adjourned. –

Peterborough Police Service Board September 16, 2025 – Public Minutes

Minutes of the public meeting of the Peterborough Police Service Board held in the Hugh Waddell Boardroom and virtually via Teams.

Members Present:
(In the Boardroom) Mary ten Doeschate, Chair
Drew Merrett, Vice-Chair
Mayor Jeff Leal
Councillor Gary Baldwin
Steve Girardi

Also Present:
(In the Boardroom) Stuart Betts, Chief of Police
Lisa Wilson, Executive Assistant to the Board

Guest Present:
(In the Boardroom) Councillor John Boyko, Lakefield Policing Liaison

Guest Present:
(Via Teams) Mayor Matthew Graham, Cavan Monaghan Policing Liaison

Regrets:
Jamie Hartnett, Deputy Chief of Police
Ryan Berrigan, Policing Advisor, SOLGEN

1. Welcome

The Chair called the meeting to order at 1:03 pm.

2. Land Acknowledgement

We respectfully acknowledge that we are on the treaty and traditional territory of the Mississauga Anishinaabeg. We offer our gratitude to the First Peoples for their care for, and teachings about, our earth and our relations. May we honour those teachings.

3. Approval of the Agenda

Moved by Jeff Leal
Seconded by Drew Merrett

That the agenda of the Peterborough Police Service Board's public meeting of September 16, 2025 be approved as circulated. –

CARRIED

4. Declaration of Conflict of Interest

A declaration of conflict of interest was not noted.

5. Approval of the Minutes

Moved by Drew Merrett
Seconded by Steve Girardi

a) That the Minutes of the July 15, 2025 Peterborough Police Service Board's public meeting be approved as circulated. –

CARRIED

Moved by Steve Girardi
Seconded by Drew Merrett

- b) That the Minutes of the September 3, 2025 Peterborough Police Service Board's special public meeting be approved as circulated. –

CARRIED

6. Intelligence Unit

Moved by Gary Baldwin
Seconded by Jeff Leal

That the Board receive the presentation from Detective Constable Dustin York of the Intelligence Unit. –

CARRIED

7. Chief's Remarks

Moved by Gary Baldwin
Seconded by Jeff Leal

That the Board receive the Chief's verbal remarks. –

CARRIED

8. Chair's Remarks

Moved by Drew Merrett
Seconded by Jeff Leal

That the Board receive the Chair's verbal remarks. –

CARRIED

9. Policing Advisor/Liaison Remarks – Cavan Monaghan & Lakefield

Moved by Jeff Leal
Seconded by Drew Merrett

- a) That the Board receive the Cavan Monaghan Policing Advisor/Liaison's verbal remarks from Mayor Graham. –

CARRIED

Moved by Gary Baldwin
Seconded by Drew Merrett

- b) That the Board receive the Lakefield Policing Advisor/Liaison's verbal remarks from Councillor Boyko. –

CARRIED

10. Correspondence

Moved by Drew Merrett
Seconded by Steve Girardi

That the following correspondence be received as one omnibus motion:

- a) **Inspector General:** Memo #6 dated July 15, 2025 re: Release of the Inspector General of Policing 2024 Annual Report;
- b) **Grey Bruce OPP Detachment Board:** Resolution dated July 16, 2025 re: Appeal to the Ministry of the Solicitor General for Review and Reform of the Provincial Offences System;
- c) **Ministry of the Solicitor General:**
 - i) Memo dated August 6, 2025 re: Court Security;
 - ii) Memo dated September 5, 2025 re: Proposed Amendments to O. Reg. 521/01 (Collection of Personal Information) under the *Education Act* Regarding Police Record Checks. –

CARRIED

11. Administrative Police Facility Update (Standing Item)

Moved by Jeff Leal
Seconded by Gary Baldwin

That the Board receive the verbal update regarding the new administrative police facility at 1421 Lansdowne Street from Chief Betts for Staff Inspector Sejrup. –

CARRIED

12. Safer Public Spaces Initiative – Update

Moved by Gary Baldwin
Seconded by Jeff Leal

That the Board receive the Safer Public Spaces initiative update from Chief Betts. –

CARRIED

13. Community F.I.R.S.T. Initiative - Update

Moved by Drew Merrett
Seconded by Steve Girardi

That the Board receive the Community F.I.R.S.T. initiative update from Chief Betts. –

CARRIED

14. Body Worn Camera Pilot Program and Updated Fee Schedule

Moved by Gary Baldwin
Seconded by Jeff Leal

That the Board receive the report regarding the Body Worn Camera Pilot Program and Updated Fee Schedule from Chief Betts. –

CARRIED

15. Second Quarter Complaints Report

Moved by Drew Merrett
Seconded by Steve Girardi

That the Board receive the Second Quarter Complaints Report from Staff Sergeant Ryan Wilson and Chief Betts. –

CARRIED

16. Second Quarter Occurrence Statistics (All Violations) Report

Moved by Gary Baldwin
Seconded by Drew Merrett

That the Board receive the 2025 Second Quarter Occurrence Statistics (All Violations) Report from Staff Sergeant Reesor for Inspector Ralph, and Chief Betts. –

CARRIED

17. Second Quarter Contract Policing Reports: Cavan Monaghan and Lakefield

a) Cavan Monaghan

Moved by Steve Girardi
Seconded by Drew Merrett

That the Board receive the 2025 Second Quarter Policing Activity Report for Cavan Monaghan Township from Staff Sergeant Reesor for Inspector Ralph, and Chief Betts. –

CARRIED

b) Lakefield

Moved by Jeff Leal
Seconded by Steve Girardi

That the Board receive the 2025 Second Quarter Policing Activity Report for the Ward of Lakefield from Staff Sergeant Reesor for Inspector Ralph, and Chief Betts. –

CARRIED

Mayor Graham leaves the meeting at 2:54 pm.

18. Second Quarter Crime Statistics Report

Moved by Jeff Leal
Seconded by Steve Girardi

That the Board receive the 2025 Second Quarter Crime Statistics Report from Inspector Elliott and Chief Betts. –

CARRIED

Committee Reports

19. Finance/Budget Committee

Second Quarter Financial Report for the Board Accounts

Moved by Drew Merrett

Seconded by Jeff Leal

That the Board receive the 2025 Second Quarter Financial Report for the Board Accounts from the Executive Assistant. –

CARRIED

20. Finance/Budget Committee

Second Quarter Financial Performance Report for the Service

Moved by Drew Merrett

Seconded by Jeff Leal

That the Board receive the 2025 Second Quarter Financial Performance Report for the Service from Tia Nguyen, Manager of Financial Services, and Chief Betts.–

CARRIED

21. Public Announcement of the Auction Fund Grant

Moved by Drew Merrett

Seconded by Gary Baldwin

That the Board receive the announcement regarding an Auction Fund grant to the Peterborough Police Association from the Executive Assistant. –

CARRIED

22. Ontario Association of Police Service Boards (OAPSB) Labour Conference

Moved by Gary Baldwin

Seconded by Drew Merrett

That the Board receive the information regarding the 2025 OAPSB Labour Conference from the Executive Assistant. –

CARRIED

23. Approval To Go In-Camera

Moved by Jeff Leal

Seconded by Drew Merrett

That the Peterborough Police Service Board move into closed session for consideration of confidential matters pursuant to Section 44(a) through (l) of the *Community Safety and Policing Act, 2019*, including, but not limited to, for subject matter related to potential litigation, human resources matters and legal matters that are subject to solicitor-client privilege. –

CARRIED

The Chair recessed the public meeting at 3:05 pm.

The Chair reconvened the public meeting at 5:50 pm.

24. Ratification and Adjournment

Moved by Drew Merrett
Seconded by Steve Girardi

That the Board ratify all actions of today's date and the public meeting be adjourned at 5:51 pm. –

CARRIED

Read and approved this 21st day of October, 2025.

Lisa Wilson, Executive Assistant

Mary ten Doeschate, Chair



**Inspectorate
of Policing**

Office of the Inspector
General of Policing

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des services policiers**

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Inspector General of Policing Memorandum

TO: All Chiefs of Police and
Commissioner Thomas Carrique, C.O.M.
Chairs, Police Service Boards

FROM: Ryan Teschner, Inspector General of Policing of Ontario

DATE: **September 25, 2025**

SUBJECT: Inspector General Memo #7: Release of the Inspectorate of Policing's Risk Based Compliance and Enforcement Framework

Public trust is the cornerstone of effective policing. A strong police oversight framework – grounded in transparency and accountability – is essential to maintaining that trust and ensuring Ontario's police services and police service boards operate with integrity and fairness.

The IoP's Risk-Based Compliance and Enforcement Framework is Now Public

I am pleased to share the Inspectorate of Policing's (IoP) **Risk-Based Compliance and Enforcement Framework**: a strategic operating approach that combines integrated, risk-based methods with incentives to support compliance and elevate the performance of Ontario's policing entities. As you will hear me say, this Framework is the IoP's 'operating philosophy'. The IoP will apply this Framework—and the authorities available to the Inspector General (IG) under the *Community Safety and Policing Act* (CSPA)—based on ongoing assessments of risks that could impact the quality and effectiveness of policing and police governance in Ontario. Risk levels will be determined by reviewing indicators of adequate and effective policing, including signs of police service or board non-compliance or misconduct by police service board members, along with factors that may either increase or reduce those risks.

This [publicly available Framework](#) is designed to implement the mandate of the Inspector General of Policing (IG) in a manner that strengthens oversight and fosters transparency, accountability, and public confidence in policing across the province.

Early concepts from the Framework were presented as part of the IoP's session at the CSPA Summit in February 2024. Following that, the IoP engaged with stakeholders, including the Ontario Association of Chiefs of Police, the Ontario Association of Police Service Boards, and the Police Association of Ontario, to share the draft Framework and gather feedback to inform this final product. I appreciate this engagement and the contributions each of these organizations continue to make to our shared goals of making everyone in Ontario safer.

New Advisory Bulletin Concerning Board Meetings

I am also pleased to share with you the attached **IG Advisory Bulletin 2.1: Board and Committee Meetings**. This Bulletin summarizes requirements found in the CSPA for police service board meeting practices, and provides additional guidance and IG advice on how to remain compliant with those requirements by implementing certain approaches. Complying with the CSPA's board meeting requirements—while this may require adjustment to long-standing past practice—is an obligation all boards must embed into operations. I strongly encourage all police service boards to read and incorporate this IG advice and practice into regular board business and procedures, and ensure that your board is operating in compliance with all statutory meeting requirements. Please engage with you Police Services Advisor if you have any questions about implementation within your specific local context.

IoP Organizational Updates

I also would like to share some recent updates to the IoP team that will be relevant to you in receiving support from, and engaging with, our organization.

First, I am pleased to announce that **Morgan Terry** has taken on the newly created position of Assistant Director in the Investigations, Inspections and Liaison Branch. Demonstrating our commitment to ongoing communication and proactive engagement with the sector, Morgan will work alongside Deputy Inspector General, Joseph Maiorano, with a specific focus on the IoP's liaison, monitoring and advisory functions. In this role, Morgan will lead IoP strategy and team members to deliver advice and support to the policing sector to ensure compliance and promote continuous improvement in service delivery and governance. For clarity, Joe will continue to oversee our work on policing complaints, investigations and inspections.

Second, in support of your engagement of IoP Police Services Advisors on day-to-day issues and advice, please find attached an **updated Advisor Assignment List**. As always, you are encouraged to reach out to your Advisor should you have any questions regarding IoP communications or CSPA compliance.

We thank you for your continued dedication to excellence in police service and its governance.

Sincerely,



Ryan Teschner

Inspector General of Policing of Ontario

c: Mario Di Tommaso, O.O.M.

Deputy Solicitor General, Community Safety

RISK-BASED COMPLIANCE AND ENFORCEMENT FRAMEWORK



September 2025

1. Introduction

A strong police oversight framework, built on transparency and accountability, recognizes that public trust is essential for police to do their jobs effectively.

The Community Safety and Policing Act, 2019 (CSPA) created the role of the Inspector General of Policing (IG) as part of the broader transformation of Ontario's policing legislative framework. The role of the IG – the first of its kind in Canada – is an important ingredient to enhancing police oversight and performance in Ontario.

The Inspectorate of Policing (IoP) is an arm's-length oversight body established to meet the legislated mandate of the IG under the CSPA. On behalf of the IG, the IoP delivers a spectrum of oversight functions for the policing and police governance sector in Ontario, including compliance inspections of police services, police board member conduct inspections, monitoring and advisory services, and, where necessary, enforcement that is driven by research and data analysis.

The IoP drives improvements in policing to make everyone in Ontario safer by ensuring that the public safety sector is responsive to the diverse communities it serves. To do this, the IG's oversight mandate includes working with the following entities:

- Municipal police services and the Ontario Provincial Police (OPP);
- Chiefs of police and police service boards;
- OPP Detachment Boards;
- Special Constable Employers; and,
- First Nations (FN) police services and boards that opt-into the CSPA framework.

2. Ongoing Assessment of Risk

The application of the IoP's Compliance Model, including the range of activities and enforcement measures provided to the IG under the CSPA, will be based on a continual assessment of risk to the delivery of good policing. The IoP will determine the level of risk by assessing indicators of adequate and effective policing, including potential or existing non-compliance or board member misconduct, along with the presence of mitigating or aggravating risk factors.

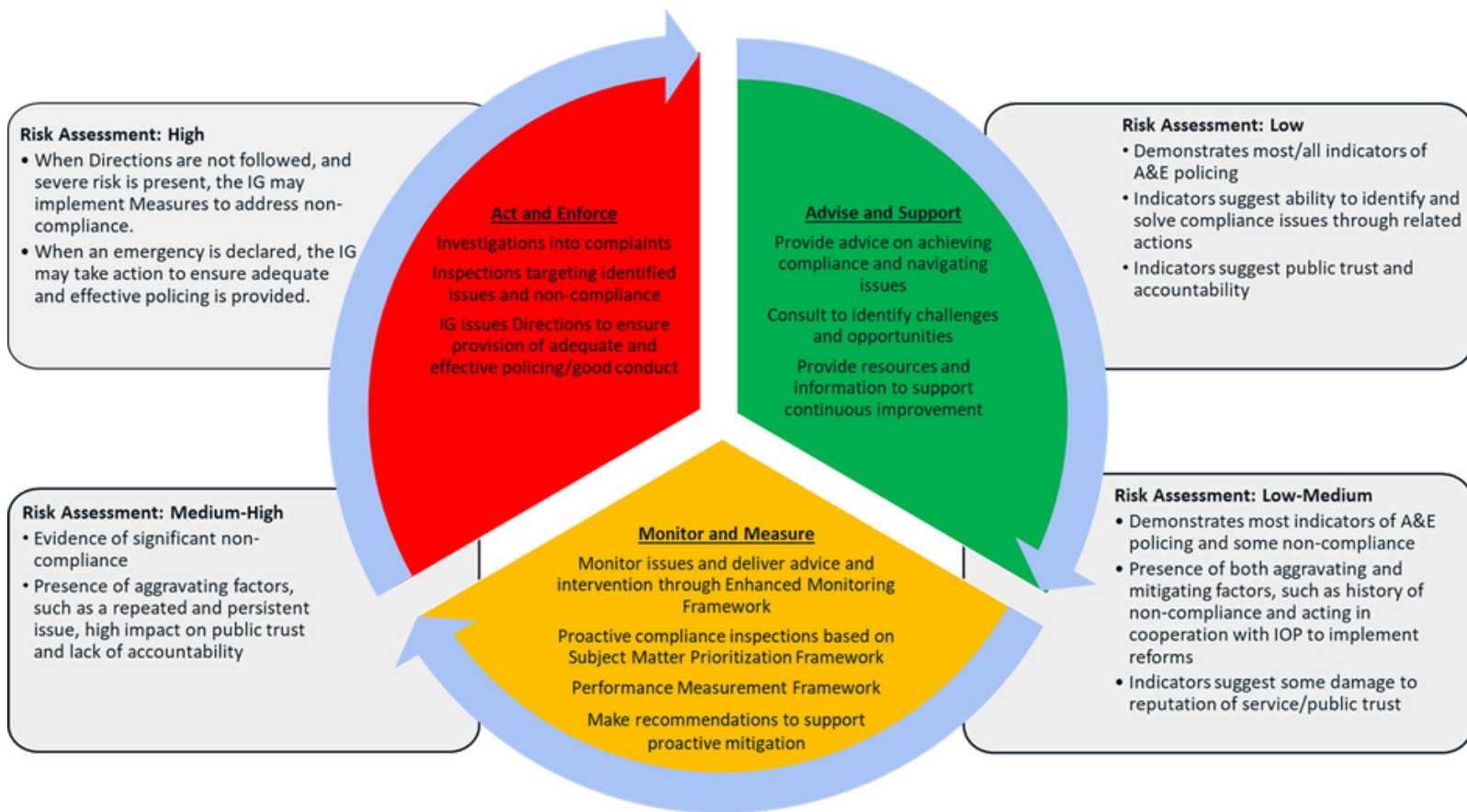
Indicators of Adequate and Effective Policing*	Mitigating or Aggravating Risk Factors**
<ul style="list-style-type: none"> • Achievement of compliance as set out in the CSPA and its regulations • Strength of local relationships and communication, including between the Chief of Police and Police Services Board, and the Board, the Police Service and the community, among others • Allocation of resources to support adequate and effective police service delivery • Local police governance reflects understanding of the Ontario's policing framework, the role and responsibilities of the Police Services Board and compliance with the Board Member Code of Conduct • Ability to address emerging or persistent local issues impacting policing and community safety • Consideration of evolving events and issues that have broader impact on the policing sector as a whole 	<ul style="list-style-type: none"> • Role of the responsible party in the misconduct or non-compliance (minor or major) • Seriousness of misconduct or non-compliance • Public interest • Impact on complainant(s) and community • Impact to public and officer safety • Previous compliance or conduct issues • Duration and frequency of issue • Damage to reputation of board and service • Intentional or unintentional • Steps already taken to address the issue(s) • Willingness to take accountability and implement reform

*List is not exhaustive. Assessments will be case-by-case and consider all factors relevant to the situation.

**For greater clarity, all references to conduct or misconduct are in relation to police services board members.

3. Compliance and Enforcement Model

The IoP's Compliance Model contains a mix of integrated, risk-based approaches and incentives to achieve compliance and improve the performance of policing entities. The Compliance Model is applied with discretion and good judgment – applying the “right touch” to deploy the most effective options, having regard to the relevant circumstances, and based on the level of risk. The IoP will apply the Model and associated activities with consideration for all available information to drive the assessment of risk.



4. Risk-based Compliance and Enforcement Activities

The Compliance and Enforcement Model will be used to guide the application of the IG's compliance and enforcement activities according to the level of risk associated with police service and police governance delivery. When engaging in any of its oversight and regulatory activities, the IoP will always seek to improve the overall performance of the policing sector in Ontario.

4.1 Advise and Support: Low Risk

The IoP will use its statutory consulting function to continually assess local police service delivery and governance, and potential risks. When a low risk to compliance and/or performance has been identified, the IoP will support compliance and continuous improvement by providing **advice and information** designed to assist the public safety entities the IG oversees. The IoP is well-positioned to see across Ontario's policing and police governance sector, identify areas that call out for attention and identify leading practices that will assist the sector in improving compliance with the CSPA and overall performance.

The IoP engages with policing entities to identify issues, challenges and opportunities to improve compliance with the CSPA, and overall police performance. We communicate directly with police leaders **on emerging or persisting issues** to identify areas for IoP support and promote collaboration on solutions – including solutions that may be relevant across Ontario's policing sector.

The IoP conducts **research and analysis to provide insight on issues, challenges and opportunities** to improve compliance and overall police and police governance performance. The **IoP will serve as a 'Centre of Excellence'** to proactively support learning and continuous improvement in the sector, distilling and sharing insights and advice gleaned through our monitoring, inspection findings, research and analysis. We will support understanding of our work, key issues in policing, policing performance and leading practices by publishing information and resources

4.2 Monitor and Measure: Low-Medium Risk

Routine monitoring of public safety entities ensures identification of issues that may require closer examination by the IoP, such as evolving local demands on policing, potential non-compliance, or leadership and governance issues. **Monitoring** may include maintaining awareness of local efforts to address known issues, or tracking wider issues that require more oversight and engagement from the IoP or other partners. This may include identifying matters for an inspection, with priority given to compliance issues and actionable outcomes that will have the greatest impact on improving public safety and policing performance.

The IoP may assess compliance and performance at a specific point in time, or, on a regular basis through **inspections and data analysis**. Inspections are a critical tool not only to verify that legal requirements are being met, but also to highlight local promising and/or innovative practices that may be adopted on a larger scale to support continuous service improvements across the province. Inspections may include document review and research, data collection and analysis, or interactive, onsite assessments, or a combination of these methods.

Our **Policing Performance Measurement Framework*** (PPMF) will power our intelligence-led approach to identifying current and emerging trends and generate real insights – for the public and the policing sector – as to what drives and hinders effective police performance and governance, and highlights leading practices to promote continuous improvement. The PPMF will enable the IoP to identify poor performance or specific activity categories that warrant improvement or further inspection. Through this proactive approach, the IoP will be able to see where support or intervention may help to address issues early, before they escalate into matters of non-compliance.

When IoP monitoring and measurement activities identify performance issues or potential non-compliance or misconduct, additional compliance activities may be undertaken.

4.3 Act and Enforce: Medium-High Risk and High Risk

a) Medium-High Risk

The IoP ensures compliance and the delivery of adequate and effective policing by taking **enforcement actions** to address policing complaints and issues identified by the IoP. In this part of the Model, the focus of the IoP's compliance activities is on **direct intervention to address the identified issues and the application of a range of enforcement options** to compel compliance, improve performance and enhance public confidence.

When the IoP receives a policing complaint that falls within its mandate, there is a legal duty to deal with the complaint, and to keep the complainant informed of the status and the outcome. Depending on the nature and seriousness of the complaint, the IoP may:

- Refer a matter back to the applicable Board or Chief of Police, if the complaint is about local policies or procedures, and require reporting to the IG on steps taken in response to the complaint;
- Conduct an inspection in response to concerns about service delivery or failure of an entity to comply with the CSPA and its regulations, other than officer misconduct; or,
- Conduct an investigation, including in response to allegations about board member misconduct.

* As of the publication date, development of the Policing Performance Measurement Framework is ongoing.

If non-compliance with the requirements set out in the CSPA, or significant risk to the delivery of adequate and effective policing in accordance with the standards set out in the regulations is found to exist, **the IG may consider the application of additional compliance efforts, or issue written and legally-binding Directions** to prevent or remedy the issue. Directions issued will be tailored to the circumstances and proportionate to risk, and further previous IoP efforts to resolve issues.

For example, if a complaint were received concerning a police service's response to a 911 call, and the resulting inspection found non-compliance with regulatory requirements for police communications and dispatch, the IG could issue Directions to the police service to ensure corrective action and monitor to ensure implementation.

b) High Risk

In very serious situations, where the IG believes that adequate and effective policing is not being provided in an area, or that an emergency exists, **the IG request a police service board or require the Commissioner of the Ontario Provincial Police to provide policing in that area.**

Additionally, if Directions made by the IG to address identified non-compliance following an inspection or investigation are not complied with, **the IG may impose legally-binding Measures, including:**

- Suspending or removing a chief of police, one or more members of a police services board, or the whole board;
- Appointing an administrator to a police service; or,
- Dissolving a police services board or disbanding a police service.

The imposition of Measures by the IG is discretionary, and is determined on a case-by-case basis, having regard to the following **objectives:**

- The public interest in receiving adequate and effective policing;
- Remedying or preventing further non-compliance or misconduct by removing the responsible individual(s) from their position(s);
- Measures are similar to those imposed on similar entities or individuals for similar infractions committed in similar circumstances; and,
- All available Measures that are reasonable in the circumstances should be considered.

Any decision to use the legally-binding authorities in the CSPA is grounded in the principles of **procedural fairness**, and be based on:

- Ensuring that policing laws and standards are complied with;
- Policing entities and professionals are performing according to the standards set out in the CSPA; and,

- The public interest in addressing a matter so as to enhance public confidence in Ontario's policing system.

In support of **transparency, accountability and public confidence** in the work of the IoP, the IG is required to **publicly report** on investigation and inspection findings, as well as Directions and Measures.

5. Conclusion

Police service delivery and governance throughout Ontario is monitored and assessed by the IoP using a multi-faceted, risk-driven approach, ensuring that the duties and authorities of the IG are applied at the right time and for the right amount of time, in the right place(s), and in the right way.

The IoP's focus remains on supporting the best possible policing in Ontario communities by ensuring policing providers operate in compliance with legislated requirements and continuously and sustainably improve their performance. The IoP does its work in a balanced and transparent manner, to enhance the confidence of the public and the policing sector in what we do, and how we do it.

Inspector General Advisory Bulletin



Advisory Bulletin 2.1: Board and Committee Meetings

Date of issue: September 25, 2025

What you need to know

Police service boards and OPP detachment boards conduct their business and make deliberations, considerations, and decisions in meetings. The *Community Safety and Policing Act* (CSPA) sets out requirements for meetings held by boards and their committees, and establishes a modern approach premised on public transparency of board business as the ‘rule,’ with requirements for a board to publicly explain when meetings are closed to the public.

“Meeting” Definition

The CSPA does not define “meeting” for determining when compliance with meeting requirements is necessary. Using subsection 238(1) of the *Municipal Act* for guidance, boards should consider a meeting to be any regular, special, or other gathering of a board or committee where:

- a quorum of members is present, and
- members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the board or committee.

Social or informal gatherings of board members would not be board meetings unless the two-part test described is met. Board members should be vigilant when a quorum is present at gatherings to avoid holding unintended meetings.

Meeting Notice – CSPA subsections 43(5)-(7)

Boards and committees must publish notice of meetings that are open to the public on the Internet. The notice must:

- be published at least seven days before the meeting, except in extraordinary circumstances (CSPA subsection 43(5)-(6)); and,
- include the proposed agenda and either the record of the most recent public meeting or information on how the public can access that record (CSPA subsection 43(7)).

Electronic meeting notices must include specific information about how to access the meeting.¹

Transparency and Open Meetings – CSPA subsection 43(3)

Meetings conducted by boards and their committees must be open to the public subject to decisions to close meetings or parts of meetings when permitted by subsection 44(2).

The purpose of the CSPA open meeting rule is to increase the open and transparent exercise of board authority and discharge of duties so as to enhance public confidence in the operation and integrity of boards, and by extension the policing they oversee.

Boards and committees should consider public access when deciding on meeting locations. Holding a “public” meeting within a secure police facility or at a non-published location may not always meet the test of “open to the public”². In addition, the use of electronic meetings presents additional challenges to ensure meetings are publicly open.

Closed Meetings – CSPA subsections 44(2)-(6)

Boards and committees may (not must) close meetings to the public if the subject matter being considered is:

- the security of the property of the board;
- personal matters about an identifiable individual, including members of the police service or any other employees of the board;
- information that section 8 of the *Municipal Freedom of Information and Protection of Privacy Act* would authorize a refusal to disclose if it were contained in a record (a “law enforcement” matter);
- a proposed or pending acquisition or disposition of land by the board;
- labour relations or employee negotiations;
- litigation or potential litigation affecting the board, including matters before administrative tribunals;
- advice that would be inadmissible in a court by reason of any privilege under the law of evidence, including communications necessary for that purpose;
- information explicitly supplied in confidence to the board by Canada, a province or territory or a Crown agency of any of them, a municipality or a First Nation;
- a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- a trade secret or scientific, technical, commercial or financial information that belongs to the board and has monetary value or potential monetary value;

¹ [Ombudsman Investigation Report – Municipality of West Elgin December 2024](#)

² [Ombudsman Investigation Report – Township of Woolwich June 2015](#)

- a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the board; or,
- an ongoing investigation respecting the board.

Boards should note the discretionary nature of decisions to exclude the public when considering the above subjects. When making these decisions, boards and committees should balance the principles of transparency and public interest against the potential harm of disclosure.

Meetings must be closed to the public by police service boards and their committees if the subject matter being considered is a request under the *Municipal Freedom of Information and Protection of Privacy Act* (CSPA subsection.44(3)).

Board and committee meetings may also be closed to the public if held for the purpose of educating or training members and the business or decision-making of the board is not materially advanced in the meeting (CSPA subsection.44(6)).

The CSPA open and closed meeting rules for boards and committees very closely follow, with some modifications, the rules for municipal councils, committees, and local boards under Ontario's *Municipal Act*. The Ontario Ombudsman has been examining open meeting matters under that Act since 2008 and has published guidance that the loP believes will assist police service boards, OPP detachment boards and their committees when making decisions on the CSPA open and closed meeting rules and practices. The Ontario Ombudsman guidance document is available here: [Open Meetings - Guide for Municipalities | Ombudsman Ontario](#)

Agenda Considerations – CSPA subsection 44(1)

Before holding a meeting, boards and committees must consider whether to close the meeting or part of the meeting having regard to subsections 44(2)-(3) of the CSPA, referenced above, which list subjects that either permit or require the exclusion of the public.

Resolution Closing Meeting – CSPA subsection 44(1)

If a board or committee decides to exclude the public, they must state by resolution the fact the board is holding a closed meeting, and the general nature of the matter to be considered. In addition, if the public is excluded from a meeting held for educating or training board or committee members, the resolution must specifically state that the meeting is closed under subsection 44(6).

In addition to the CSPA requirement for educational and training meetings, the loP recommends that closed meeting resolutions cite the specific CSPA authority for excluding the public in all instances. The loP further recommends that resolutions have sufficient detail of the closed matter to assure the public that the power to close the meeting is being responsibly exercised. Finally, to support transparency, the required resolution must be made in a meeting or part of a meeting that is open to the public.

Board Delegation and Committees – CSPA subsections 42(1)-(4)

Boards may delegate any of their powers to a committee established by by-law of the board. The by-law may govern the name, powers, duties, and quorums of the committee. The by-law should also govern the composition of the committee and member appointment process.

Committees must be composed of at least two members of the board, except if the only delegated power is bargaining under Part XIII of the CSPA. A bargaining committee can be composed of one board member. Additional non-board members may be appointed to the committee as long as a majority of the committee is composed of members of the board.

Quorum – CSPA subsection 43(2)

Boards and committees must have a quorum present to hold a meeting to conduct business and make decisions. Quorum is a majority of the members of the board.

Vacancies on a board do not reduce meeting quorum requirements. For example, quorum for a five-member board with two vacancies remains at three members.

Board members are not counted towards quorum if they are prohibited from exercising the powers or performing the duties of their position because mandatory training has not been completed (CSPA subsections 35(2)-(5)).

Board members may become subject to Inspector General investigations into their conduct and directed to decline to exercise their powers or perform their duties as a member of the board pursuant to CSPA subsection 122(1). Board members who have received this direction are not counted towards quorum. If the board cannot constitute quorum as a result, the Inspector General may appoint additional members to act in their place for the duration of the investigation.

Quorum for committees is determined by boards through their by-law establishing the committee (CSPA subsection 42(2)).

Meeting Frequency – CSPA subsection 43(1)

Boards must hold at least four meetings each year. Holding meetings exceeding this minimum and the period between meetings are discretionary decisions for boards. These decisions should be based on the governance obligations and statutory responsibilities arising from the size and complexity of the governed police service or OPP detachment, and the needs of the area under the board's jurisdiction.

Record of Meeting – CSPA subsection 43(4)

Boards must record all resolutions, decisions, and other proceedings at all meetings, whether open to the public or not. The record must not include additional notes or comments by the recorder.

The IoP recommends boards, when establishing committees, include this recording requirement as a duty of the committee in the governing by-law.

What you need to do*Meeting Practice Examination and Potential Changes to Practice*

Boards should examine their meeting practices, particularly regarding holding closed meetings, in consideration of the transition from long-standing *Police Services Act* requirements to those newly established by the CSPA. Where needed, adjustments should be made to come into compliance.

Boards should have any changes in meeting practices reflected in their established rules and procedures (CSPA section 46).

The new requirement for a resolution to close meetings will require some boards to change their existing practice of holding two distinct consecutive meetings – open and closed – with the closed meeting entirely excluding the public. Through its monitoring function, the IoP has observed that boards who have successfully transitioned meeting practices to the new requirements have adopted one of two options, both of which are CSPA-compliant:

- Two distinct consecutive meetings: Open meeting is entirely public and ends with adjournment. The closed meeting starts with an open part for routine administrative matters (opening statements, declarations of interest) followed by a resolution compliant with CSPA subsection 44(1). The closed portion ends with a resolution to return to public. The closed meeting ends in public with adjournment.
- A single meeting that is partly open and partly closed: The open part is closed by resolution compliant with CSPA subsection 44(1). The closed portion ends by resolution to return to the open meeting. The meeting continues in public until adjournment.

Emergency and Special Meetings

A board may be required to hold an emergency or special meeting outside of its regularly scheduled meetings. IoP Advisors have the authority to enter board meetings for compliance monitoring, including those closed to the public, pursuant to CSPA subsection 115(7). Boards should **notify their assigned Police Services Advisor for all emergency and special meetings whether open to the public or closed so the IoP is**

aware and the Advisor can determine whether attendance is necessary in the circumstances.

What we will do

The IoP's Police Services Advisors support the Inspector General's statutory monitoring and advisory duties under the CSPA. Advisors are available to provide advice on board compliance with the CSPA meeting requirements, including suggested application of leading practices and referrals to boards that have established good practices.

Note: Advisory Bulletins are the IG's advice provided pursuant CSPA subsection 102(4) and are intended as a resource for the sector by offering the IG's general interpretation of various provisions of the CPSA. Advisory Bulletins are not legally binding, and they do not purport to address all possible factual scenarios or circumstances. As such, you may wish to consult with legal counsel to determine how this general guidance should be applied in your own local context and to navigate specific situations.

Lisa Wilson

From: Reid Brownscombe <reid.brownscombe@gmail.com>
Sent: Monday, September 29, 2025 2:53 PM
To: Lisa Wilson
Subject: Lakefield Literary Festival 2025 Recap

[EXTERNAL EMAIL - use caution when clicking links and opening attachments]



Dear Lisa and Peterborough Police Services Board,

This is my annual note to thank you for your support of the Lakefield Literary Festival. 2025 was a very successful year, but it couldn't have happened without you.

We hosted, at Lakefield College School, sold out events on Friday night (with Jennifer Robson and Helen Humphreys) and Saturday night (Jane Urquhart). Our Saturday afternoon author events were under-attended but generated a lot of very positive 'buzz'. The authors: Martha Baillie, Adelle Purdham, Sheung King and Canisia Lubrin left us with much to think and talk about.

The Author Reception, re-introduced, in 2024, proved to be a great opportunity to mix and mingle with the authors, and was well attended. The refreshments and conversations flowed in a relaxed and entertaining afternoon.

Once again the children's tent, with Lana Button and Nadia Hohn, was magical for the children, their parents and grandparents.

Last, but by no means least, the Young Writers Competition (supported for so many years by Dr. Patricia and David Morton) saw a continued surge in submitted entries from across the region. The winning entries are truly excellent and continue the rich tradition of writing within our community. If you haven't seen the winning submissions, please visit our website.

We were very disappointed that our mid-winter special event at the Sandlier House, the movie screening of Michael Crummey's *Sweetland*, was snow-cancelled. Learning from that, this season's mid-winter event will be planned to better accommodate the weather! I'll send you more information about this exciting event as the plans settle.

With your support in 2025, we were able to maintain our marketing and visibility across multiple media streams, and over larger catchment areas. Surveys and other data gathering activities were started and are yielding lots of actionable insights.

Our first 2026 Board meeting was held last week. I'll share more information as things get finalized but mark your calendars for Lakefield College School on July 17/18, 2025. Our website will be updated shortly.

Hmmm, this note ran a bit longer than I'd planned but it reflects a lot of good news, and a very good year. It couldn't have happened without you, our other sponsors and our Major Benefactors, Dr. Patricia and David Morton. The Board, the community, and the Festival participants thank you for your support.

Yours truly,

Reid Brownscombe
416 528 8166



Peterborough Police Service Board Board Report (Public Session)

To: Chair and Members of the Peterborough Police Service Board
From: Lisa Wilson, Executive Assistant to the Board
Report Date: October 6, 2025
Meeting Date: October 21, 2025
Subject: 2025 Third Quarter Report on the Auction Fund Account

Purpose

To provide the Board with a 2025 third quarter accounting of the Board's Auction Fund Account.

Recommendation

That the Board approve the recommendations outlined in this report, as follows:

That the Board receive the 2025 Third Quarter Auction Fund Report from the Executive Assistant for information.

Strength Impact

N/A

Budget and Financial Implications

None. The Auction Fund account falls under Sections 258 and 259 of the *Community Safety and Policing Act, 2019* and has no impact on Board and Service budgets.

Background

This report is required under the Board's Financial Policy:

15.8 The Board Executive Assistant will report to the Board quarterly on all deposits and expenditures as well as the account balance.

Account Balances:

Auction funds are held in both a TD Canada Trust chequing account and a 100-day auto-renewing cashable GIC investment account.

The chequing account balance was \$25,018.28 as of September 30, 2025.

The GIC last auto-renewed (principal and interest) on July 24, 2025 at 2.50%. The Board elected to transfer an additional \$20,000 from the chequing account to the GIC at that time in order to maximize interest returns. Interest earned from July 24 to the next renewal date on November 1 will be \$592.01. The GIC investment will next be reviewed by the Board in the second quarter of 2026.

The GIC had a value of \$86,433.85 as of September 30, 2025.

Activity in the Third Quarter:

Grants:

Two grants were paid out in the third quarter to the Peterborough Police Association in support of the annual Bruce Sayer Memorial Golf Tournament, and MADD Canada for the purchase of advertising space for fundraising in the MADD Message Yearbook, totalling \$610.47. There are no outstanding pre-committed grants for the remainder of 2025 and no outstanding requests.

Pursuant to the Board's Financial Policy, Section 15.5 a), "expenditures approved by the Board in any calendar year shall not normally exceed the revenue received in the immediately preceding year." 2024 revenue was \$12,358.95, leaving a guideline amount of \$7,623.48 available for grants in 2025, at the Board's discretion.

2025 grant activity to date:

2025 Grants	
Approved Grants (Disbursed):	
Trent University - Camp fYrefly (Feb '25)	\$1,000.00
Fleming College Board Award)(2024-2028) (May '25)	\$1,000.00
Lakefield Literary Festival (May '25)	\$1,000.00
Lakefield Community Garden (May '25)	\$1,125.00
PPA-Bruce Sayer Memorial Golf (Jul '25)	\$250.00
MADD Canada (Message Yearbook) (Sep '25)	\$360.47
Total:	\$4,735.47

Revenue:

In the third quarter \$3,927.83 was generated from auction sales and \$6,538.03 was generated from seized/unclaimed/found money, resulting in total revenue of \$10,465.86.

2025 revenue to date:

2025 Revenue	
Auctions:	
Jan '25	\$1,820.01
Feb '25	\$173.05
Jul '25	\$3,795.91
Sep '25	\$131.92
Seized/Unclaimed/Found Money:	
Jan '25	\$9,772.00
Jan '25	\$8,905.33
Aug '25	\$6,538.03
Total:	\$31,136.25

Summary

2025 Auction Fund Chequing Account		
Balance on January 1st:		\$18,617.50
Expenditures:		
Approved Grants: (pre-committed grants - not disbursed yet):		
Approved Grants:	\$4,735.47	
Transfer to GIC Jul 23 '25	\$20,000.00	
Total Expenditures:	\$24,735.47	
Subtotal:		-\$6,117.97
Revenue:		
Auctions, Seized/Unclaimed/Found Money		\$31,136.25
		\$25,018.28

2025 Auction Fund Investments	
GIC - auto-renew, cashable (Principal as of Jul 24 '25)	\$86,433.85
Total GICs:	\$86,433.85

The balance in the Board's Auction Fund account on September 30, 2025, including the chequing account and investment account, was **\$111,452,13**.

Prepared and submitted by: Lisa Wilson, Executive Assistant



Peterborough Police Service Board - **Board Report**

Public Session

To: Chair and Members of the Peterborough Police Service Board

From: Chief Stu Betts

Report Date: October 1st, 2025

Meeting Date: October 21st, 2025

Subject: Section 81(1) CSPA Review of SIU Incident 25-OCI-203

Purpose

This Report is to inform the Police Service Board of the Section 81(1) CSPA Review of SIU Incident 25-OCI-203

Recommendation

It is recommended that the Board receive this Report for their information.

Strength Impact

Not applicable.

Budget and Financial Implications

Not applicable.

Summary

On May 17th, 2025, the Special Investigations Unit (SIU) began an investigation relating to the injury of a male that occurred after a physical interaction with members of the Peterborough Police Service (PPS), as they attempted to apprehend the male under the *Mental Health Act* (MHA). The injuries sustained were facial fractures and resulted in the SIU invoking its mandate, designating one Subject Official (SO) and four Witness Officials (WO).

On September 12th, 2025, the SIU Director notified Chief Betts, in writing, that the investigation was complete, and no further action was being considered against the SO. In accordance with Section 81(1) of the *Community Safety and Policing Act (CSPA)*, Chief Betts caused the matter to be investigated by the Professional Standards Unit (PSU). The investigation determined there were two minor breaches of organizational procedures that did not rise to the level of misconduct. These breaches have been directed to the Divisional Commander of Operations to be appropriately addressed.

Recognizing the importance of officer's mental health and the significant impact that calls, and subsequent SIU investigation like this can have, during this Section 81(1) investigation, the involved members were provided with the Employee Benefits and Wellness Guide

Key Points:

- a. A Subject Official and Witness Officials were identified.
- b. The SIU determined that there were no grounds to lay criminal charges against the Subject Official.
- c. The PSU identified two minor breaches of organizational procedures that will be addressed by the Divisional Commander of Operations.

Summary

On May 17th, 2025, the SO responded to a call for service involving a naked male walking in the middle of the road. Upon arrival, the SO identified that the male was suffering from a mental health issue and formulated reasonable grounds to apprehend under the MHA.

The SO engaged with the male and a physical interaction took place that resulted in several use of force options being utilized. These included the deployment of a conducted energy weapon (CEW), the deployment of oleoresin capicum (OC) spray, knee strikes and empty hand techniques. The above use of force techniques were unsuccessful in controlling the male to safely affect an apprehension.

Several WO's attended the scene and collaboratively were able to secure the male, affect the apprehension and ensure appropriate medical care was provided by Emergency Medical Services (EMS), which included on-site sedation.

While at the Peterborough Regional Health Centre (PRHC), the male was diagnosed with facial fractures. This information was communicated by a WO to the Officer in Charge (OIC).

The OIC spoke with the Duty Inspector, and the SIU was notified and invoked their mandate in relation to the injury.

Analysis

The following procedures were reviewed during the course of this investigation:

Procedure Name	Description	Compliance
AI-012	Incident Response Training	Yes
AI-026	Employee and Family Assistance Program	Yes
AI-052	Special Investigations Unit	Yes
AI-073	Notification of Chief, Deputy and Duty Inspector	Yes
LE-002	Communications and Dispatch	Minor Breach
LE-013	Police Response to Persons with a Mental Health Crisis and/or Chaotic Substance Use	Yes
LE-079	In-Car Camera System	Yes

In addition to the above Procedures/Legislation, the following relevant Acts, Regulations, reports, and evidence were reviewed:

- *Criminal Code*
- *CSPA*
- *Special Investigations Unit Act*
- Call Details and Submitted Reports
- Computer Aided Dispatcher (CAD) Report
- Radio and Telecommunication Recordings
- In Car Camera Video
- SIU Director's Report dated September 12th, 2025
- Statements and notes provided to PSU by involved officers.

Financial Implications

Not applicable.

Conclusion

The investigation determined that there was one minor breach of PPS Procedure LE-002 Communications and Dispatch that has been addressed.

Prepared by: Ryan Wilson, Staff Sergeant – Professional Standards

Reviewed by: Peter Sejrup, S/Inspector - Executive Officer to the Chief

Submitted by: Stu Betts, Chief of Police

Peterborough Police Service Board - Board Report



Public Session

To: Chair and Members of the
Peterborough Police Services Board

From: Joanne Elliott, Inspector of Investigative Services

Report Date: Thursday, October 2, 2025

Meeting Date: Tuesday, October 21, 2025

Subject: **Donation of Accredited Facility Dog**

Purpose

A report to inform the Board of the offer from National Service Dog Training to provide an accredited facility dog for the Peterborough Police Service Victim Services Unit.

Recommendation

That the Board receive this report and:

1. approve the donation of an Accredited Facility Dog from the National Service Dogs;
and
2. approve the donation made by Peterborough Northumberland Crime Stoppers to sponsor the Accredited Facility Dog, by covering annual expenses related to the dog with a set amount of annual donation.

Strength Impact

This is a replacement for recently retired Pixie.

Budget and Financial Implications

Pursuant to Section 17 of the Board's Financial Policy:

17.1 The Chief of Police, or designate, shall ensure that the donation, loan or sponsorship supports and promotes the objectives and priorities of the Police Services Board. Further, it will provide a direct benefit to the community as a whole without causing the Police Service's priorities, impartiality or objectivity to be compromised or brought into question.

17.2 The Chief of Police shall request Board approval for any donation, loan, or sponsorship.

17.3 The donation/loan/sponsorship shall not commit the Police Service to additional resources as a result of the donation, unless agreed to by the Chief of Police or the Police Services Board.

17.4 With respect to Sponsors:

- a) Their products and services should not have a negative impact on the environment,
- b) Their public image must be favourable.
- c) The Board shall consider whether or not the Sponsor is involved in the sale or distribution of tobacco or liquor, the nature of that involvement, and whether or not the nature of such involvement offends any aspect of public policy with respect to the above approval criteria.
- d) Where donations are accepted from the commercial enterprises, there shall be no advertising or other terms, which suggest an endorsement of the product, neither service nor any other preference to the donor.

17.5 If the Donor, Lender or Sponsor wishes to have a tax receipt, the Executive Assistant will contact the appropriate person at City Hall

Should the Board approve these donations, there will be very minimal budget implications for the Service, consistent with previous commitments, as outlined below.

Background

In 2020, the Peterborough Police Service began a facility dog program with facility dog Pixie. National Service Dogs donated Pixie. Pixie retired from service in June 2025. As a result of the success of our program, National Service Dogs wishes to donate a replacement accredited facility dog to the Peterborough Police Service. This dog will have a primary handler, Victim Services Coordinator Darby Ness, and a secondary handler, Victim Services Coordinator Nicole Quinlan, until the return of Alice Czitrom who will continue this role. Home visits have been conducted at both the residences of Darby Ness and Nicole Quinlan by National Service Dogs, and both locations have been approved.

Since the inception of the Peterborough Police Service facility dog program, National Service Dogs have attended Peterborough Police Service to complete a site visit and have held five virtual meetings since the beginning of this year alone. Our Service has maintained a positive relationship with National Facility Dogs and that is why they have committed to donating a new facility dog. The value of the facility dog is estimated to be \$50,000.00, which will be donated to the Peterborough Police Service. There is no fee for our service to acquire the dog. The facility dog will be considered to be 'on loan' to Peterborough Police Service for the working life (8-10 years) of the dog and then will retire with the primary handler.

In August 2025, the Peterborough Police Service received notice from National Service Dogs that they had a facility dog available for placement with the Service upon successful completion of Handler Training Course in October 2025.

The Peterborough Northumberland Crime Stoppers has confirmed that they will donate to the costs of equipping and maintaining the facility dog at a fixed amount of \$3500 on the first year, and \$3000 for subsequent years for the duration of the life of the new facility dog. The annual expenditures for a facility dog are as follows:

Draft Budget for Facility Dog

	Item	Expense
Anticipated Startup Expenses	NSD Equipment Fee (NSD Vest, leash, grooming items)	\$250
	Handler Training (accommodation, meals, travel costs)	\$1500.00
	Dog beds (1 for station, 1 for handlers home)	\$160
	Dog bowls (1 water dish for station, 2 dishes for food and water at home)	\$60
	Vehicle Seat Covers (one for fleet vehicle, one for handler's vehicle)	\$140
	Dog Toys, Collar, Leash	\$160
	Veterinary Services	\$600-\$1200
	Township Registration	\$50
	2025 Budget Estimated Total including startup costs	\$3520.00

Annual Recurring Expenses	Township registration (annually)	\$50
	Veterinarian Services	\$600-1200
	Dog Food	\$1200
	Grooming	\$160
	Annual Budget (ongoing)	\$2610.00 (can vary due to veterinary needs)

The Peterborough Police Service has witnessed a variety of successes as a result of the facility dog program, including:

1. Facilitating connections with individuals who may otherwise struggle to engage with PPS members, allowing for building of rapport, stress reduction, and ultimately more trauma-informed interactions with community members.
2. Providing supportive aid to individuals who are experiencing reactions to an emotionally triggering event, by reducing stress and anxiety thereby allowing a more coherent thought process. This is beneficial to the efficacy of investigations while providing statements, as well as providing testimony at court as a victim/witness.
3. Supporting PPS members while they are on duty, as well as post-critical incident response, exemplifying PPS' commitment to member wellness and morale.
4. Providing support to members of the community through community education initiatives, as well as in response to community tragedies.

Summary

The offered donation by National Service Dogs will be in the amount of approximately \$50,000.00, which will cover the costs associated to the accredited facility dog.

There is an agreement for an annual donation of \$3500.00 on year one, and \$3000 in subsequent years, from a Peterborough Northumberland Crime Stoppers, which will begin in 2025, until the facility dog is retired..

The cost to the Organization has proven to be minimal, while the return has been invaluable. Having a Facility Dog program is consistent with many of the more progressive police services and the fact that we are to be the beneficiaries of such generous donations speaks to the professional reputation and relationship the Service has with both National Service Dogs and Peterborough Northumberland Crime Stoppers.

Should the Board approve this donation, a full media conference, with our donors, will be held to introduce the new facility dog to the community.

Prepared by: Jo-Anne Elliott, Inspector of Investigative Services

Reviewed by: Jamie Hartnett, Deputy Chief of Police

Submitted by: Stu Betts, Chief of Police



Peterborough Police Service Board - **Board Report**

Public Session

To: Members of the Peterborough Police Service Board
From: Tia Nguyen, Manager of Financial Services
Report Date: October 6, 2025
Meeting Date: October 21, 2025
Subject: 2026 Operating and Capital Budget

Purpose

To inform the Board about the Chief's proposed 2026 Operating and Capital Budget submission, focusing on the necessary requirements to maintain and enhance service delivery in the City of Peterborough.

Recommendations

1. That the Board receives this report and endorses the proposed Operating Budget of \$41,506,841.
2. That the Board receives this report and supports the proposed Capital Budget of \$1,413,950.

Strength Impact

Additional staffing needs are:

2026 Additional Staffing Needs	Full-Time Equivalent
Constable	1
Detective Constable	1
Financial Analyst	1
Police Recruiting Coordinator	1
IT System Analyst	1
Electronic Forensic Analyst	1
Court Security Officer	1
Records Management Clerk	1
FOI	0.5
DEMS	0.5
911 Communicator	0.5
911 Communicator	0.5
Total FTEs	10

Summary Financial Information

The report outlines the operational and capital budget developments for 2026, highlighting a 9.8% increase in the operating budget from the previous year. This growth is primarily driven by two key factors:

Personnel Costs

Personnel expenses show an increase of 8.4% due to the addition of 10 new positions within the Police Service. These include 8 full-time equivalent civilian positions and 2 sworn positions, aligning with legislative and regulatory requirements, the Board's strategic objectives and the community needs.

These ten positions are mandatory to meet legislative and regulatory expectations. They contribute to the mandatory requirements of the *CSPA* in relation to providing adequate and effective policing.

Non-Personnel Costs

These costs have risen by 21.2% due to several factors:

- **New Contractual Services:** For a number of years, our Police Service has relied on the City's IT department for technological support. However, as our operations have expanded and the demand for specialized police technology has increased, it became apparent that the establishment of a dedicated IT unit is essential to operational effectiveness and efficiency. By investing in our own IT team, tailored to address the unique challenges and advancements in policing technology, we can enhance operational support, streamline communication, and increase adaptability to new innovations. These investments will also encompass additional service acquisitions

and technological advancements, ensuring that our infrastructure remains robust and responsive to the dynamic nature of public safety needs. This strategic initiative not only aligns with our commitment to modernization but also ensures that we remain at the forefront of effective policing, better serving our community and addressing the evolving nature of public safety.

- **Provincial Initiatives:** Provincial grants have funded various initiatives, including the hiring of seconded positions to support our mission. Continued investment in technology, particularly data analytic tools, is essential for enhancing our capability in timely and accurate reporting. Reliable data is crucial for grant funders to ensure ongoing accountability and build public trust.

As technological advancements progress, our commitment to data-driven decision-making positions us effectively to meet future expectations.

Revenue Highlights

Revenue by Source	2026 Request	2025 Approved	Over/Under PY	%
Government Grants	\$3,491,174	\$3,122,128	\$369,046	11.8%
Contracted Services	\$2,431,862	\$2,292,791	\$139,071	6.1%
User Fees	\$507,800	\$460,300	\$47,500	10.3%
Total Revenue	\$6,430,836	\$5,875,219	\$555,617	9.5%

Total revenue is comprised of several key components: Ontario grants, which account for 54.3% of the total, contracted policing services contributing 37.8%, and user fees making up 7.9%.

Ontario grants have increased by \$369,046 or 11.8% primarily due to:

1. **Court Security and Prisoner Transportation (CSPT) Grant Increase:** the CSPT grant has been increased by \$122,728. The adjustment contributes to the overall grant estimate increase of 3.9%.
2. **Annualized Grant for Seconded Positions:** An additional \$173,812 has been allocated for seconded positions on an annualized basis, further contributing 5.6% to the budget increase.

Contracted services increased by 6.1% attributed to higher compensation and material costs.

User fees and recoveries account for 7.9% of revenues which include fees for records checks, police paid duty, and other services. The main driving force behind these revenues is expected higher levels of records checks. The fees charged to the public are based on a cost-of-service recovery model. Given the current economic conditions, the 2026 revenues are forecasted to be similar levels as the prior year budget.

Risk

While grant funding has remained relatively stable, reliance on them introduces a degree of financial risk. Provincial grant funding allocation does not align with the City's fiscal year, meaning that funding could be lower than anticipated during the year, resulting in financial pressures that may require use of the operational reserves.

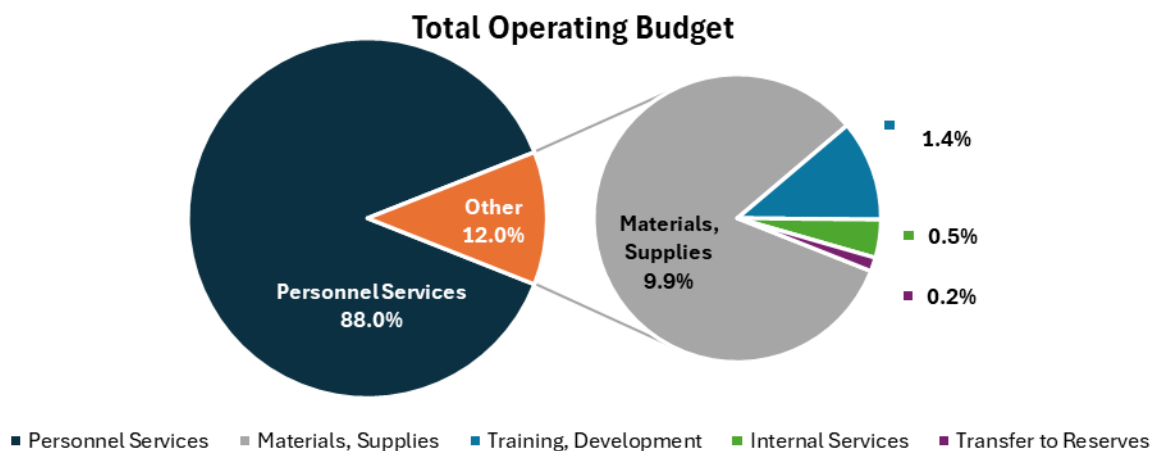
In preparing the 2026 budget, our financial planning has accounted for two major provincial grant programs, specifically the Court Security and Prisoner Transportation and Community Safety Policing grants. These grants have historically been vital to our funding structure, providing substantial support to our police service operations. The budget projections are based on the actual allocations we received in 2025. However, it is imperative to note that the receipt and amount of these grants for 2026 remain uncertain, representing significant financial risks which our Service has encountered annually.

Operating Expenditures Highlights

The total cost to deliver projecting services is \$47,937,677 gross and \$41,506,841 net.

The 2026 budget estimates consider future changes in costs and economic conditions but remain subject to external influences.

Expenditures by Category	2026 Request	2025 Approved	Over/Under PY	%
Personnel Services	\$42,198,163	\$38,940,520	\$3,257,643	8.4%
Materials, Supplies	\$4,755,264	\$3,685,642	\$1,069,622	29.0%
Training, Development	\$649,828	\$415,623	\$234,205	56.4%
Internal Services	\$245,415	\$546,668	-\$301,253	-55.1%
Transfer to Reserves	\$89,007	\$89,007	\$0	0.0%
Total Expenditure	\$47,937,677	\$43,677,460	\$4,260,217	9.8%



1. Personnel Expenditures

Compensation costs are projected to rise by 8.4% due to several key factors:

- **Annual Salary and Benefits Increases:** Implemented through collective agreements, resulting in a 5.4% increase in the budget.
- **Higher Health Premiums:** Reflecting broader industry trends in rising healthcare costs.
- **Additional Staffing Positions:** In line with the Board's strategic goals, new positions are being created to support organizational needs. Notably, this expense includes the addition of a position in the IT unit. This increase is fully offset by a \$306,913 annual fee previously allocated to the PTS department.

2. Non-Personnel Costs

These are anticipated to increase by \$1,002,574 or 21.2% due to:

- **Market Inflation:** In line with industry trends, there is a reflective increase in the price of essential services, supplies, and materials. Continual market inflation impacts the costs of goods and services; therefore, diligent monitoring is necessary to ensure budgetary allocations align with market trends.
- **New Software Licences:** Our transition away from Peterborough Technology Services (PTS), necessitates investments in licences to support independent operations. Additionally, a new software licensing and maintenance program is required for the required back-up site for the 911 Communication Centre.
- **Investment in Technology:** Investment in data analysis is crucial to enhancing operational deployment, investigative responses, program efficiency and ensuring accountability with provincial funding operations.
- **Community Safety and Policing Act (CSPA) Compliance:** Compliance with the CSPA introduces regulatory requirements that increase operating expenses. These expenses cover the implementation of necessary protocols and systems to ensure compliance with the legislation.

Expense Category Highlights

- a. **Materials, Supplies and Contractual Services** have increased by \$1,069,622, representing a 29% year-over-year increase. This rise is largely due to new communications service agreements, technology contracts, and costs associated with enhancing community safety and policing services.

b. Training and Development Costs total \$649,828 accounting for 1.4% of the total operating budget. This investment underscores our commitment to the continuous improvement of officer skills and capabilities. These training initiatives are mandated by the *Community Safety and Policing Act*, Ontario Regulation 87/24 Training. Key training areas include, but are not limited to:

- Mental Health Awareness
- Cultural Competency and Diversity Training
- De-escalation Techniques
- Use of Force Protocols and additional firearms-related training
- Community Engagement and Relationship Building
- Ethics and Professional Conduct
- Crisis Intervention
- New mandatory training for Special Constables
- Unique critical incident response training for all levels of sworn supervisors
- New investigative training requirements

The cost for these programs reflects the initial implementation of comprehensive training programs across the entire police service. These include expanded sessions, professional development, technological tools, and various supportive materials to enhance both theoretical and practical experiences. The budget emphasizes continuous investment and mandated officer education to meet evolving community and legislative expectations.

c. Inter-Departmental Charges of \$245,415, is a decrease of \$301,253 from the previous year. This notable reduction primarily stems from the removal of the PTS' staffing allocation.

d. Transfer to Reserves: The funds transferred to the reserve accounts pertain to the allocation of resources set aside for future obligations and strategic initiatives within the Police Service. The aim of this allocation is to mitigate the tax burden associated with these obligations and initiatives, often stemming from unplanned events or changes in the market. For the fiscal year 2026, the total contribution to the reserves stands at \$89,007. This amount is comprised of:

- \$10,000 allocated for the Police Recruitment Reserve.
- \$27,500 designated for the Police Board's Strategic Plan. This includes a 50% contribution from the City.
- \$51,507 set aside for Health Care Spending Accounts.

These allocations are intended to ensure financial stability and strategic development within the Police Service.

Capital Budget

The proposed Capital Budget aims to address the financial requirements associated with replacing equipment that has reached the end of its service life. This ensures that all new acquisitions meet the current technological standards, as mandated by the *CSPA* for the Emergency Response Unit. Key investments include in-car computers and technology interfaces, crucial for maintaining updated response and communication methods. Additionally, this budget supports the modernization of data storage and advanced technology essential for tech-crimes investigations.

Capital Cost Drivers	2026	2025	Over/Under	%
Fleet Renewal	\$ 857,200	\$ 639,800	\$ 217,400	34.0%
IT System and Improvements	\$ 226,179	\$ 682,412	\$ (456,233)	-66.9%
Other Equipment	\$ 330,571	\$ 501,120	\$ (170,549)	-34.0%
Total	\$ 1,413,950	\$ 1,823,332	\$ (409,382)	-22.5%

Other Equipment Included:

Estimated Cost

Police Radio System - InterSite Link Equipment	\$120,000
Portable Radio	\$66,696
E-Crime Server (2)	\$60,000
Mobile Radio	\$49,875
E-Crime Forensic Laptop (2)	\$24,000

In Summary

For the fiscal year 2026, the proposed net operating expenditures amount to \$41,506,841. The proposed capital budget is set at \$1,413,950. This careful financial planning underscores our commitment to modernize essential services while ensuring fiscal responsibility.

Prepared by: Tia Nguyen, Manager of Financial Services

Reviewed by: Stu Betts, Chief of Police

Submitted by: Stu Betts, Chief of Police

Memo



To: Chair and Members of the Board
From: Lisa Wilson, Executive Assistant to the Board
Date: October 2, 2025
Meeting Date: October 21, 2025
Subject: Public Announcement of the Auction Fund Grant – MADD Canada

Excerpt from the Police Service Board's Financial Policy regarding the Auction Fund Account, section 15.6:

- c) Grants will be announced in the next open session as well as correspondence with the applicants.

Announcement:

On September 16, 2025 the Board approved an auction fund grant in the amount of \$360.47 to MADD Canada for the purchase of advertisement/message space in their upcoming annual MADD Message Yearbook, an annual publication that raises funds to help MADD Canada provide education and programs that help make our communities safer.

Lisa Wilson, Executive Assistant to the Board



2026 Schedule of PPSB Meetings

Board Meeting



Stat/Public Holiday

January						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February						
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March						
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29	30	31				

April						
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May						
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31						

June						
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28	29	30				

July						
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August						
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30	31					

September						
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October						
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November						
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29	30					

December						
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27	28	29	30	31		

The Peterborough Police Service Board meets on the 3rd Tuesday of the month with a 1:00 pm public meeting start time.

Meeting dates and times are subject to change if required due to schedule conflicts.

For information contact: Lisa Wilson (705)876-1122 x 220 or lwilson@peterborough.ca

2026 Schedule of Police Service Board Reports

Date of Board Meeting	To Chief's Office	To Board EA	Report Title and Responsibility (P – Public Session / IC – In-Camera Session)
Jan 20	Jan 2	Jan 9	<ol style="list-style-type: none"> 2025 Annual Assessment of the Workplace Violence Prevention Program (PS Mgr.) (P) 2025 Annual Report on Secondary Activities (Chief) (P) 2025 Annual Accounting of the Auction Fund Account (Board EA) (P) 2025 Q4 People Services Report (PS Mgr.) (IC) Delegation of Signing Authority Monthly Report (Chief) (IC)
Feb 17	Jan 30	Feb 6	<ol style="list-style-type: none"> 2025 Annual Complaints (S/Sgt. Prof Standards) (P) 2025 Annual Use of Force (Training Sgt.) (P) 2025 Annual Strip Search Report (PAR Mgr.) (P) 2025 Annual EAP (PS Mgr.) (P) 2025 Annual ARV Report (Insp. Operations)(P) Delegation of Signing Authority Monthly Report (Chief) (IC)
Mar 17	Feb 27	Mar 6	<ol style="list-style-type: none"> 2025 Q4 Reports – Occurrences/Crime : <ul style="list-style-type: none"> Crime Statistics (Insp. Investigative Svcs.) (P) Occurrence Statistics (All Violations) (Insp. Operations) (P) Lakefield & Cavan Monaghan (Insp. Operations) (P) Safer Public Spaces & Community FIRST Updates (Chief)(P) 2025 Annual Report Regarding the Collection of Identifying Information in Certain Circumstances (Insp. Investigative Svcs.) (P) 2025 Annual Joint Forces Operations (Insp. Investigative Svcs.) (P) 2025 Annual Internal Task Force (Insp. Investigative Svcs.) (P) 2025 Annual Purge Report (PAR Mgr.) (P) Delegation of Signing Authority Monthly Report (Chief) (IC)
Apr 21	Apr 2	Apr 10	<ol style="list-style-type: none"> 2025 Annual Report on Missing Persons and the Service's Use of Urgent Demands (Insp. Investigative Svcs.) (P) 2025 Annual Report Regarding Special Constables (Appointments/Administration of Complaints)(Chief)(P) 2025 Divisional Reports: <ul style="list-style-type: none"> Investigative Services (Insp.) (P) Operations (Insp.) (P) Administrative Support (Insp.) (P) <p style="text-align: right;">...APR 15 CONT'D NEXT PAGE...</p>

Date of Board Meeting	To Chief's Office	To Board EA	Report Title and Responsibility (P – Public Session / IC – In-Camera Session)
...Apr 21 Cont'd...	Apr 2	Apr 10	<ul style="list-style-type: none"> • Finance (Finance Mgr.) (P) • People Services (PS Mgr.) (P) • 911 Communications (Comm Mgr.) (P) • Information Technology (IT Mgr.) (P) • Policy, Audit and Risk (PAR Mgr.) (P) <ol style="list-style-type: none"> 4. Q1 Auction Fund Report (Board EA) (P) 5. 2027 Board Budget – for Board Approval (Board EA) (IC) 6. Q1 People Services Report (PS Mgr.) (IC) 7. Delegation of Signing Authority Monthly Report (Chief) (IC)
May 19	May 1	May 8	<ol style="list-style-type: none"> 1. 2027 Approved Board Budget (Board EA) (P) 2. Delegation of Signing Authority Monthly Report (Chief) (IC) <p><i>*Civilian Awards (P)</i></p>
Jun 16	May 29	Jun 5	<ol style="list-style-type: none"> 1. 2025 Year-End Financial Reports: <ul style="list-style-type: none"> • Financial for the Service (Finance Mgr.) (P) • Financial and Legal for the Board (Board EA) (P & IC) 2. Q1 Reports – Occurrences/Crime/Complaints: <ul style="list-style-type: none"> • Crime Statistics (Insp. Investigative Svcs) (P) • Occurrence Statistics (All Violations) (Insp. Operations) (P) • Complaints (S/Sgt. Prof Standards) (P) • Lakefield & CM (Insp. Operations) (P) 3. Safer Public Spaces & Community FIRST Updates (Chief) (P) 4. 2025 Annual Property & Evidence Audit (PAR Mgr.) (P) 5. 2025 Annual Report (Corp Comm Mgr/Chief, June 30th deadline to Council) (P) 6. Delegation of Signing Authority Monthly Report (Chief) (IC)
Jul 21	Jul 3	Jul 10	<ol style="list-style-type: none"> 1. Q1 Financial Reports: <ul style="list-style-type: none"> • Financial for the Service (Finance Mgr.) (P) • Financial and Legal for the Board (Board EA) (P & IC) 2. 2027 Service Budget – for Board approval (Finance Mgr/Chief)(IC) <i>*Subject to change</i> 3. Q2 Auction Fund Report (Board EA) (P) 4. Q2 People Services Report (PS Mgr.) (IC) 5. Delegation of Signing Authority Monthly Report (Chief) (IC)

Date of Board Meeting	To Chief's Office	To Board EA	Report Title and Responsibility (P – Public Session / IC – In-Camera Session)
Aug 18	Jul 31	Aug 7	1. Delegation of Signing Authority Monthly Report (Chief)(IC)
Sep 15	Aug 28	Sep 4	1. Q2 Financial Reports: <ul style="list-style-type: none"> Financial for the Service (Finance Mgr.) (P) Financial and Legal for the Board (Board EA) (P & IC) 2. Q2 Reports - Occurrences/Crime/Complaints: <ul style="list-style-type: none"> Crime Statistics (Insp. Investigative Svcs.) (P) Occurrence Statistics (All Violations) (Insp. Operations) (P) Complaints (S/Sgt. Prof Standards) (P) Lakefield & CM (Insp. Operations) (P) 3. Safer Public Spaces & Community FIRST Updates (Chief)(P) 4. Delegation of Signing Authority Monthly Report (Chief) (IC)
Oct 20	Oct 2	Oct 9	1. 2027 Budget for the Service (Finance Mgr.)(P) <i>*Subject to change</i> 2. Q3 Auction Fund Report (Board EA)(P) 3. Q3 People Services Report (PS Mgr.)(IC) 4. Delegation of Signing Authority Monthly Report (Chief)(IC) 5. 2027 Schedule of Board meetings & Board Reports (Board EA) (P)
Nov 24	Nov 6	Nov 13	1. Delegation of Signing Authority Monthly Report (Chief) (IC) <i>*Civilian Awards (P)</i>
Dec 15	Nov 27	Dec 4	1. Q3 Financial Reports: <ul style="list-style-type: none"> Financial for the Service (Finance Mgr.) (P) Financial and Legal for the Board (Board EA) (P & IC) 2. Q3 Reports - Occurrences/Crime/Complaints: <ul style="list-style-type: none"> Crime Statistics (Insp. Investigative Svcs) (P) Occurrence Statistics (All Violations) (Insp. Operations) (P) Complaints (S/Sgt. Prof Standards) (P) Lakefield & Cavan Monaghan (Insp. Operations) (P) 3. Safer Public Spaces & Community FIRST Updates (Chief)(P) 4. Delegation of Signing Authority Monthly Report (Chief)(IC)

Please note, these reports are mandated in the **CSPA**, other legislation, the accompanying Regulations, policing contracts and/or Board policies.

This list is not exhaustive and does not represent all reports received and reviewed by the Board and will be amended on a regular basis.

***These dates are subject to change based on staff time, availability of data and city timelines. **All reports to be provided to Board EA in final PDF format.**

(Last updated Oct 9 '25)