



A Protocol for Sharing of Information

Between

The City of Peterborough and The Township of Smith- Ennismore-Lakefield

And

The Peterborough Lakefield Police Services Board

Whereas pursuant to Section 31(1) of the *Police Services Act* as amended, the Peterborough Lakefield Police Services Board is responsible for the provision of adequate and effective police services in the City of Peterborough and the Ward of Lakefield in the Township of Smith-Ennismore-Lakefield.

And Whereas the Corporation of the City of Peterborough and the Township of Smith-Ennismore-Lakefield is required pursuant to section 4(1) of the *Police Services Act* to provide adequate and effective police services in accordance with the needs of the City of Peterborough and the Ward of Lakefield.

And Whereas the Board wishes, pursuant to Section 32(1) of Ontario Regulation 3/99 (Adequacy Standards), and subject to the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*, Ontario Regulation 265/98, to enter into a protocol with Councils that addresses the following matters:

- a) The sharing of information with Councils, including the type of information to be shared and the frequency of sharing such information;
- b) The dates by which the business plan and annual report shall be provided to Councils;
- c) The responsibility for making public, the Business Plan and the Annual Report and the dates by which the Business Plan and the Annual Report must be made public; and

- d) If the Councils choose, jointly determining and participating in the consultation processes for the development of the Business Plan.

And Whereas both the Board and the Councils wish to ensure that effective, efficient and timely levels of communication are maintained between the Board and the Councils;

And Whereas a mutual understanding of policing needs and how they are being addressed in our communities is beneficial.

The Parties hereby agree that:

The Board shall provide the City Clerk for the City of Peterborough and the Township Clerk for the Township of Smith-Ennismore-Lakefield (Clerks):

1. a) In January of each year, with a list of the dates, times and locations of the Board's regularly scheduled monthly public meetings for that calendar year. In the event unforeseen circumstances arise, the Board will, when practicable, provide to the Clerks, a two-week notice of any changes in the dates of the public meetings and that the Councils and staff shall consider these dates when making requests of the Police Service that require Board approval.
- b) Copies of the public agenda at least three days before the Board's scheduled meeting date, or as soon thereafter as practicable.
- c) Copies of the previous months approved Public Minutes from the Board's said meetings as soon as practicable after they are approved.
- d) With copies of the Police Service Board's Business Plan for distribution to all Council members and department heads by April 30th of the preliminary year of a Business Plan cycle.
- e) With copies of the Police Service's Annual Report of the previous calendar year for distribution to all Council members and department heads each year by July 1st.
- f) Quarterly written reports to the Councils for inclusion in their agendas for information. Reports are to include: Crime and Calls for Service, Complaints and the Financial Report.
- g) Any other reports or information as determined by the Police Services Board.

2. The Board shall:

- a) Make the Annual Report available to the public by July 1st.
- b) Make the Business Plan available to the public by May 15th of the preliminary year of a Business Plan cycle.
- c) Make every effort to ensure its expenditures are within the established overall budget estimate approved by the Councils. The Board shall, in compliance with the *Police Services Act* and whenever confidentiality is not compromised, inform the Councils and seek their prior approval for additional expenditures beyond the approved budget. When prior approval cannot be sought then the Board shall report as soon as possible on such expenditures to the Councils.

For purposes of this section, “additional expenditures” are defined as expenditure in excess of 2% of the gross approved budget or \$200,000 whichever is the lesser. The Board must also indicate to Councils, where possible, whether it believes the expenditure can be funded out of the police budget estimate.

The Councils acknowledge that there may be infrequent emergency-type situations that may necessitate the Board’s expenditures beyond the approved budget. Immediate reporting on such expenditures shall be made to the Councils.

In providing the information referred to above the confidentiality of all matters as required by the *Police Services Act*, the *Municipal Freedom of Information and Protection of Privacy Act* and other applicable legislation shall be maintained. Accordingly, there may be information regarding the specific nature of such expenditures that cannot be disclosed.

- d) Request an opportunity to meet with Council during the development of a Business Plan to consult with Council and seek any suggestions or concerns Council may have.

3. The Councils shall:

- a) Advise the Board’s Administrative Assistant in writing of its desire to jointly determine and participate in the consultation processes for the development of the Business Plan. Such request for participation shall be made at least fourteen (14) days after receiving written notice of the proposed consultation meeting or process.

- b) Where it has specific issues or concerns, which may impact the Peterborough Lakefield Community Police Service’s budget estimate, invite Senior Staff of the Police Service to share its concerns and Senior Staff shall attend such a meeting, as well as members of the Peterborough Lakefield Police Services Board.
 - c) Whenever possible advise the Board of any policing issues to be discussed by a Committee of either Council or Councils, or where staff or Councils are aware of pending issues to be discussed, to permit police representation as appropriate.
 - d) Ensure that the Clerks provide Council members with the Minutes and quarterly written reports referred to in Section 1 c); 1 f) and 1 g).
4. Each year, the Police Services Board will host a Business Plan Status Report session in both the City of Peterborough and the Ward of Lakefield to outline service delivery methods, to receive input and hear the concerns of citizens and business owners.
 5. The Board’s Administrative Assistant will coordinate, with the Clerks, an annual meeting with each council to review the Business Plan status and goals for the next twelve (12) months of the Business Plan.

Signed and dated this, 4th day of October, 2011

Originals signed

Daryl Bennett
Mayor of the City of Peterborough

Originals signed

Mary Smith
Reeve of the Township of Smith-
Ennismore-Lakefield

Originals signed

Brian Horton
Chief Administrative Officer
City of Peterborough

Originals signed

Janice Lavalley
Chief Administrative Officer
Township of Smith-Ennismore-Lakefield

Originals signed

Murray C. Rodd
Chief of Police

Originals signed

Nancy Martin
Chair, Peterborough Lakefield Police
Services Board