

**TOWN OF SHELburnE**  
**POLICE SERVICES BOARD**  
**PROTOCOL**

Protocol for the sharing of Information

Between

**The Town of Shelburne Police Services Board**

And

**The Town of Shelburne**

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

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

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

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

- (a) the sharing of information with Town 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 Town 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 Town 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 Town of Shelburne Police Services Board shall provide the Clerk/Chief Administrative Officer for the Town of Shelburne:
  - i) By January of each year, with notices of the dates, times, and locations of the Police Services Boards regular meetings;
  - ii) Copies of the draft minutes will be forwarded to the Clerk no later than two-weeks following any board meeting and where possible, in advance of the next available council meeting.

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2. The Board and the Detachment Commander will host a public information session on current policing issues in the Town not less than once annually.
3. The Town of Shelburne Police Services Board shall:
  - Provide the Clerk with notice of any public meetings, or other consultation processes scheduled by the board for the development of the business plan;
  - Provide the Town Clerk with a copy of the business plan no later than 30 days following completion;
  - Make the business plan available to the public no later than 30 days following release to the Town Clerk; and
  - Provide copies of the police services annual report to the Town Clerk and make it available to the public on or before March 31st annually.
4. This protocol is subject to the provisions of Section 41(1.1) of the Police Services Act, as amended, and the provisions of the Municipal Freedom of Information and Protection of Privacy Act.

This Protocol shall be certified by way of signatures as follows:

Dated at Shelburne, this 31<sup>st</sup> day of March, 2021.

On behalf of the Town of Shelburne

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Wade Mills, Mayor

On behalf of the Town of Shelburne Police Services Board

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Mike Fazackerley, Chair

Shelburne Police Services Board