Open Board Meeting Agenda

September 24, 2026 – 1:00 p.m.

Police Service Boardroom

(Virtual Option Provided Upon Request – Public Portion of this meeting is recorded)

1. Call to Order

The meeting was called to order by Chair Kenny at _____ p.m.

2. Roll Call

Members –	N. Kenny	**Staff –**	Chief Duguay
	A. Williams		Deputy Freeman
	M. Shoemaker		L. Louttit
	M. Bruni		A. Davey
	J. Greco		S. Miles
Administrator -	L. Hodgson		

3. Territorial Acknowledgement

We would like to begin by acknowledging that we are in the Robinson-Huron Treaty territory and that the land on which we are gathered is the traditional territory of the Anishinaabek, specifically Garden River First Nation (Ketegaunseebee) and Batchewana First Nation (Obaajiwan Anishinaabek), as well as Metis Peoples. We recognize our shared responsibility to care for these lands, waters, and the people who have stewarded them since time immemorial.

4. Conflict of Interest Declarations

5. Presentation from Crime Stoppers – Michael Goodship

6. Consent Agenda

MOVED BY:

SECONDED BY:

RESOLVED that the Board approve the Consent Agenda items as presented,

including:

- Open Agenda – September 24, 2026
- Open Board Meeting Minutes – June 24, 2026
- Special Account Ledger (Auction Account)
- Q3 2026 Court Time
- Monthly Overtime (Paid and Banked)
- Monthly Staff Shortage Overtime Costs (5-year Comparison)
- Monthly Staff Shortage Costs
- Monthly Statistical Reports
- Intimate Partner Violence Statistics
- Division Two Statistics
- Bail Compliance Unit Statistics
- Use of Force Report
- Annual Use of Force Report
- Annual Search of Persons Report
- Public Complaints Against police
- Notes of Appreciation
- Chief's Staffing, Deployment and Secondary Activities Report

7. Building Assessment – Chief Duguay

8. Chief's Advisory Committee Status Update – Chief Duguay

9. Governance By-Law 68

(2026 – 31)

MOVED BY:

SECONDED BY:

RESOLVED that the Board approve the revised Governance By-Law 68 as presented.

10. New Business

11. Motion to Move to Closed

MOVED BY:
SECONDED BY:

RESOLVED that the Board agree to adjourn the open portion of its meeting and move to closed to discuss confidential matters, pursuant to Section 44 (a) through (l) of the *Community Safety and Policing Act*, including, but not limited to, subject matter related to potential litigation, human resources matters and legal matters that are subject to solicitor-client privilege.

12. Matters Arising From Closed (2026 – 32)

2027 Budget

MOVED BY:
SECONDED BY:

RESOLVED that the Police Service Board approve the 2027 budget as presented on this day, September 24, 2026, in the amount of $00,000,000 reflecting an increase of 0.00% over 2026. This approved budget will be brought forward to the City of Sault Ste. Marie.

13. Next Meeting Date – October 29th, 2026 @ 1:00

14. Adjournment

MOVED BY:
SECONDED BY:

RESOLVED that the meeting is adjourned at _____ p.m.

Open Board Meeting Minutes

June 24, 2026 – 1:00 p.m.

Police Service Boardroom

(Virtual Option Provided – *Public portion of this meeting is recorded)*

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1. Call to Order

Chair Kenny called the meeting to order at 1:08 p.m.

2. Roll Call

Members -	N. Kenny A. Williams M. Shoemaker	**Staff –**	Chief Duguay Deputy Freeman L. Louttit A. Davey S. Miles
Regrets -	J. Greco M. Bruni		
Administrator -	L. Hodgson		
Media -	James Hopkins Brian Kelly		

3. Territorial Acknowledgement

The Territorial Acknowledgement was given by guest speaker Constance Manitowabi.

4. Conflict of Interest Declarations

There were no conflicts of interest declared.

5. Motion to Accept Open Agenda – June 24, 2026

MOVED BY: A. Williams
SECONDED BY: M. Shoemaker

RESOLVED that the June 24, 2026 open meeting agenda be approved as presented.

There was an adjustment to the guest speaker's name, her name should be listed as Constance, not Candace.

CARRIED

6. Consent Agenda

MOVED BY: A. Williams
SECONDED BY: M. Shoemaker

RESOLVED that the Board approve the Consent Agenda items as presented, including:

- Open Board Meeting Minutes – May 27, 2026
- Special Account Ledger (Auction Account)
- Monthly Overtime (Paid and Banked)
- Monthly Staff Shortage Overtime Costs (5 Year Comparison)
- Monthly Staff Shortage Costs
- Monthly Statistical Reports
- Intimate Partner Violence Statistics
- Division Two Statistics
- Bail Compliance Unit Statistics
- Use of Force Report
- Public Complaints Against Police
- Notes of Appreciation
- Chief's Staffing, Deployment and Secondary Activities Report

CARRIED

Vice Chair Williams enquires if the statistics can be more meaningful and include data year over year with a comparison to population? Possibly include a comparison to other services of similar sizes? Chief Duguay advised that he will speak with the statistics branch and have them follow-up to see how other

services are providing this information to their Boards. There will be further discussion about a change in the future, possibly including a year-end report.

7. Financial Update – Angela Davey, Finance Manager

Finance Manager Angela Davey gave an update and advised that there will be a small surplus for the 2026 year. There will be an updated projection at the end of June. The finance committee will meet over the summer once the updated financials are available. At this point in time, the budget is on track.

8. Elder Advisor – Presentation by Constance Manitowabi (2026 – 30)

The Board received a presentation from Constance Manitowabi regarding the potential benefits of appointing an Indigenous Advisor to support the Board's work. The presentation highlighted the value of having an Elder or Indigenous Advisor attend Board meetings to provide objective guidance, cultural perspectives and thoughtful reflection to inform Board discussions and decision-making. Chair Kenny expressed support for exploring the concept, noting that an Indigenous Advisor could provide valuable insight on matters before the Board. Chair Kenny requested the Board's support to develop a job description over the summer for the proposed position. It was noted that, should the Board proceed with the initiative, funding for the position would need to be considered as part of the 2027 budget process.

MOVED BY: M. Shoemaker
SECONDED BY: A. Williams

RESOLVED that the Board approve Chair Kenny to create a job description to bring forward to the Board in September for approval and that the cost of such position will be brought forward to the Finance Committee.

CARRIED

9. Discussion – Community Listening Session – Chair Kenny

The Board discussed opportunities to strengthen community engagement with members of the transgender community following recent concerns related to an alleged assault. Chair Kenny advised that, through conversations with individuals connected to the incident, she believes there is value in providing an opportunity for community members, particularly young adults, to share their perspectives and concerns with the Board. It was suggested that the Board host an informal community coffee session, open to all interested participants, with the option of providing anonymous feedback for those who may be uncomfortable speaking

publicly. Board members expressed support for the initiative as a means of fostering community dialogue and listening to public concerns, Nuala will explore hosting the event at Café for Good and circulate details to the Board members to determine interest in attending. It was noted that the Service would assist in promoting the event through its social media channels. The Board also acknowledged that the session could include comments or concerns regarding policing, which would be received as part of the community engagement process.

10. Changing Date/and or/Time of Regular Board Meetings – Chair Kenny

As Wednesday at 1:00 does not work for member Joe Greco's schedule, Administrator Lisa Hodgson will canvas with the group to see what alternative schedule can be implemented.

11. New Business

Chair Kenny announced that Tom Gervais, the advisor for the Sault Ste. Marie Police Service Board from the Inspectorate of Policing will be leaving as advisor and that he will be replaced by Ron LeClair beginning in September.

12. Next Meeting Date – TDB

13. Motion to Move to Closed

MOVED BY: A. Williams
SECONDED BY: M. Shoemaker

RESOLVED that the Board agree to adjourn the open portion of its meeting and move to closed to discuss confidential matters, pursuant to Section 44 (a) through (l) of the *Community Safety and Policing Act*, including, but not limited to, subject matter related to potential litigation, human resources matters and legal matters that are subject to solicitor-client privilege.

CARRIED

14. Matters Arising From Closed (2026 – 30)

MOVED BY M. Shoemaker
SECONDED BY: A. Williams

RESOLVED that the Sault Ste. Marie Police Service Board approve revised annual remuneration for Board members: Chair $5,000 per year, Vice-Chair $4,000 per year and members $3,500 per year, effective July 1, 2026.

CARRIED

15. Adjournment – Time: 2:22 p.m.

MOVED BY: M. Shoemaker
SECONDED BY: A. Williams

RESOLVED that the meeting is now adjourned.

CARRIED



BOARD ACCOUNT LEDGER 2026

DATE	PARTICULARS	Increase	Decrease	BALANCE
31-Dec-25	Opening balance			73,991.77
31-Jan-25	Account interest	31.42		74,023.19
19-Feb-26	Reimbursement to SSMPA re: Resolution 2026-10		1,333.40	72,689.79
28-Feb-26	Account interest	28.32		72,718.11
12-Mar-26	Board office renovations		4,514.87	68,203.24
31-Mar-26	Account interest	30.88		68,234.12
30-Apr-26	Account interest	28.47		68,262.59
28-May-26	Donation - Walk forAlzheimers		500.00	67,762.59
29-May-26	Deposit - updated	6,595.28		74,357.87
29-May-26	Deposit	7,180.00		81,537.87
29-May-26	Deposit - updated for CDN funds	183.60		81,721.47
31-May-26	Account interest	29.56		81,751.03
30-Jun-26	Account interest	33.60		81,784.63
31-Jul-26	Account interest	34.73		81,819.36
31-Jul-26	Reimbursement to SSMPA re: Resolutions 2026-???		8,136.00	73,683.36
	CHEQUING ACCOUNT			73,683.36
	AUCTION ACCOUNT			7,338.87
	INVESTMENTS:			
	EDWARD JONES INVESTMENT - updated for value at 3/31/26			$ 46,701.29
	NCU MEMBERSHIP AND PATRONAGE SHARES			$ 113.00
	NCU TERM DEPOSIT (3 years) - matures October 24, 2027			$ 45,492.72
	GRAND TOTAL			$ 173,329.24

Sault Ste. Marie POLICE

2025 - 2026 COURT TIME COSTING COMPARISON
(OCTOBER 1, 2025 - SEPTEMBER 30, 2026)

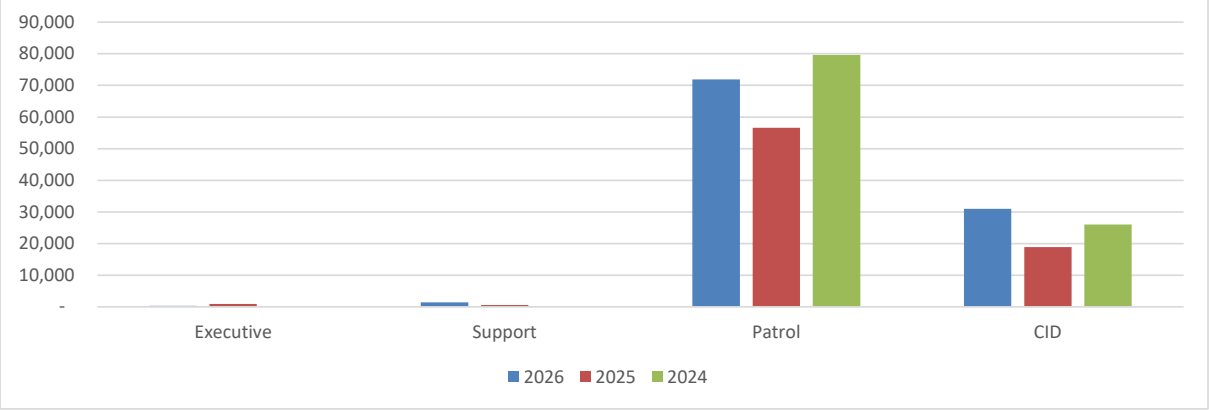
COST CENTRE	2026 BUDGET	Q3 Cost Apr 1 - Jun 30	YTD Cost 2026	YTD Cost 2025	YTD Cost 2024
EXECUTIVE SERVICES	-	-	303	896	-
SUPPORT SERVICES	-	-	1,428	543	-
PATROL SERVICES	95,000	18,727	71,870	56,573	79,593
INVESTIGATION SERVICES	40,000	9,065	31,020	18,886	26,044
COMMUNITY SERVICES	-	-	-	-	-
	135,000	27,792	104,621	76,898	105,637

Difference from budgeted amount	**$ 30,379**
% budget remaining	**22.50%**
% of budget year remaining	25.00%

ITEMS NOTED:

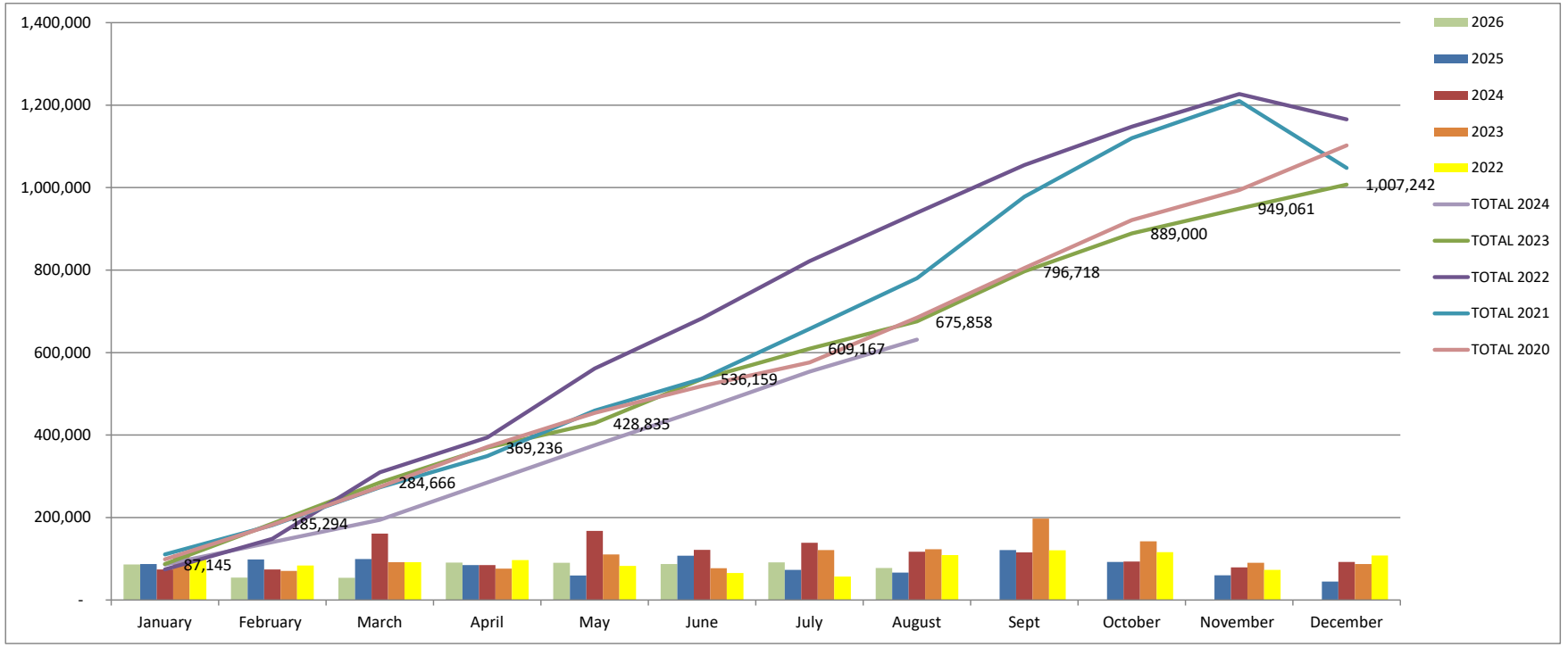
Accused - Lewis Q1 cost	$5,299.90	11 paid appearances
Accused - Leizert Q1 cost	$3,509.21	7 paid appearances
Accused - Jones Q2 cost	$8,629.45	17 paid appearances

Late cancellations are still trending high with an increase from 11.24% at Q3 2025 to 20.68% in 2026 for the same period.
Total appearances have increased from 178 to 266 for the same time period year over year.



A.E. Davey, CPA, CA, PCP, CMCP
Manager, Finance Services
17-Sep-26

2026 TOTAL MONTHLY OVERTIME COSTS
5 year Comparison
(PAID AND BANKED)



	2026	2025	2024	2023	2022
January	85,988	87,145	74,137	110,523	98,658
February	54,444	98,149	74,258	70,687	83,768
March	54,021	99,372	161,088	91,983	91,992
April	90,541	84,570	84,696	75,901	96,629
May	90,246	59,599	167,387	110,219	82,430
June	87,444	107,324	121,448	77,073	65,535
July	91,273	73,007	138,706	120,850	56,875
August	77,408	66,691	117,151	123,064	108,763
Sept		120,860	115,684	197,492	120,322
October		92,282	93,139	142,094	116,089
November		60,061	79,263	90,129	73,207
December		44,660	92,167	87,246	108,031

Running Total

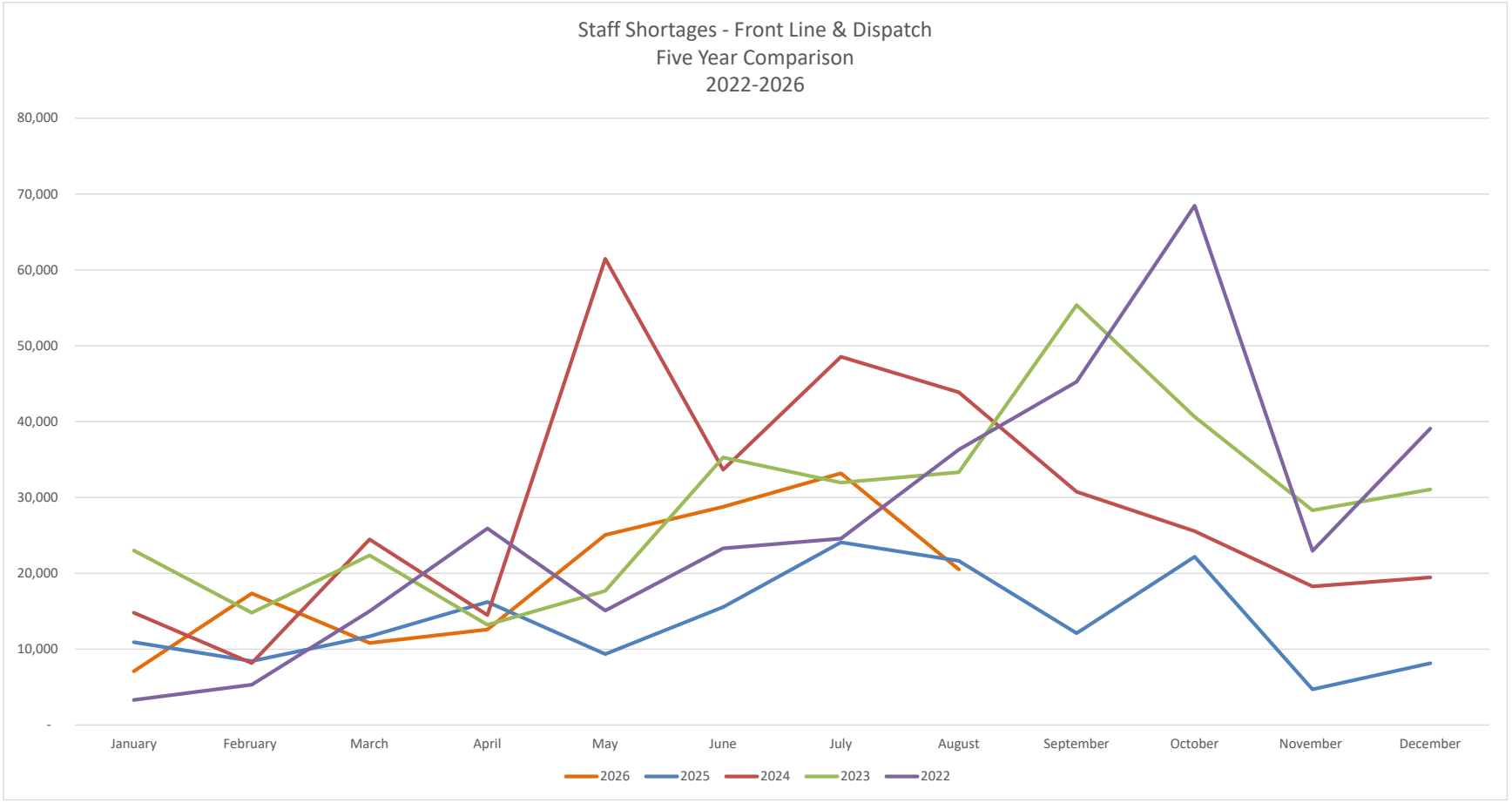
	2026	2025	2024	2023	2022
January	85,988	87,145	74,137	110,523	98,658
February	140,432	185,294	148,395	181,210	182,426
March	194,454	284,666	309,483	273,193	274,418
April	284,995	369,236	394,179	349,094	371,047
May	375,241	428,835	561,565	459,313	453,476
June	462,685	536,159	683,013	536,386	519,011
July	553,958	609,167	821,720	657,236	575,886
August	631,366	675,858	938,871	780,300	684,649
Sept		796,718	1,054,555	977,792	804,971
October		889,000	1,147,694	1,119,886	921,060
November		949,061	1,226,957	1,210,015	994,267
TOTALS**		1,007,242	1,165,388	1,047,571	1,102,298

NOTE: January 2023 has been revised to remove Dynamic Patrol funded by CSP grant
NOTE: Sept 2023 includes a homicide and 4 other major cases
NOTE: March 2024 - Project Teal only $10K covered by CISO funding - these #'s reflect excess amount

** Total adjusted for any late entries throughout the year

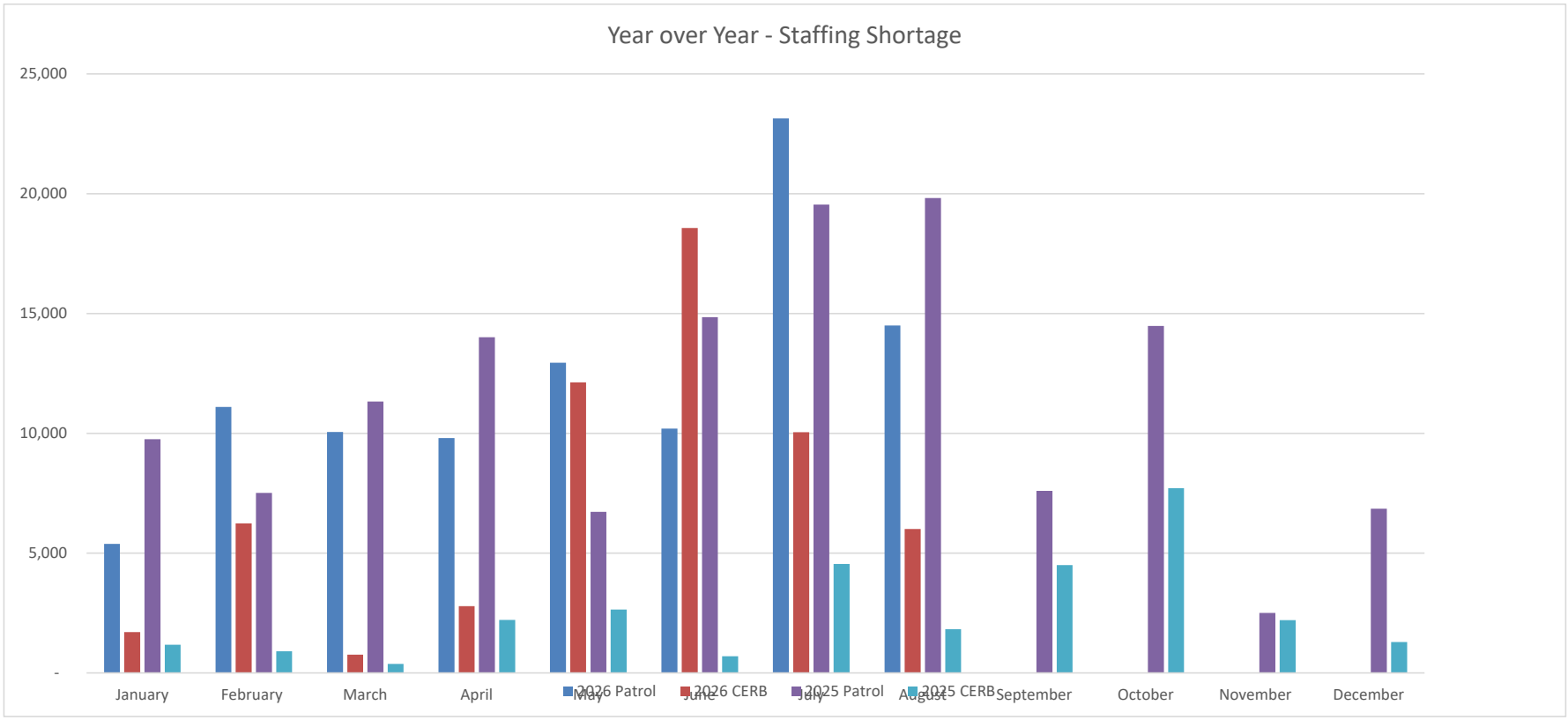
5 YEAR MONTHLY STAFF SHORTAGE OVERTIME COSTS

	2026	2025	2024	2023	2022
January	7,089	10,931	14,796	23,006	3,308
February	17,351	8,422	8,162	14,798	5,320
March	10,819	11,700	24,489	22,364	15,017
April	12,585	16,217	14,505	13,212	25,928
May	25,071	9,361	61,472	17,684	15,083
June	28,766	15,540	33,671	35,285	23,292
July	33,192	24,087	48,550	31,950	24,586
August	20,507	21,647	43,882	33,318	36,309
September		12,096	30,745	55,375	45,250
October		22,196	25,548	40,618	68,476
November		4,703	18,277	28,318	22,947
December		8,144	19,461	31,071	39,096
TOTAL	155,380	165,044	343,558	346,997	324,612



2026 MONTHLY STAFF SHORTAGE OVERTIME COSTS

	2026 Patrol	2026 CERB	2025 Patrol	2025 CERB
January	5,387	1,702	9,756	1,175
February	11,105	6,245	7,517	905
March	10,057	761	11,325	375
April	9,799	2,786	14,008	2,208
May	12,947	12,124	6,718	2,643
June	10,201	18,565	14,845	695
July	23,145	10,047	19,544	4,543
August	14,500	6,007	19,818	1,829
September			7,599	4,497
October			14,484	7,712
November			2,500	2,203
December			6,851	1,293
TOTAL	97,141	58,237	134,965	30,078

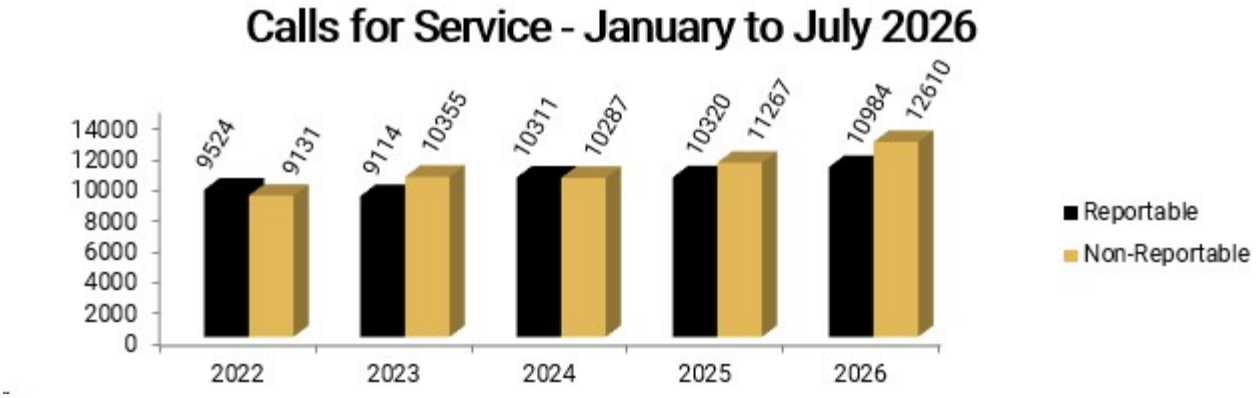


Sault Ste. Marie POLICE

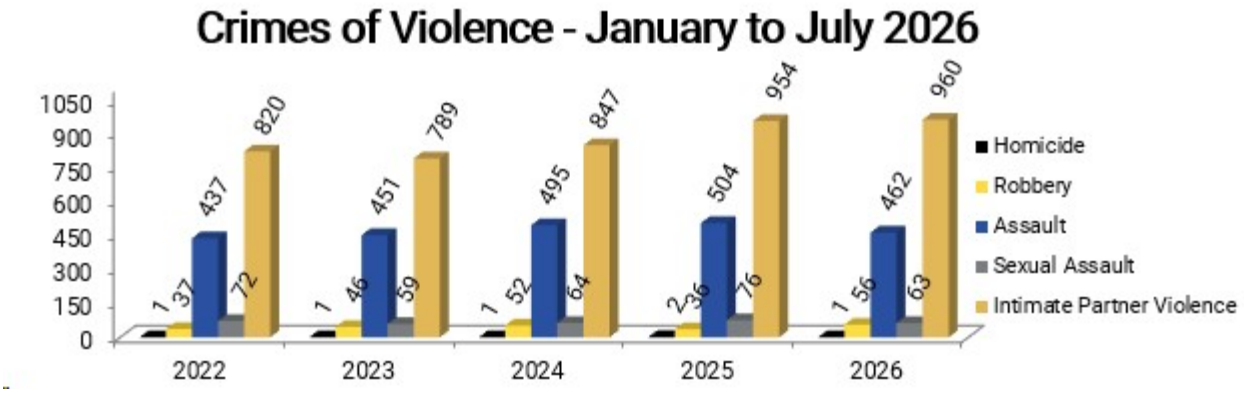
Year to Date Statistical Report

Comparisons for the Month of: July

Calls for Service	2022	2023	2024	2025	2026	% Difference 2025 -2026
Reportable	9524	9114	10311	10320	10984	6.4%
Non-Reportable	9131	10355	10287	11267	12610	11.9%
Total	18655	19469	20598	21587	23594	9.3%



Crimes of Violence						
Homicide	1	1	1	2	1	-50.0%
Robbery	37	46	52	36	56	55.6%
Assault	437	451	495	504	462	-8.3%
Sexual Assault	72	59	64	76	63	-17.1%
Intimate Partner Violence*	820	789	847	954	960	0.6%

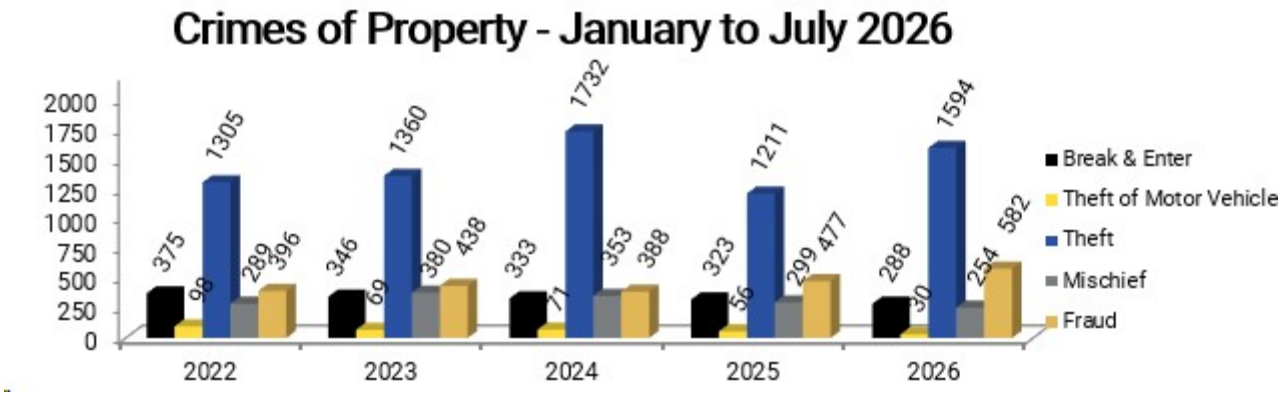


Sault Ste. Marie POLICE

Year to Date Statistical Report

Comparisons for the Month of: July

Crimes of Property	2022	2023	2024	2025	2026	% Difference 2025 -2026
Break & Enter Total	375	346	333	323	288	-10.8%
~Business	55	78	93	70	76	8.6%
~Residence	282	243	209	214	180	-15.9%
~Other	38	25	31	39	32	-17.9%
Attempt Break & Enter**	38	32	13	31	30	-3.2%
Attempt ~ Business	-	-	6	9	4	-55.6%
Attempt ~ Residence	-	-	5	17	23	35.3%
Attempt ~ Other	-	-	0	5	3	-40.0%
Theft of Motor Vehicle	98	69	71	56	30	-46.4%
Attempt Theft of Motor Vehicle**	4	1	0	6	2	-66.7%
Theft	1305	1360	1732	1211	1594	31.6%
Shoplifting^	440	580	994	639	865	35.4%
Theft from Motor Vehicle^	489	373	346	251	389	55.0%
Mischief	289	380	353	299	254	-15.1%
Fraud	396	438	388	477	582	22.0%

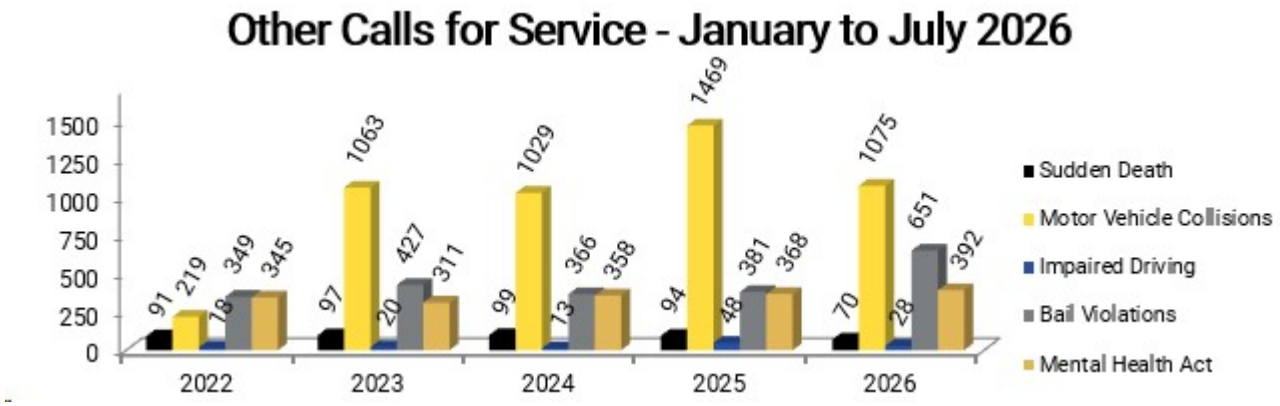


Sault Ste. Marie POLICE

Year to Date Statistical Report

Comparisons for the Month of: July

Others	2022	2023	2024	2025	2026	% Difference 2025 -2026
Sudden Death	91	97	99	94	70	-25.5%
Motor Vehicle Collisions	1044	1063	1029	1469	1075	-26.8%
~Fatalities	0	1	2	2	3	50.0%
~Injuries	104	95	82	98	83	-15.3%
Impaired Driving	18	20	13	48	28	-41.7%
Bail Violations	349	427	366	381	651	70.9%
Mental Health Act	345	311	358	368	392	6.5%



*Portions may be contained in Assaults

**Totals included in primary classification

^Portions may be contained in Thefts

NOTE: Statistical classification revisions cause figures to change perpetually.

Prepared by Statistical Analysis Unit

Approved by: Brent Duguay Chief of Police

Date: 03-Sep-26

Sault Ste. Marie POLICE

Zone Statistics

Incidents for the Month of: July 2026

Incident Type	Prince Township	Year to Date
Animal:	0	0
Assault:	0	1
Break and Enter:	0	2
Drugs:	0	1
Intimate Partner Violence:	0	2
False Alarm:	0	0
Fire/Fire Alarm:	0	0
Missing Person:	0	0
Missing Person Located:	0	0
Motor Vehicle Collisions:	0	8
Municipal By-Laws:	0	0
Neighbour Dispute:	0	1
Noise Complaints:	0	1
Offensive Weapons:	0	0
Other:	4	14
Other Criminal Code:	3	6
Police Assistance:	1	4
Police Information:	2	6
Prevent Breach of Peace:	0	0
Property Damage:	0	0
Property Lost and Found:	0	2
Provincial Statutes:	0	1
Recovered Vehicles:	0	0
Sudden Death:	0	1
Suspicious Persons:	0	2
Theft of Motor Vehicle:	0	0
Theft:	0	1
Towed Vehicle:	0	0
Traffic Complaint:	2	8
Traffic Control:	0	0

Sault Ste. Marie POLICE

Zone Statistics

Incidents for the Month of: July 2026

Incident Type	Prince Township	Year to Date
Traffic Enforcement:	3	10
Trouble with Youth:	0	0
Unwanted Person:	0	1
Warrant:	0	0
Total:	15	72

*Figures are included in the Monthly Statistical Report

**Portions may be included in the Monthly Statistical Report

NOTE: Classification revisions cause figures to change perpetually

Prepared by: Statistical Analysis Unit

Approved by: Brent Duguay Chief of Police

Date: 03-Sep-26

Sault Ste. Marie POLICE

BOARD REPORT

ACTION: FOR INFORMATION	DATE: September 17, 2026
PUBLIC AGENDA SUBJECT: Intimate Partner Violence Project Statistics	
Approved by: B. Duguay Chief of Police	

- From May - August 31, 2026, the total complaint callbacks were 385.
- There were no new investigations initiated as a result the callbacks.
- There were no new charges laid.

Sault Ste. Marie POLICE

BOARD REPORT

ACTION: FOR INFORMATION	DATE: September 24, 2026
PUBLIC AGENDA SUBJECT: Division 2 Statistics – June, July & August 2026	
Recommended by: K. Findlay Intelligence & Crime Analysis – Statistical Unit	Approved by: B. Duguay Chief of Police

Division 2A Unit Statistics

	January	February	March	April	May	June	July	August	Total
Arrests	44	34	57	62	44	52	46	39	378
Criminal Code Charges	17	24	76	33	59	65	39	38	351
CDSA Charges	3	3	4	1	4	12	3	6	36
PON Tickets	86	38	37	9	81	132	78	41	502
By-Law Tickets	3	1	2	0	0	2	2	0	10
Street Checks	6	2	0	3	8	4	8	2	33
Vehicle Checks	28	9	5	5	3	1	3	5	59
Property Checks	95	30	37	33	22	20	11	9	257
Referrals	11	3	3	3	2	1	0	1	24
Meetings Held	4	2	2	0	5	3	2	0	18
Foot Patrol	11.5	6.5	18	13	9	17	18	18.5	111.5
Bike Patrol	0	0	0	0	0	30	0	0	30
Marine Patrol	0	0	0	0	0	0	0	0	0

Sault Ste. Marie POLICE

BOARD REPORT

ACTION: FOR INFORMATION	DATE: September 24, 2026
PUBLIC AGENDA SUBJECT: Bail Compliance Unit Statistics	
Recommended by: K. Findlay Intelligence & Crime Analysis – Statistical Unit	Approved by: B. Duguay Chief of Police

Bail Compliance Unit Statistics

	January	February	March	April	May	June	July	August	Total
Arrests	12	5	4	5	12	6	9	0	53
Charges	42	16	17	45	112	39	52	19	342
Compliance Checks	14	7	13	8	18	17	19	11	107
Surveillance Hours	29	53	18	28	32.5	43	22.8	14.5	240.75

Sault Ste. Marie POLICE

SAULT STE. MARIE POLICE SERVICE

BOARD REPORT

ACTION: FOR INFORMATION	DATE: September 24, 2026
PUBLIC AGENDA SUBJECT: Use of Force Reports	
Recommended by: Training Services	Approved by: Brent Duguay Chief of Police

May & June 2026 Statistics

Year	Incidents	Reports	Year to date Incidents	Year to date Reports
2025	11	20	52	68
2026	1	1	25	38
Variance	-10	-19	-27	-30

USE OF FORCE STATISTICS

Total Incidents and Lethal Force UOF Options

Month	Incidents	Reports	Firearm Pointed	Firearm Drawn	Firearm Discharged	Humane Dispatch
January	3	3	1			
February	3	4	4			
March	9	18	6	2		
April	5	6	5			
May	4	6	3			
June	1	1	1			
July						
August						
September						
October						
November						
December						

Less Lethal UOF Options

Month	CEW Displayed	CEW Deployed	O/C	Impact Weapon	Empty Hands	Canine Bite
January	2					
February	1				3	
March	7	4			4	
April	2	1		1	1	
May	3					
June	1					
July						
August						
September						
October						
November						
December						

***Note:** On some Use of Force reports there was multiple Use of Force options used for those specific incidents (empty hand techniques and Firearm pointed or empty hand techniques and Taser displayed)

USE OF FORCE ANNUAL REPORT



2025

SAULT STE. MARIE POLICE SERVICE

USE OF FORCE ANNUAL REPORT (2025)

Synopsis

As per the Use of Force Policy 1.16.16 (Use of Force Reports), a summary of statistical information collected along with identified trends and issues relating to Use of Force during 2025 are contained in this report.

Background

This report will provide a statistical summary of reports of Use of Force incidents that occurred in 2025. This report will also compare the number of 2025 Use of Force incidents with the number of incidents from the previous years. To establish a more accurate trend line, this report will highlight specific Use of Force categories and compare them over a three-year period.

As per Ontario Police Services Act Regulation 926 Sec. 14.5 (1), and SSMPS Policy 1.16, Officers are required to submit a use-of-force report whenever they draw a handgun in the presence of a member of the public, point a firearm at a person, discharge a firearm, when a weapon other than a firearm is used on another person, or where physical force has been used on another person that results in an injury requiring medical attention. A use-of-force report is also required when a Conducted Energy Weapon (CEW) is deployed or simply displayed to gain compliance from a subject.

Ontario Policing Standards AI-012 Use of Force Guidelines and the Equipment and Use of Force Regulation 926/90, outlines standards regarding training, equipment, qualifications and re-qualifications. The regulation prohibits a member from using force completed the prescribed training and annual re-qualifications.

Use of Force Training

In accordance with the SSMPS policy, Use of Force Training is delivered in accordance with Provincial Adequacy Standards using the Ontario Public-Police Training Aid (2023).

This Training Aid assists police training and guides officer's decision making process.

Statistical Data and Analysis

Training Services compiles data from the submitted Use of Force Reports. This information is used to establish trends and identify problems that may be corrected through training or other specific administrative procedures.

The data used to prepare this report is compiled from Use of Force Reports from 2023-2025.

The use of force options that are tracked in this report are:

- CEW Displayed
- CEW Deployed
- CEW-Officer Safety
- Firearm Pointed
- Firearm Drawn
- Firearm Discharged
- Aerosol Weapon (O/C)
- Impact Weapon/Baton (Hard/Soft)
- Empty Hand Techniques (Hard/Soft)

Additional categories tracked in this report are:

- Perceived Subject Race
- Perceived Subject Age
  Perceived Subject Gender

Statistical Overview

Officers with the SSMPS reported using force in 0.0021 percent of their interactions with the public in 2025. There was a total of 128 Use of Force reports submitted in 2025. However, they are representative of only 83 separate incidents, signifying that some incidents generated multiple Use of Force reports from various officers. The Service had an increase of 18 reports, and an increase of 2 total incidents for 2025, when compared to 2024.

Year	Calls for Service	Use of Force Incidents	Use of Force Reports	Use of Force Interactions
2025	37997	83	128	.0021%
2024	32,331	81	110	.0039%
2023	31,292	104	167	.0034%

Type of Force Used-Two Year Comparison

Use of Force Option	2024	2025	Difference
Firearm Discharged	1	0	-1
Firearm Pointed	73	187	+41
Firearm Drawn	8	34	+26
Aerosol Weapon	0	0	
Impact Weapon-Hard	0	1	+1
Impact Weapon-Soft	3	0	-3
Empty Hand-Hard	0	6	+6
Empty Hand-Soft	3	18	+15
Conducted Energy Weapon-Deployed	5	3	-2
Conducted Energy Weapon-Displayed	24	39	+15
Canine Bite	1	0	-1
Other*	0	0	

*Other denotes a weapon of opportunity affordable to the officer due to an emergent situation

Type of Force Used-Three Year Comparison

Use of Force Option	2023	2024	2025
Firearm Discharged	2	1	0
Firearm Pointed	179	73	187
Firearm Drawn	5	8	34
Aerosol Weapon	1	0	0
Impact Weapon-Hard	3	0	1
Impact Weapon-Soft	3	3	0
Empty Hand-Hard	3	0	6
Empty Hand-Soft	2	3	18
Conducted Energy Weapon-Deployed	17	5	3
Conducted Energy Weapon-Displayed	51	24	39
Canine Bite	1	1	0
Other*	0	0	0

Subject Behavior Classifications

Subject Behaviour is the observable actions or conduct demonstrated by a subject during an interaction. Subject behaviour is continually assessed and may change throughout the interaction, ranging from cooperative behaviour through various forms of resistance or assaultive behaviour to actions presenting a risk of serious bodily harm or death.

Subject Classification/Behaviour	2024	2025	Difference
High Risk Warrant/Arrest/CDSA Warrant	34	20	-14
Passive Resistance	2	8	+6
Active Resistance	3	17	+14
Empty Hand Assaultive	4	16	+12
Firearm	150	102	-48
Edged Weapon	26	23	-3
Blunt Weapon	11	3	-8

Perceived Subject Race

New regulations came into effect in January 2020 with respect to further data collection on Use of Force Reports. The Ministry of the Solicitor General, required Police to collect the Officer's perception regarding the race of individuals in respect of whom a Use of Force Report is completed. The Data Standards for the Identification and Monitoring of Systemic Racism, also known as Ontario's Anti-Racism Data Standards, were established to help identify and monitor systemic racism and racial disparities within the public sector. As such, the Sault Ste. Marie Police Service began keeping data on "Perceived Subject Race" in 2020 for the first time. The Officer is required to complete this category based on his or her "perceived" race at the time of the force interaction. This is not based on the "confirmed" race of the subject.

Perceived Subject Race	Subject Interactions 2025	Percentage
White	179	76%
Indigenous	53	22%
Black	2	.01%
East/Southeast Asian	0	0
Latino	0	0
Middle Eastern	3	.012%
South Asian	0	0

Perceived Subject Age:

0-12 = 3
12-17 = 3
18-24 = 32
25-34 = 96
35-44 = 61
45-54 = 27
55-64 = 14
65+ = 1

Perceived Subject Gender

Male = 174 Female = 62 Other = 1

Conclusion

The Sault Ste. Marie Police Service has procedures in place to ensure regular review of Use of Force Reports by Supervisors and Trainers. Training Services will continue to review all Use of Force Reports and assess specific circumstances and outcomes for trends and patterns. By doing so, the Sault Ste. Marie Police Service maintains compliance with the Ontario Policing Standards Manual, the Ontario Police Services Act, SSMPS Policy 1.16.16 (Use of Force Reports) and the Anti Racism Act.

The Sault Ste. Marie Police Service continues to provide its officers with training that meets and exceeds legislative standards as set out by the Ministry of the Solicitor General. By continuing to identify and evaluate our training needs, Training Services is committed to ongoing development and delivery our training programs to ensure officers are prepared to meet the needs of the community with professionalism.

Respectfully submitted,
Sgt. Mike Rogers #248
Training Service

SEARCH OF PERSONS ANNUAL REPORT



2025

SAULT STE. MARIE POLICE SERVICE

2025 REPORT ON STRIP SEARCHES

Synopsis

As per the policy Search of Persons (Training) 1.29.11, a summary of statistical information is collected to make an analysis on completed strip searches. The SSMPS Search of Persons Policy 1.29, outlines procedures and processes to be followed in the search of persons to ensure they are conducted legally, professionally and in the least intrusive manner possible while providing for the discovery of evidence, tools which may be used to escape custody and anything that could deemed to cause injury. Members shall ensure all dealings with persons in custody shall be dealt with in accordance with the Ontario Human Rights Code.

Search of Persons Policy

The SSMPS Search of Persons Policy 1.29, outlines procedures and processes to be followed in the search of persons to ensure they are conducted legally, professionally and in the least intrusive manner possible while providing for the discovery of evidence, tools which may be used to escape custody and anything that could deemed to cause har or injury injury.

Police officers must only conduct or authorize the use of strip searches in compliance with the law and the policy as set out by the SSMPS.

Statistical Analysis

This section of the report fulfills the annual reporting requirement as per the SSMPS Policy and OIPRD recommendations.

Number of Strip Searches Conducted

This represents a comparison of the number of Strip Searches conducted in comparison to the number of arrests and detentions (this does not include arrests for outstanding warrants).

	2023	2024	2025
Arrests/Detentions	2390	2237	2364
Strip Searches Conducted	11	8	4

Gender of Subject

This represents the number of Strip Searches conducted by gender.

Gender	2023	2024	2025
Male	8	8	2
Female	3	0	2

Race of Subject

This represents a breakdown of the identified race of the subject.

Racialized Groups	2023	2024	2024
Black			
East/Southeast Asian			
Indigenous	3	1	1
Latino			
Middle Eastern			
South Asian			
White	8	7	3
Another race category (specify if not described above)			

Reason for Search

This represents the reason that was articulated for conducting a Strip Search.

Reason for Search	2023	2024	2024
Drugs	10	7	4
Weapons	0	0	0
Evidence	0	0	0
Other/Blanks	1	1	0

Respectfully,

Sgt. M. Rogers #248
Training Services

Sault Ste. Marie POLICE

BOARD REPORT

ACTION: FOR INFORMATION	DATE: September 24, 2026
PUBLIC AGENDA SUBJECT: Complaints Against Police (LECA)	
Recommended by: W. Freeman Deputy Chief	Approved by: B. Duguay Chief of Police

Since the last board meeting in January 2026, there have been ten (10) new complaints. The following is a summary of those complaints:

<u>Law Enforcement Complaint Agency (LECA)</u>:

1) The LECA received a complaint regarding the alleged conduct by a SSMPS Constable. The Complaints Director has determined that the complaint will not proceed to an investigation because, pursuant to sections 153 and 158(1)(d)(ii) of the *Community Safety and Policing Act,* it is not in the public interest to do so. Accordingly, the file is now closed. (P-23-26)

2) The LECA received a complaint regarding the alleged conduct of SSMPS Constables. Pursuant to s. 159(5) of the *Community Safety and Policing Act*, the investigation is ongoing. (P-24-26)

3) The LECA received a complaint regarding the alleged conduct of SSMPS Constables. Pursuant to s. 159(5) of the *Community Safety and Policing Act*, the investigation is ongoing. (P-25-26)

4) The LECA received a complaint regarding the alleged conduct by an unidentified SSMPS Constable. The Complaints Director has determined that the complaint will not proceed to an investigation because, pursuant to sections 153 and 158(1)(d)(ii) of the *Community Safety and Policing Act,* it is not in the public interest to do so. Accordingly, the file is now closed. (P-26-26)

5) The LECA received a complaint regarding the alleged conduct of SSMPS Constables. The complainant has since withdrawn their complaint. (P-27-26)

6) The LECA received a complaint regarding the conduct of a senior command officer. Accordingly, pursuant to sections 153 and 158(1)(d)(ii) of the *Community Safety and Policing Act*, as well as rules 10.9 and 10.10 of the LECA Rules of Procedure, the Complaints Director has decided to screen out this complaint against you. A redacted copy of the complaint and a decision letter has also been forwarded to the Chair for her record. (P-28-26)

7) The LECA received a complaint regarding the alleged conduct by an unidentified SSMPS Constable. The Complaints Director has determined that the complaint will not proceed to an investigation because, pursuant to sections 153 and 158(1)(d)(ii) of the *Community Safety and Policing Act,* it is not in the public interest to do so. Accordingly, the file is now closed. (P-29-26)

8) The LECA received a complaint about the alleged conduct of unidentified SSMPS Constables. The Complaints Director has determined not to send the complaint for investigation as it is made more than six months after the facts on which it is based occurred. Accordingly, the file is closed. (P-30-26)

9) The LECA received a complaint regarding the alleged conduct of SSMPS Constables. The Complaints Director has reviewed this complaint and has determined that it is not in the public interest, at this time, to send this complaint for investigation, given that there is a criminal proceeding related to the complaint. (P-31-26)

10) The LECA received a complaint regarding the alleged conduct by an SSMPS Constable. The Complaints Director has determined that the complaint will not proceed to an investigation because, pursuant to sections 153 and 158(1)(d)(ii) of the *Community Safety and Policing Act,* it is not in the public interest to do so. Accordingly, the file is now closed. (P-32-26)

Public Complaints

- for 2025 at this time was twenty-four (24)
- for 2026 so far is thirty-two (32)

Sault Ste. Marie
POLICE

c.c. Inspector D. Rossetto

SAULT STE. MARIE POLICE SERVICE

BOARD REPORT

ACTION: FOR INFORMATION	DATE: September 24, 2026
PUBLIC AGENDA SUBJECT: NOTES OF APPRECIATION	
Approved by:  Brent Duguay Chief of Police	

In June a submission was received through the website expressing deep gratitude to Cst. Berlingieri. The individual had been pulled over by Cst. Berlingieri and his conduct was exemplary. His interaction with the individual was kind, polite and non-confrontational, turning a potentially humiliating and terrifying experience into a positive, constructive interaction.

SAULT STE. MARIE POLICE SERVICE

BOARD REPORT

ACTION: FOR APPROVAL	DATE: September 24, 2026
PUBLIC AGENDA SUBJECT: Staffing, Deployment and Secondary Activities Report – June, July & August 2026	
Prepared by: Tina Caruso, Human Resources Manager Sarah Miles, Executive Assistant	Approved by: Brent Duguay Chief of Police

BACKGROUND:

Section 37 of the *Community Safety and Policing Act* (CSPA) sets out the Board's responsibilities with respect to the provision of adequate and effective police service in the municipality.

More particularly, under Section 37 the Board appoints and accepts resignations and retirements of members of the Service.

RECOMMENDATION:

RESOLVED that the Sault Ste. Marie Police Services Board, in accordance with Second 37(1)(b) of the Community Safety and Policing Act, hereby received notice of the resignations, retirements and advancement in rank of the following members:

ADVANCEMENT IN RANK

Name	Position	Effective Date
Cst. N. Fera	3rd Class Constable	09 July 2026
Cst. R. Jangra	3rd Class Constable	09 July 2026
Cst. G. King	3rd Class Constable	09 July 2026
Cst. J. Miedzinski	3rd Class Constable	09 July 2026
Cst. I. Parise	3rd Class Constable	09 July 2026
Cst. K. Price	3rd Class Constable	09 July 2026

RETIREMENT

Officer	Position	Effective Date
Sgt. Maj. R. Magnan	Police Constable	30 June 2026
L. Maeumbaed	Accounts Payable Clerk	10 July 2026

P. Parniak	FT Special Constable Property	20 July 2026

RESIGNATION

Name	Position	Effective Date
S. Bolduc	PT Background Investigator	04 June 2026
Sgt. S. Cyr	Police Officer	06 June 2026
M. Andrews	FT IT Manager	15 June 2026
C. Dymus	Part-time Relief	02 July 2026
E. Nethery	FT 911 Communicator	29 July 2026
A. Dhaliwal	PT Special Constable	31 August 2026
A. Grandinetti	PT Special Constable	31 August 2026
T. Hicks	PT Special Constable	31 August 2026
M. Mitchell	PT Special Constable	31 August 2026
A. Tassone	PT Special Constable	31 August 2026

NEW HIRE

Name	Position	Effective Date
A. Oja	FT DEMS Assistant	15 June 2026
L. Tenhagen	FT DEMS Assistant	15 June 2026
A. Dhaliwal	Police Cadet	31 August 2026
A. Grandinetti	Police Cadet	31 August 2026
T. Hicks	Police Cadet	31 August 2026
M. Mitchell	Police Cadet	31 August 2026
A. Tassone	Police Cadet	31 August 2026

FULL TIME – COMPLEMENT AS OF AUGUST 31, 2026:

	Budgeted		Notes
	Authorized	Actual	Secondment
Sworn	163	160	4

***Secondments:** ViCLAS
CISO
Human Trafficking
OPC

BACKGROUND

In accordance with the CSPA, the Chief of Police is obligated to provide the police service board with a report on all members engaged in secondary employment or activities. This requirement stems from several interrelated statutory provisions:

- Section 89(1) of the CSPA establishes clear restrictions on secondary activities for members of a police service. These restrictions are intended to prevent interference with the performance of duties, conflicts

of interest, full-time employment elsewhere, and the misuse of professional advantage. As such, any secondary activity undertaken by a member must be assessed to ensure compliance with these prohibitions.

- Section 38(1)(d) requires the police service board to establish policies specifically regarding the disclosure of secondary activities and the decisions made under section 89. This underscores the board's role in overseeing and guiding the approval process for secondary activities.
- Section 37(1)(h) outlines the duty of the police service board to monitor the Chief of Police's decisions concerning secondary activity restrictions and to review the reports provided by the Chief. This ensures accountability and transparency in how these decisions are made.

Together, these provisions create a statutory framework that both empowers and obligates the Chief of Police to assess, track, and report on all secondary activities undertaken by members of the service. This report is therefore being submitted to fulfil the Chief's responsibility under the Act and to support the board in meeting its governance and oversight duties.

SECONDARY ACTIVITIES – PAID DUTY

Month	Event	Officer	Status & Reasoning
June	Traffic Escort	Pluss Veillieux-See	Approved as per the requirements of the CSPA 89(1) and SSMPS Policy 6.01
	Festival of Beer	Thibodeau Vendramin Zammit Jangra	Approved as per the requirements of the CSPA 89(1) and SSMPS Policy 6.01
	Outspoken Brewery Block Party	Zammit Jangra	Approved as per the requirements of the CSPA 89(1) and SSMPS Policy 6.01
	Movie Set	Poderys Roy-Peterson	Approved as per the requirements of the CSPA 89(1) and SSMPS Policy 6.01
	Movie Set	Denneny Grigg	Approved as per the requirements of the CSPA 89(1) and SSMPS Policy 6.01
	Traffic Escort	Olmstead	Approved as per the requirements of the CSPA 89(1) and SSMPS Policy 6.01
	Movie Set	Clayton Shepley	Approved as per the requirements of the CSPA 89(1) and SSMPS Policy 6.01
	Movie Set	Conte Lamming Zammit	Approved as per the requirements of the CSPA 89(1) and SSMPS Policy 6.01
	Traffic Escort	Jones McDonald	Approved as per the requirements of the CSPA 89(1) and SSMPS Policy 6.01
July	Rotaryfest	Maguire Pilkington	Approved as per the requirements of the CSPA 89(1) and SSMPS Policy 6.01

			Approved as per the requirements of the CSPA 89(1) and SSMPS Policy 6.01
	Rotaryfest	Gibson Forsyth	Approved as per the requirements of the CSPA 89(1) and SSMPS Policy 6.01
	Rotaryfest	Harfman	Approved as per the requirements of the CSPA 89(1) and SSMPS Policy 6.01
	Rotaryfest	Roy-Peterson Lamming	Approved as per the requirements of the CSPA 89(1) and SSMPS Policy 6.01
	Traffic Control	Jones Shepley	Approved as per the requirements of the CSPA 89(1) and SSMPS Policy 6.01
	Traffic Escort	Conte Veillieux-See	Approved as per the requirements of the CSPA 89(1) and SSMPS Policy 6.01
August	Traffic Control	Olmstead	Approved as per the requirements of the CSPA 89(1) and SSMPS Policy 6.01
	Westfest 2026	Bolan Pilkington	Approved as per the requirements of the CSPA 89(1) and SSMPS Policy 6.01
	Traffic Control	Shepley	Approved as per the requirements of the CSPA 89(1) and SSMPS Policy 6.01

Sault Ste. Marie Police Service Board By-Law:

SSMPSB Governance By-Law 68

Board Resolution Date:	
Replaces: **By-Law 68 dated April 23, 2009**	Related Authority: **Community Safety and Policing Act, 2019** **Code of Conduct for Police Service Board Members).Reg. 408/23** **Conflicts of Interest O. Reg. 401/23** **Ontario Municipal Act 2001**

Purpose

The purpose of this by-law is to define the procedures of the Sault Ste. Marie Police Service Board (the "Board") in alignment with the *Community Safety and Policy Act,* (CSPA)*,* 2019, its regulations and other applicable legislation. This By-Law ensures that the Board's operations are conducted in a manner that is transparent, accountable and promotes effective governance.

Definitions

For the purposes of this By-Law, the following definitions will apply:

Acting Chair means a member required to act temporarily in the place of the Chair.

Administrator means the Administrator employed by the Board.

Agenda means the document prepared for distribution, listing the matters to be brought before a meeting.

Board means the Sault Ste. Marie Police Service Board established under Part !V of the CSPA.

Chair means the Member elected as Chair of the Board pursuant to Section 36(1) of the CSPA.

Chief means the Chief of the Sault Ste. Marie Police Service appointed pursuant to the CSPA.

Committee means a standing, special or other committee established by the Board, pursuant to Section 42 of the CSPA.

Committee Recommendation means a recommendation passed by the committee intended for adoption by the Board.

Consent Motion means a single motion to approve recommendations arising from routine, non-controversial items on a meeting agenda.

CSPA means the Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1, as amended from time to time.

Days means calendar days, excluding Saturdays, Sundays and statutory holiday.

Delegation means an address to the Board at the request of a person wishing to speak on a matter on the Board's agenda and within the Board's jurisdiction.

Improper Conduct means behaviour obstructing deliberations or proper conduct of a meeting.

Lot means the method of determining a nominee by random selection when nominees are tied.

Majority Vote means more than half of the votes cast by eligible voting members present.

Member means a member appointed to the Board pursuant to Section 31 of the CSPA.

MFIPPA means the Municipal Freedom of Information and Protection of Privacy Act.

Point of Privilege means a question raised by a member who believes the rights, immunities or integrity of the Board or a Member have been adversely affected.

Quorum means a majority of the Board's Members pursuant to Section 43(2) 0f the CSPA.

Recorded Vote means a written record of the names and votes of each Member present for a vote, and each absent or abstaining Member.

Resolution means a decision of the Board on a motion.

Special Meeting means a meeting other than a regularly scheduled meeting.

Two-Thirds Majority Vote means at least two-thirds of the Members present and eligible to vote, vote in the affirmative.

Vice-Chair means a Member elected as Vice-Chair pursuant to Section 36(2) of the CSPA.

By-Law Statement

The rules and procedures contained in this By-Law shall govern all proceedings of the Board and its Committees, subject to any necessary modifications for Committee meetings.

Except as otherwise provided in this By-Law or in the CSPA, the Board may temporarily suspend one or more rules in this By-Law by a Two-Thirds Majority Vote of Members present, including:

1. Rules respecting agenda changes, order of proceedings and content;

2. Rules regarding notice of delegation status; or

3. Rules on increasing or decreasing time limits for delegations and debate.

For any points of order or procedure not covered in this By-Law, the Chair or Vice-Chair shall decide the question in accordance with the latest edition of Robert's Rules of Order, as reasonably practicable. Any deviations from this By-Law shall be recorded in the meeting minutes.

Procedures

4.00 Composition of the Board

The Board shall consist of five (5) members:

1. The head of a Municipal Council, or if the head chooses to be a member of the Board, another member of the Council appointed by resolution of the Council;

2. One member of the Council appointed by resolution of the Council;

3. One person appointed by resolution of the Council, who is neither a member of the Council nor an employee of the Municipality; and

4. Two persons appointed by the Lieutenant Governor in Council.

4.01 Selection of the Chair and Vice-Chair

In accordance with Section 36(1) and (2) of the CSPA, the Board shall elect a Chair and Vice-Chair from among its members at the first meeting in each calendar year, in the following manner:

1. The election of the Chair and the Vice-Chair shall be conducted by the Chief;

2. The Chief shall call for nominations for Chair. If only one member is nominated, and consents, they shall be appointed Chair by resolution without a vote;

3. If multiple members are nominated, each nominated member shall have an opportunity to speak briefly before voting proceeds;

4. Voting for Chair shall be by show of hands with the nominee receiving a Majority Vote being appointed;

5. If an initial vote for Chair results in a tie or without Majority Vote, additional rounds of voting shall occur after brief recesses, until a nominee receives a Majority Vote or the matter is decided by lot drawn by the Administrator;

6. The same process in (b) – (e) shall be followed for election of the Vice-Chair, conducted by the newly appointed Chair;

7. No secret ballot voting is permitted for the elections of the Chair or Vice-Chair.

4.02 Replacement of Chair

1. Subject to section 36(1) of the Act, read in conjunction with section 77 of the Legislation Act, 2006, S.O. 2006 c. 21, Sched. F, which confers the authority on the Board to appoint a Chair, a Chair may be replaced by the vote of the majority of Board members for governance reasons. For clarity, governance reasons include anything the Board believes serves the best interests of the Board other than a breach of the Code of Conduct or other misconduct as defined in the CSPA.

2. In the event of a breach of the Code of Conduct or other misconduct as defined in the CSPA, by the Chair, the Chair may be removed from the Board in accordance with the provisions of the CSPA or as otherwise permitted by law.

3. Upon reappointment or replacement of the Chair, the Board shall elect a new Chair at the same or next meeting in accordance with this By-Law.

4.03 Duties of the Chair

1. Preside over all Board meetings in an objective manner, enforcing the rules of procedure to ensure business is conducted efficiently and effectively;

2. Act as the official spokesperson for the Board on governance and policy matters, representing its decisions and directions;

3. Declare the will of the Board on all matters after members make resolutions;

4. Call the meeting to order as soon as quorum is present and preside until adjournment;

5. Decide all questions of order raised at meetings, subject to an appeal by a member;

6. Refer any procedural matters not covered by this Policy for resolution, having regard for the latest edition of Robert's Rules of Order;

7. Decline to put to a vote any motion that infringes the rules of procedure or exceeds the Board's jurisdiction under the CSPA;

8. Maintain decorum and order at meetings, adjourning or recessing as required if order cannot be restored;

9. Call members to order for persistent procedural breaches, and ordering their removal from the meeting room for continued transgressions;

10. Advise the Board on points of order when necessary to ensure proper procedure;

11. Declare the meeting adjourned when business is concluded;

12. Sign all approved Board documentation, including policies, resolutions, minutes, agreements and orders;

13. Perform any other duty assigned by Board resolution; and

14. Order the expulsion of any person disrupting a meeting and compromising public safety

4:04 Duties of Vice-Chair

1. The Vice-Chair shall act in the place of the Chair when the Chair is absent or unable to act, having the same authority and duties as the Chair.

2. If both the Chair and the Vice-Chair are absent from a meeting, the Members present shall elect an Acting Chair for that meeting until the Chair or Vice-Chair is available.

4.05 Duties of the Board

1. Ensure that adequate and effective policing is provided in the City of Sault Ste. Marie and Prince Township;

2. Employ members of the police service;

3. Appoint members of the police service as police officers;

4. Recruit and appoint the Chief of Police and Deputy Chief of Police and determine their remuneration and working conditions, taking their submissions into account;

5. Prepare and adopt a diversity plan to ensure that the members of the SSMPS reflect the diversity of the area;

6. Monitor the Chief's performance;

7. Conduct a review of the Chief's performance at least annually in accordance with the regulations made by the Minister, if any;

8. Monitor the Chief's decisions regarding the restrictions on secondary activities set out in section 89 and review the reports from the Chief on those decisions;

9. Monitor the Chief's handling of discipline within the police service;

10. Ensure that any police facilities, including police lock-ups, used by the board comply with the prescribed standards, if any; and

11. Perform such other duties as are assigned to it by or under this or any other Act, including any prescribed duties. 2019, c. 1, Sched. 1, s. 37 (1); 2023, c. 12, Sched. 1, s. 16.

4.06 Committees of the Board

1. In accordance with Section 42 of the Act, the Board may at any time appoint one or more Members to a Committee to inquire into matters under the Board's jurisdiction.

2. The Chair shall be an ex-officio member of all Committees.

3. The Board shall appoint a Chair and committee members for each Committee from among the members, ensuring Board quorum rules are followed.

4. If a Committee recommendation exceeds its mandate or authority, it shall be returned to the Board for consideration and adoption.

5. Committee membership shall be reviewed and revised annually at the first meeting of the year.

4.07 Regular Meetings of the Board

1. The Board shall approve a schedule of regular meeting dates and times for each calendar year. There will be a minimum of four meetings held per calendar year, in accordance with section 43(1) of CSPA.

2. Regular meetings shall generally be held on the last Thursday of each month except in July, August and December of each year and unless that day is a statutory or civic holiday.

3. If a regular meeting date falls on a statutory or civic holiday, the Board shall reschedule the meeting to an alternate date.

4. If quorum is unable to be obtained for a regular meeting date due to absences, the Board shall reschedule the meeting to an alternate date or cancel that month's meeting and post the update on the SSMPS website.

5. Meetings may be held in-person, virtually by electronic means, or through a hybrid model as determined by the Chair.

6. For fully virtual meetings, the public shall be provided access to open session portions through conferencing details that will be provided upon request. Public participation shall be restricted to observation only, except for registered delegations.

7. The Chair shall preside over all meetings, If the Chair does not attend within 15 minutes after the scheduled start time, the Vice-Chair shall preside. If neither attend, the Members present shall appoint an Acting Chair for that meeting by resolution.

8. The Chair, or Vice-Chair in the Chair's absence, may cancel a regular meeting if deemed not warranted.

4.08 Special Meetings of the Board

1. The Chair, or Vice-Chair in the Chair's absence, may call a special meeting of the Board at any time. The Chair shall call a special meeting upon request from a majority of Board members.

2. The Administrator shall deliver at least 24 hours' notice of all special meetings to each Member by email, indicating the meeting time and location or virtual details.

3. In urgent situations, the Chair may call a special meeting on shorter notice delivered in the most expeditious manner.

4. The notice shall state the business to be considered, and no other business shall be conducted except with agreement of all Members present. Decisions on agenda items shall be explained and recorded in minutes.

5. A special meeting may only be cancelled by the Chair, or Vice-Chair if the Chair is absent, with the consent of a majority of Members.

6. Special meetings shall be held at a location and in a format, including virtually deemed appropriate by the Chair based on the circumstances.

4.09 Calling Meetings to Order

The Chair shall call the meeting to order as soon as possible after the scheduled start time, provided quorum is present.

4.10 Quorum

1. Quorum shall be a majority of the Board's Members in accordance with Section 3(2) of the CSPA.

2. Members participating electronically in open or closed sessions shall be deemed present for the purpose of quorum.

3. If no quorum is present within 30 minutes after the scheduled start time, the Chair shall call the roll and have the Administrator record the Members present.

4. The meeting shall be adjourned to the next regular meeting date or at the call of the Chair for a special meeting.

5. If quorum is lost during a meeting, the Chair shall recess the meeting. If quorum is not regained within 30 minutes, the Chair shall call the roll, have attendance recorded, and adjourn the meeting.

6. Any agenda business not addressed due to lack of quorum shall be added to the next regular meeting agenda.

4.11 Attendance

Board and committee members are expected to attend all assigned committee meetings as well as Board meetings. Attendance includes meetings in person or alternate forms of attendance, such as via videoconference.

1. Where a member is unable to attend a regular meeting of the Board or its assigned committee because of an unforeseen event, the member shall notify the Administrator at least 24 hours in advance of the meeting, if possible.

2. Compliance: Where a member fails to attend three regular meetings of the Board and/or assigned committees in any year between January 1 to December 31, the Board Chair shall contact the member in question to discuss their interest in continuing to serve on the Board or standing committee. Following that discussion, the Board Chair may choose to remind the member of the expectations regarding attendance and take no further action. Where a member fails to attend three regular meetings of the Board and/or assigned committees in any calendar year without reasonable basis, or without having made satisfactory arrangements with the Chair, the member may be asked to resign and/or may be subject to removal from the Board or a recommendation for removal being made to the IOP. Such removal, or recommendation for removal, shall be decided by majority vote by the Board after first providing the member in question with the opportunity to respond. In the case of non-compliance by the Chair of the Board, the Vice-Chair of the Board will assume the responsibilities.

4.12 Board Agenda

Agenda Development

The Administrator, in collaboration with the Chair and the Chief, is tasked with crafting the agenda for the Board's regular sessions. The agenda shall serve as the structured Order of Business, ensuring a streamlined and effective meeting flow, including:

1. Call to order;

2. Roll Call to determine the presence of Board Members;

3. Territorial Acknowledgement;

4. Declaration of Conflict of Interest to maintain transparency and integrity;

5. Approval of minutes from the previous meeting to confirm accuracy;

6. Consent Motion for expedient approval of routine, non-controversial items as a single motion. Items may be discussed individually upon request;

7. Chief's update on Staffing, Deployment and Secondary Activities;

8. Presentations on specific topics of interest;

9. new business for matters not previously scheduled;

10. Move into closed session for discussions requiring confidentiality under section 44 of the CSPA;

11. Closed reports to review and deliberate on sensitive matters under section 44 of the CSPA;

12. Adjournment to conclude the closed meeting;

13. Return to open meeting to disclose matters arising from the closed meeting;

14. Adjournment of open meeting.

4.13 Public and Closed Agendas

Every regular meeting will feature both Open and Closed agendas. The Closed Agenda includes items requiring confidentiality as dictated by the CSPA or the MFIPPA or matters exclusively relevant to Board Members.

1. Agenda Order and Modifications:

While Section 4.11 prescribes the standard agenda order, the Chair possesses the discretion to modify this sequence to better accommodate the meeting's dynamics.

2. Agenda Item Submission and Review:

Submissions for the agenda, including reports and presentations by police staff, are due to the Administrator no less than ten (10) days before the scheduled Board Meeting. Items intended for Closed Meeting discussion are distinctly labelled ensuring proper placement on the agenda.

3. Communication and Agenda Items:

All communications intended for the Board's consideration must be submitted to the Administrator within the specified timeframe. These submissions are then evaluated and routed accordingly, either circulated among Board Members of referred to the Chief for action.

4. Agenda Distribution and Accessibility:

Finalized agendas are distributed to Board Members at least five (5) days prior to meeting and are made accessible to the public via the SSMPS website, promoting transparency and public participation in the Board's governance process.

4.14 Conflict of Interest Declarations

Adherence to the Municipal Conflict of Interest Act

Board Members are mandated to follow the Municipal Conflict of Interest Act, R.S.O. 990.c.M.50, as amended. Each meeting agenda shall provide an opportunity for Members to disclose any conflicts of interest or conflict of interests relevant to the matter at hand.

Disclosure and Abstention Procedure

When a member has a direct or indirect conflict of interest in any agenda item:

1. Disclosure: The member must disclose the conflict and its general nature before the Board discusses the item.

2. Non-Participation: The member shall not participate in the discussion or vote on the item.

3. Non-Influence: The member must refrain from attempting to influence the decision on the item, both during and outside the meeting.

Meeting Participation

After disclosing a conflict of interest, the member must leave the meeting while the Board discusses and votes on the item to ensure transparency and impartiality.

Absence-Related Disclosure

If a member is absent from a meeting where an interest should have been disclosed, they must disclose the interest at the first subsequent meeting they attend.

Quasi-Judicial Functions and Bias

In fulfilling the Board's quasi-judicial functions, members must avoid participating in matters where they have a personal interest or could be perceived as biased.

Members are responsible for identifying potential conflicts and abstaining from related deliberations.

Documentation of Disclosures

The Administrator is responsible for documenting any conflict of interest disclosures made by Board Members. These records will be included in the minutes of the meeting, ensuring a transparent and accountable governance process.

4.15 Public Delegations

1. General Policy on Delegations:

Delegations are welcome at regularly scheduled public Board meetings to foster open dialogue and community engagement. Committee meetings of the Board shall not feature Delegations, unless specifically requested by committees, such as community consultations.

2. Electronic Participation in Meetings:

Delegates may participate in Board meetings electronically, under the following conditions:

a) Availability of suitable electronic participation methods for the meeting;

b) Electronic participation must be clear, reliable and facilitate two-way communication. Connections causing unreasonable delays or interference may be discontinued to preserve meeting integrity.

3. Requesting a Delegation: Individuals or groups wishing to make a presentation must:

a) submit a written request by 3:00 p.m. four (4) working days before the scheduled public Board meeting that they wish to appear. The request must relate to an agenda item.

b) Include full name, address, contact number, and representation details, along with an outline of the Delegation subject matter.

c) Following receipt, the Administrator, with the Chair's consultation, will assess the request's relevance and compliance, ensuring it falls within the Board's purview and is directly related an item on the Board meeting's agenda.

4. Delegation Duration and Representation:

a) Delegations, including those from organizations or groups, are restricted to presentations of ten (10) minutes, ensuring concise and focused presentations.

b) Extension of Time: The Chair may extend Delegation time by five (5) minutes, at their discretion.

c) Post-Delegation Dialogue: Following a delegation, Board members may seek clarifications or further information from the presenter. Debate on the presentation's content with the presenter is not permitted.

d) Discretionary Allowance for Delegations: The Board may, at its majority's discretion, allow delegations that do not fully comply with the outlined requirements.

e) Conduct and Participation: Participants must adhere to respectful communication standards and focus on the approved subject. Failure to observe these rules will result in exclusion from the meeting for improper conduct.

f) Termination of Delegation: The Chair reserves the right to end a Delegation or subsequent discussion if it deviates from the set guidelines or disrupts the meeting's order, requiring the presenter(s) to withdraw immediately.

4.16 Conduct of Members

1. Adherence to Standards of Conduct:

Members shall adhere to the O. Reg. 408/23 of the Community Safety and Policing Act. 2019, S.O. 2019. C. 1. Sched. 1 – Member of Police Services Board Code of Conduct, alongside any additional policies ratified by the Board. This ensures all actions and discussions uphold the highest standards of integrity and respect.

2. Prohibited Conduct:

Members are expected to maintain a professional and respectful demeanour at all times. Specifically, Members shall not:

a) Employ offensive or derogatory language during Board discussions or towards any Member.

b) Deviate from the topic under discussion, ensuring a focused and productive debate.

c) Critique Board decisions in a manner that undermines their finality, except to propose reconsideration formally.

d) Engage in discriminatory behaviour or speech, recognizing the diversity and dignity of all individuals.

e) Disregard the established rules, the Chair's directives on procedural matters, or the collective resolutions of the Board.

f) Dealing with Disobedience: Should a member persist in violating these guidelines after a warning, the Chair may enforce a temporary exclusion from the meeting: "This Member is to vacate their seat for the remainder of this meeting".

g) Escalation of Non-compliance: Failure to comply with an order to vacate will result in the Chair adjourning the meeting to uphold decorum and order.

4.17 Rules of Debate

1. Recognition by the Chair:

Members must receive acknowledgement from the Chair before contributing to discussion, ensuring an orderly exchange of ideas.

2. Seeking Recognition:

Members desiring to speak should signal their intent to the Chair, who will note and call upon Members in the sequence they signalled their intent.

3. Order of Speaking:

The Chair will determine the speaking order when multiple Members request the floor simultaneously, striving for fair and equitable participation.

4. Respect for Speaking Members:

Interjections or passing of information among Members during speeches are prohibited unless raising a procedural point of order is necessary.

5. Clarification Requests:

Members may request that the motion under debate be reread for clarity without interruption the current speaker.

6. Motion Presenter's Right to Reply:

The Member who proposed a motion has the privilege to offer the closing argument or clarification before the vote.

7. Conclusion of Debate:

Once the Chair calls for a vote, discussion ceases, and no further motions will be entertained until the decision is announced, ensuring clear and decisive Board actions.

4.18 Point of Order

1. Invocation and Ruling:

A Member may challenge a perceived procedural breach by requesting permission from the Chair to raise a point or order. Once granted, the Member articulates the concern, and the Chair swiftly renders a decision.

2. Appeal process:

Should a member dispute the Chair's ruling, they may appeal to the full Board. The Chair may provide a concise rationale for their decision.

3. Final Decision:

The Chair initiates a vote on the appeal with the question, "Shall the Chair's ruling be sustained?" A tie vote results in the ruling being upheld, marking the Board's decision as conclusive.

4.19 Point of Privilege

1. Invocation of Rights:

Members may invoke a point of privilege to address concerns directly impacting their rights, immunities or the collective integrity of the Board. Approval from the Chair is required.

2. Resolution:

The Chair may directly resolve the point of privilege or allow the Board to debate and vote on the matter, ensuring the protection of Members' rights and the Board's integrity.

4.20 Notice of Motion

1. Submission Criteria:

   Members may propose items for Board consideration only if they pertain to an agenda topic, are of urgent nature, or receive a two-thirds majority vote for consideration without prior notice.

2. Deadline for Submission:

   Motions not listed on the agenda must be submitted in writing to the Chair and the Administrator at least 4 days before the meeting. Late submissions will be deferred to the subsequent meeting.

3. Emergency Consideration:

   Motions deemed urgent may bypass the 4-day rule if the majority concurs, allowing for immediate attention.

4. Agenda Inclusion:

   Unresolved Notices of Motion are automatically included in the next regular meeting's agenda for action.

5. Withdrawal:

   Notices of Motion inactive for two consecutive meetings without action are withdrawn, unless the Board elects to maintain them on the agenda, ensuring focused and timely deliberations.

4.21 Motions and Resolutions

1. Motion Initiation:

   All motions and resolutions must be formally proposed and supported before discussion or voting ensues.

2. Motion Presentation:

   Upon request, the Administrator will recite any motion to ensure clarity and understanding before voting.

3. Motion Withdrawal:

   Prior to voting, the initiator may retract their motion with no need for a vote on withdrawal.

4. Motion Precedence:

   Active motions must be conclusively addressed before considering new motions, with exceptions for motions to adjourn, amend, refer, suspend procedures, table or call to vote.

5. Adjournment Restrictions:

   Motions to adjourn are inadmissible during member speeches, vote proceedings or subsequent to a rejected adjournment, until further board action transpire.

6. Amending Motions:

   Amendments must be pertinent and not negate the original motion. Only one amendment to an amendment is permitted, necessitating any additional changes to be directed at the main motion.

7. Referral Motions:

   Must specify the referral target and conditions. Debates are confined to referral merits and terms, excluding the principal question or its amendments until the referral is resolved.

8. Motion Reconsideration:

   A motion decided by the board may be reconsidered at a later meeting if announced in advance by a majority-voting member from the initial decision. Reconsideration is barred from debate until approved.

9. One-time Reconsideration:

   A question may only be reconsidered once per board meeting to ensure decisiveness.

10. Motion for Reconsideration:

    Requires backing by any member and halts actions related to the original motion pending the reconsideration decision. Actions irreversible by the original motion exclude reconsideration.

4.22 Voting on Motions and Resolutions

1. **Written Submissions:**

   All substantial motions and resolutions for agenda inclusion must be documented.

2. **Amended Motions:**

   Before board evaluation, a mutually accepted amendment by the proposer and supporter can replace the original motion.

3. **Decision by Majority:**

   A motion is passed through a majority vote of present, voting members signified by hand raising.

4. **Mandatory Participation:**

   Members present are obliged to vote, barring statutory voting restrictions.

5. **Electronic Votes:**

   Members joining meetings electronically retain full voting rights.

6. **Recorded Votes:**

   Upon request, a recorded vote catalogues members votes individually. The chair oversees the procedure, ensuring transparency.

7. **Tie Resolution:**

   Tied votes result in motion failure. Reconsideration Requirements – reassessing a board decision necessitates a majority agreement and the presence of the initial motion's proposer.

8. **Decision Amendments:**

   Altering a board resolution demands a two-thirds majority approval from those present.

9. Adaptive Consideration:

Significant circumstantial changes post-decision enable the board to treat the subject as new, exempting it from the one-time reconsideration rule, facilitating responsive governance.

4.23 Board Meeting Minutes

1. Minutes Requirements:

The Administrator shall ensure comprehensive minutes are documented for every Board meeting, capturing:

a) Date, time and location of the meeting;

b) Attendee names, including the presiding Chair and Boad Members;

c) Confirmation and any adjustment of previous meeting minutes;

d) Declaration of conflicts of interest;

e) A concise record of all deliberations and resolutions.

2. Objective Record-keeping:

Minutes shall objectively encapsulate Board decisions and actions, avoiding subjective commentary.

3. Amendments to Minutes:

Adjustments to the minutes necessitate a Board majority approval.

4. Ratification of Minutes:

Subsequent Board gatherings shall formally approve prior meeting minutes.

5. Finalization:

Approved minutes shall bear the notation of resolution, validating their accuracy and completion.

4.24 Transparency and Confidentiality in Meetings

1. Public Meetings Principle:

a) Board meetings shall remain accessible to the public barring exceptions outlined in subsection 24.3 and 24.4 due to the sensitive nature of discussed topics.

2. Digital Engagement:

a) The Commencement of each meeting shall include a disclosure regarding livestreaming/video recording.

b) Delegates and presenters shall be notified beforehand of livestreaming for transparent public access.

c) Recorded meeting archives will be accessible post-meeting, without constituting the official meeting record, which remains the approved minutes.

3. Closed Meeting Criteria:

a) Confidential matters under the Act.

b) Issues where public disclosure could compromise investigations, security or privacy.

c) Delicate personal, financial or other sensitive subjects where confidentiality outweighs public disclosure benefits.

4. Specific Closed Topics:

a) Identifiable individual personal matters.

b) Employee negotiations or labour relations

c) Potential litigation or legal advice required solicitor-client privilege.

d) Any other legislated reasons for privacy or security.

5. Restricted Attendance:

a) Only Board Members and specifically authorized individuals may attend closed sessions, ensuring confidentiality and integrity.

Passed by resolution at the _____ Board Meeting.

BY ORDER OF:

_____	_____
Chair	Administrator