

**AMENDMENTS TABLE**

POLICY NO.	POLICY NAME	STATUS	AMENDMENTS
PSB001		<input type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Rescinded <input checked="" type="checkbox"/> Pending	<input type="checkbox"/> Updated formatting/ grammar/ terminology <input type="checkbox"/> Updated legislation name <input type="checkbox"/> Updated section numbers <input checked="" type="checkbox"/> Other: still being finalized with SMEs
PSB002	Unclaimed Property in the Possession of the Police Service	<input type="checkbox"/> New <input checked="" type="checkbox"/> Amended <input type="checkbox"/> Rescinded	<input checked="" type="checkbox"/> Updated formatting <input type="checkbox"/> Updated grammar <input type="checkbox"/> Updated terminology <input checked="" type="checkbox"/> Updated wording <input checked="" type="checkbox"/> Updated legislation name <input checked="" type="checkbox"/> Updated section numbers <input type="checkbox"/> Other: Notes: updated legislation from PSA to CSPA, updated sections reflect CSPA, updated wording to reflect CSPA
PSB003	Continuing Education Reimbursement	<input type="checkbox"/> New <input checked="" type="checkbox"/> Amended <input type="checkbox"/> Rescinded	<input checked="" type="checkbox"/> Updated formatting <input checked="" type="checkbox"/> Updated grammar <input type="checkbox"/> Updated terminology <input checked="" type="checkbox"/> Updated wording <input type="checkbox"/> Updated legislation name <input type="checkbox"/> Updated section numbers <input type="checkbox"/> Other:
PSB004	Smoking and Vaping in the Workplace	<input type="checkbox"/> New <input checked="" type="checkbox"/> Amended <input type="checkbox"/> Rescinded	<input checked="" type="checkbox"/> Updated formatting <input type="checkbox"/> Updated grammar <input type="checkbox"/> Updated terminology <input checked="" type="checkbox"/> Updated wording <input checked="" type="checkbox"/> Updated legislation name <input type="checkbox"/> Updated section numbers <input type="checkbox"/> Other: Notes: updated CGS By-Law information and made wording consistent with new wording in By-Law

PSB005	Donations and Community Sponsorship	<input type="checkbox"/> New <input checked="" type="checkbox"/> Amended <input type="checkbox"/> Rescinded	<input checked="" type="checkbox"/> Updated formatting <input type="checkbox"/> Updated grammar <input type="checkbox"/> Updated terminology <input type="checkbox"/> Updated wording <input checked="" type="checkbox"/> Updated legislation name <input type="checkbox"/> Updated section numbers <input type="checkbox"/> Other: Notes: updated PSA to CSPA
PSB006	French Language Services	<input type="checkbox"/> New <input checked="" type="checkbox"/> Amended <input type="checkbox"/> Rescinded	<input checked="" type="checkbox"/> Updated formatting <input type="checkbox"/> Updated grammar <input checked="" type="checkbox"/> Updated terminology <input checked="" type="checkbox"/> Updated wording <input type="checkbox"/> Updated legislation name <input type="checkbox"/> Updated section numbers <input checked="" type="checkbox"/> Other: added name of new service provider Notes: updated job titles
PSB007	Environmental Sustainability	<input type="checkbox"/> New <input checked="" type="checkbox"/> Amended <input type="checkbox"/> Rescinded	<input checked="" type="checkbox"/> Updated formatting <input type="checkbox"/> Updated grammar <input type="checkbox"/> Updated terminology <input checked="" type="checkbox"/> Updated wording <input type="checkbox"/> Updated legislation name <input type="checkbox"/> Updated section numbers <input type="checkbox"/> Other:
PSB008	Occupational Health and Safety	<input type="checkbox"/> New <input checked="" type="checkbox"/> Amended <input type="checkbox"/> Rescinded	<input checked="" type="checkbox"/> Updated formatting <input type="checkbox"/> Updated grammar <input type="checkbox"/> Updated terminology <input checked="" type="checkbox"/> Updated wording <input type="checkbox"/> Updated legislation name <input type="checkbox"/> Updated section numbers <input type="checkbox"/> Other:
PSB009	Board Trust Fund	<input type="checkbox"/> New <input checked="" type="checkbox"/> Amended <input type="checkbox"/> Rescinded	<input checked="" type="checkbox"/> Updated formatting <input type="checkbox"/> Updated grammar <input type="checkbox"/> Updated terminology <input checked="" type="checkbox"/> Updated wording <input checked="" type="checkbox"/> Updated legislation name <input type="checkbox"/> Updated section numbers <input type="checkbox"/> Other: Notes: Updated CGS By-Law

PSB010	Workplace Violence and Harassment	<input type="checkbox"/> New <input checked="" type="checkbox"/> Amended <input type="checkbox"/> Rescinded	<input checked="" type="checkbox"/> Updated formatting <input type="checkbox"/> Updated grammar <input checked="" type="checkbox"/> Updated terminology <input checked="" type="checkbox"/> Updated wording <input checked="" type="checkbox"/> Updated legislation name <input checked="" type="checkbox"/> Updated section numbers <input type="checkbox"/> Other: Notes: Domestic Violence to Intimate Partner Violence; PSA to CSPA
PSB011	Travel Expenses	<input type="checkbox"/> New <input checked="" type="checkbox"/> Amended <input type="checkbox"/> Rescinded	<input checked="" type="checkbox"/> Updated formatting <input type="checkbox"/> Updated grammar <input type="checkbox"/> Updated terminology <input type="checkbox"/> Updated wording <input type="checkbox"/> Updated legislation name <input type="checkbox"/> Updated section numbers <input type="checkbox"/> Other:
PSB012	Complaints Against the Chief and Deputy	<input type="checkbox"/> New <input type="checkbox"/> Amended <input checked="" type="checkbox"/> Rescinded	<input type="checkbox"/> Updated formatting <input type="checkbox"/> Updated grammar <input type="checkbox"/> Updated terminology <input type="checkbox"/> Updated wording <input type="checkbox"/> Updated legislation name <input type="checkbox"/> Updated section numbers <input type="checkbox"/> Other: Notes: now covered under PSB045 and PSB044
PSB013	Administration of Complaints	<input type="checkbox"/> New <input type="checkbox"/> Amended <input checked="" type="checkbox"/> Rescinded	<input type="checkbox"/> Updated formatting <input type="checkbox"/> Updated grammar <input type="checkbox"/> Updated terminology <input type="checkbox"/> Updated wording <input type="checkbox"/> Updated legislation name <input type="checkbox"/> Updated section numbers <input type="checkbox"/> Other: Notes: Policy rescinded, and information now contained within PSB044, PSB045 and PSB046

PSB014	Board Member Job Description	<input type="checkbox"/> New <input checked="" type="checkbox"/> Amended <input type="checkbox"/> Rescinded	<input checked="" type="checkbox"/> Updated formatting <input checked="" type="checkbox"/> Updated grammar <input type="checkbox"/> Updated terminology <input checked="" type="checkbox"/> Updated wording <input checked="" type="checkbox"/> Updated legislation name <input checked="" type="checkbox"/> Updated section numbers <input type="checkbox"/> Other: Notes: PSA to CSPA; new Adequacy Reg; MCCS to SolGen;
PSB015	Chief of Police – Performance Evaluation System	<input type="checkbox"/> New <input checked="" type="checkbox"/> Amended <input type="checkbox"/> Rescinded	<input checked="" type="checkbox"/> Updated formatting <input checked="" type="checkbox"/> Updated grammar <input type="checkbox"/> Updated terminology <input checked="" type="checkbox"/> Updated wording <input type="checkbox"/> Updated legislation name <input type="checkbox"/> Updated section numbers <input type="checkbox"/> Other:
PSB016	Board Member Training	<input checked="" type="checkbox"/> New <input checked="" type="checkbox"/> Amended <input type="checkbox"/> Rescinded	<input checked="" type="checkbox"/> Updated formatting <input type="checkbox"/> Updated grammar <input type="checkbox"/> Updated terminology <input checked="" type="checkbox"/> Updated wording <input checked="" type="checkbox"/> Updated legislation name <input checked="" type="checkbox"/> Updated section numbers <input type="checkbox"/> Other: Notes: PSA to CSPA; updated wording to be consistent with wording in CSPA
PSB017	Legal Services	<input type="checkbox"/> New <input checked="" type="checkbox"/> Amended <input type="checkbox"/> Rescinded	<input checked="" type="checkbox"/> Updated formatting <input type="checkbox"/> Updated grammar <input checked="" type="checkbox"/> Updated terminology <input checked="" type="checkbox"/> Updated wording <input checked="" type="checkbox"/> Updated legislation name <input checked="" type="checkbox"/> Updated section numbers <input type="checkbox"/> Other: Notes: PSA to CSPA; neutral terminology; consistent wording with CSPA

PSB018	Board Communications and Media Relations	<input type="checkbox"/> New <input checked="" type="checkbox"/> Amended <input type="checkbox"/> Rescinded	<input checked="" type="checkbox"/> Updated formatting <input type="checkbox"/> Updated grammar <input checked="" type="checkbox"/> Updated terminology <input checked="" type="checkbox"/> Updated wording <input type="checkbox"/> Updated legislation name <input type="checkbox"/> Updated section numbers <input type="checkbox"/> Other: Notes: neutral terminology; job title
PSB019	Board Community Relations	<input type="checkbox"/> New <input checked="" type="checkbox"/> Amended <input type="checkbox"/> Rescinded	<input checked="" type="checkbox"/> Updated formatting <input checked="" type="checkbox"/> Updated grammar <input checked="" type="checkbox"/> Updated terminology <input type="checkbox"/> Updated wording <input type="checkbox"/> Updated legislation name <input type="checkbox"/> Updated section numbers <input type="checkbox"/> Other: Notes: neutral terminology;
PSB020	Board Member Travel Expenses and Reimbursement	<input type="checkbox"/> New <input checked="" type="checkbox"/> Amended <input type="checkbox"/> Rescinded	<input checked="" type="checkbox"/> Updated formatting <input checked="" type="checkbox"/> Updated grammar <input type="checkbox"/> Updated terminology <input checked="" type="checkbox"/> Updated wording <input type="checkbox"/> Updated legislation name <input type="checkbox"/> Updated section numbers <input type="checkbox"/> Other:
PSB021	Customer Service	<input type="checkbox"/> New <input checked="" type="checkbox"/> Amended <input type="checkbox"/> Rescinded	<input checked="" type="checkbox"/> Updated formatting <input checked="" type="checkbox"/> Updated grammar <input type="checkbox"/> Updated terminology <input checked="" type="checkbox"/> Updated wording <input checked="" type="checkbox"/> Updated legislation name <input type="checkbox"/> Updated section numbers <input type="checkbox"/> Other: Notes: updated Accessibility Regulations; consistent wording with regulations; PSA to CSPA;

PSB022	Board Consultation	<input type="checkbox"/> New <input checked="" type="checkbox"/> Amended <input type="checkbox"/> Rescinded	<input checked="" type="checkbox"/> Updated formatting <input type="checkbox"/> Updated grammar <input type="checkbox"/> Updated terminology <input checked="" type="checkbox"/> Updated wording <input type="checkbox"/> Updated legislation name <input type="checkbox"/> Updated section numbers <input type="checkbox"/> Other:
PSB023	Commemorative Naming of Police Facilities/Rooms	<input type="checkbox"/> New <input checked="" type="checkbox"/> Amended <input type="checkbox"/> Rescinded	<input checked="" type="checkbox"/> Updated formatting <input type="checkbox"/> Updated grammar <input type="checkbox"/> Updated terminology <input checked="" type="checkbox"/> Updated wording <input checked="" type="checkbox"/> Updated legislation name <input type="checkbox"/> Updated section numbers <input type="checkbox"/> Other: Notes: PSA to CSPA
PSB026	Accessibility	<input type="checkbox"/> New <input checked="" type="checkbox"/> Amended <input type="checkbox"/> Rescinded	<input checked="" type="checkbox"/> Updated formatting <input checked="" type="checkbox"/> Updated grammar <input type="checkbox"/> Updated terminology <input checked="" type="checkbox"/> Updated wording <input checked="" type="checkbox"/> Updated legislation name <input checked="" type="checkbox"/> Updated section numbers <input type="checkbox"/> Other: Notes: PSA to CSPA; consistent wording with legislation;
PSB027	Collection of Identifying Information in Certain Circumstances – Prohibition and Duties	<input type="checkbox"/> New <input checked="" type="checkbox"/> Amended <input type="checkbox"/> Rescinded	<input checked="" type="checkbox"/> Updated formatting <input checked="" type="checkbox"/> Updated grammar <input type="checkbox"/> Updated terminology <input checked="" type="checkbox"/> Updated wording <input checked="" type="checkbox"/> Updated legislation name <input checked="" type="checkbox"/> Updated section numbers <input type="checkbox"/> Other: Notes: PSA and Regs to CSPA and Regs; consistent wording with CSPA and regs; new section numbers for CSPAPSB028

PSB028	Succession Planning	<input type="checkbox"/> New <input checked="" type="checkbox"/> Amended <input type="checkbox"/> Rescinded	<input checked="" type="checkbox"/> Updated formatting <input type="checkbox"/> Updated grammar <input type="checkbox"/> Updated terminology <input checked="" type="checkbox"/> Updated wording <input checked="" type="checkbox"/> Updated legislation name <input checked="" type="checkbox"/> Updated section numbers <input type="checkbox"/> Other: Notes: PSA to CSPA;
PSB030	Delegation of Signing Authority	<input type="checkbox"/> New <input checked="" type="checkbox"/> Amended <input type="checkbox"/> Rescinded	<input checked="" type="checkbox"/> Updated formatting <input type="checkbox"/> Updated grammar <input type="checkbox"/> Updated terminology <input checked="" type="checkbox"/> Updated wording <input checked="" type="checkbox"/> Updated legislation name <input checked="" type="checkbox"/> Updated section numbers <input type="checkbox"/> Other: Notes: PSA to CSPA;
PSB031	Right to Disconnect	<input type="checkbox"/> New <input checked="" type="checkbox"/> Amended <input type="checkbox"/> Rescinded	<input checked="" type="checkbox"/> Updated formatting <input checked="" type="checkbox"/> Updated grammar <input checked="" type="checkbox"/> Updated terminology <input checked="" type="checkbox"/> Updated wording <input type="checkbox"/> Updated legislation name <input type="checkbox"/> Updated section numbers <input type="checkbox"/> Other: Notes: Civilian to police professional;
PSB032	Electronic Monitoring	<input type="checkbox"/> New <input checked="" type="checkbox"/> Amended <input type="checkbox"/> Rescinded	<input checked="" type="checkbox"/> Updated formatting <input type="checkbox"/> Updated grammar <input type="checkbox"/> Updated terminology <input checked="" type="checkbox"/> Updated wording <input type="checkbox"/> Updated legislation name <input type="checkbox"/> Updated section numbers <input type="checkbox"/> Other: Notes: updated to include ALL members of the Service, not just police professionals; updated to reflect new processes within the Service; civilian to police professional;

PSB033	Excluded Positions	<input checked="" type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Rescinded	<input type="checkbox"/> Updated formatting <input type="checkbox"/> Updated grammar <input type="checkbox"/> Updated terminology <input type="checkbox"/> Updated wording <input type="checkbox"/> Updated legislation name <input type="checkbox"/> Updated section numbers <input type="checkbox"/> Other: Notes: created as per new requirements under CSPA – created using precedents from other PSB
PSB034	Directions to the Chief	<input checked="" type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Rescinded	<input type="checkbox"/> Updated formatting <input type="checkbox"/> Updated grammar <input type="checkbox"/> Updated terminology <input type="checkbox"/> Updated wording <input type="checkbox"/> Updated legislation name <input type="checkbox"/> Updated section numbers <input type="checkbox"/> Other: Notes: created as per new requirements under CSPA – created using precedents from other PSB
PSB035	Extreme Incident Response Plan	<input checked="" type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Rescinded	<input type="checkbox"/> Updated formatting <input type="checkbox"/> Updated grammar <input type="checkbox"/> Updated terminology <input type="checkbox"/> Updated wording <input type="checkbox"/> Updated legislation name <input type="checkbox"/> Updated section numbers <input type="checkbox"/> Other: Notes: created as per new requirements under CSPA – created using precedents from other PSB – replaces counter-terrorism plan
PSB036	Active Attackers Incidents	<input checked="" type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Rescinded	<input type="checkbox"/> Updated formatting <input type="checkbox"/> Updated grammar <input type="checkbox"/> Updated terminology <input type="checkbox"/> Updated wording <input type="checkbox"/> Updated legislation name <input type="checkbox"/> Updated section numbers <input type="checkbox"/> Other: Notes: created as per new requirements under CSPA – created using precedents from other PSB



PSB037	Conduct of Investigations	<input checked="" type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Rescinded	<input type="checkbox"/> Updated formatting <input type="checkbox"/> Updated grammar <input type="checkbox"/> Updated terminology <input type="checkbox"/> Updated wording <input type="checkbox"/> Updated legislation name <input type="checkbox"/> Updated section numbers <input type="checkbox"/> Other: Notes: created as per new requirements under CSPA – created using precedents from other PSB
PSB038	Disclosure of Personal Information	<input checked="" type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Rescinded	<input type="checkbox"/> Updated formatting <input type="checkbox"/> Updated grammar <input type="checkbox"/> Updated terminology <input type="checkbox"/> Updated wording <input type="checkbox"/> Updated legislation name <input type="checkbox"/> Updated section numbers <input type="checkbox"/> Other: Notes: created as per new requirements under CSPA – created using precedents from other PSB
PSB039	Vehicle Pursuits	<input checked="" type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Rescinded	<input type="checkbox"/> Updated formatting <input type="checkbox"/> Updated grammar <input type="checkbox"/> Updated terminology <input type="checkbox"/> Updated wording <input type="checkbox"/> Updated legislation name <input type="checkbox"/> Updated section numbers <input type="checkbox"/> Other: Notes: created as per new requirements under CSPA – created using precedents from other PSB
PSB040	Strategic Planning	<input checked="" type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Rescinded	<input type="checkbox"/> Updated formatting <input type="checkbox"/> Updated grammar <input type="checkbox"/> Updated terminology <input type="checkbox"/> Updated wording <input type="checkbox"/> Updated legislation name <input type="checkbox"/> Updated section numbers <input type="checkbox"/> Other: Notes: created under authority of requirements under CSPA – created using precedents from other PSB

PSB041	Quality Assurance	<input checked="" type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Rescinded	<input type="checkbox"/> Updated formatting <input type="checkbox"/> Updated grammar <input type="checkbox"/> Updated terminology <input type="checkbox"/> Updated wording <input type="checkbox"/> Updated legislation name <input type="checkbox"/> Updated section numbers <input type="checkbox"/> Other: Notes: created new requirements of CSPA – created using precedents from other PSB
PSB042	Complaints of Misconduct	<input checked="" type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Rescinded	<input type="checkbox"/> Updated formatting <input type="checkbox"/> Updated grammar <input type="checkbox"/> Updated terminology <input type="checkbox"/> Updated wording <input type="checkbox"/> Updated legislation name <input type="checkbox"/> Updated section numbers <input type="checkbox"/> Other: Notes: created under the authority of CSPA; replaces PSB012 and PSB013 – created using precedents from other PSB
PSB044	Internal Complaints Against Chief of Police or Deputy Chief	<input checked="" type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Rescinded	<input type="checkbox"/> Updated formatting <input type="checkbox"/> Updated grammar <input type="checkbox"/> Updated terminology <input type="checkbox"/> Updated wording <input type="checkbox"/> Updated legislation name <input type="checkbox"/> Updated section numbers <input type="checkbox"/> Other: Notes: created as per new requirements under CSPA – created using precedents from other PSB
PSB045	Misconduct and Discipline	<input checked="" type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Rescinded	<input type="checkbox"/> Updated formatting <input type="checkbox"/> Updated grammar <input type="checkbox"/> Updated terminology <input type="checkbox"/> Updated wording <input type="checkbox"/> Updated legislation name <input type="checkbox"/> Updated section numbers <input type="checkbox"/> Other: Notes: created under the authority of the CSPA; replaces PSB012 and PSB013 – created using precedents from other PSB

BY-LAW NO	BY-LAW NAME	STATUS	AMENDMENTS
2025-001	A By-Law of the Greater Sudbury Police Service Board to Govern the Proceedings of Meetings of the Board	<input type="checkbox"/> New <input checked="" type="checkbox"/> Amended <input type="checkbox"/> Rescinded	Formerly: 2019-02 <input checked="" type="checkbox"/> Updated formatting <input type="checkbox"/> Updated grammar <input type="checkbox"/> Updated terminology <input checked="" type="checkbox"/> Updated wording <input checked="" type="checkbox"/> Updated legislation name <input checked="" type="checkbox"/> Updated section numbers <input type="checkbox"/> Other: Notes: PSA to CSPA
2025-002	A By-Law to Establish Governance Standards relating to Equipment and Use of Force	<input type="checkbox"/> New <input checked="" type="checkbox"/> Amended <input type="checkbox"/> Rescinded	Formerly: 2003-01 <input checked="" type="checkbox"/> Updated formatting <input type="checkbox"/> Updated grammar <input type="checkbox"/> Updated terminology <input checked="" type="checkbox"/> Updated wording <input checked="" type="checkbox"/> Updated legislation name <input checked="" type="checkbox"/> Updated section numbers <input type="checkbox"/> Other: Notes: PSA to CSPA
2025-003	A By-Law of the Greater Sudbury Police Service Board to authorize a grant for the Greater Sudbury Police Pipe and Drums	<input type="checkbox"/> New <input checked="" type="checkbox"/> Amended <input type="checkbox"/> Rescinded	Formerly: 2007-001 <input checked="" type="checkbox"/> Updated formatting <input type="checkbox"/> Updated grammar <input type="checkbox"/> Updated terminology <input checked="" type="checkbox"/> Updated wording <input checked="" type="checkbox"/> Updated legislation name <input checked="" type="checkbox"/> Updated section numbers <input type="checkbox"/> Other: Notes: PSA to CSPA
2025-004	A By-Law to Establish Fees for Certain Services Provided by the Greater Sudbury Police Service	<input type="checkbox"/> New <input checked="" type="checkbox"/> Amended <input type="checkbox"/> Rescinded	Formerly: 2009-3 <input checked="" type="checkbox"/> Updated formatting <input type="checkbox"/> Updated grammar <input type="checkbox"/> Updated terminology <input checked="" type="checkbox"/> Updated wording <input checked="" type="checkbox"/> Updated legislation name <input checked="" type="checkbox"/> Updated section numbers <input type="checkbox"/> Other: Notes: PSA to CSPA

2025-005	A By-Law to Establish Governance Standards to comply with the MFFIPA	<input type="checkbox"/> New <input checked="" type="checkbox"/> Amended <input type="checkbox"/> Rescinded	Formerly: 2014-1 <input checked="" type="checkbox"/> Updated formatting <input type="checkbox"/> Updated grammar <input type="checkbox"/> Updated terminology <input checked="" type="checkbox"/> Updated wording <input checked="" type="checkbox"/> Updated legislation name <input checked="" type="checkbox"/> Updated section numbers <input type="checkbox"/> Other: Notes: PSA to CSPA
2025-006	A By-Law to Establish Governance relating to the Retention and Destruction of Records	<input type="checkbox"/> New <input checked="" type="checkbox"/> Amended <input type="checkbox"/> Rescinded	Formerly 2020-1 <input checked="" type="checkbox"/> Updated formatting <input type="checkbox"/> Updated grammar <input type="checkbox"/> Updated terminology <input checked="" type="checkbox"/> Updated wording <input checked="" type="checkbox"/> Updated legislation name <input checked="" type="checkbox"/> Updated section numbers <input type="checkbox"/> Other: Notes: PSA to CSPA
2025-007	A By-Law to Establish Governance Standards Relating to the Provision of Adequate and Effective Policing	<input type="checkbox"/> New <input checked="" type="checkbox"/> Amended <input type="checkbox"/> Rescinded	Formerly: 2003-1 <input checked="" type="checkbox"/> Updated formatting <input type="checkbox"/> Updated grammar <input type="checkbox"/> Updated terminology <input checked="" type="checkbox"/> Updated wording <input checked="" type="checkbox"/> Updated legislation name <input checked="" type="checkbox"/> Updated section numbers <input type="checkbox"/> Other: Notes: PSA to CSPA; complete re-write as there were significant changes to the Adequacy Reg under CSPA
2025-008	Verified Security Alarm Response Program	<input type="checkbox"/> New <input checked="" type="checkbox"/> Amended <input type="checkbox"/> Rescinded	Formerly: 2002-1 <input checked="" type="checkbox"/> Updated formatting <input type="checkbox"/> Updated grammar <input type="checkbox"/> Updated terminology <input checked="" type="checkbox"/> Updated wording <input checked="" type="checkbox"/> Updated legislation name <input checked="" type="checkbox"/> Updated section numbers <input type="checkbox"/> Other: Notes: PSA to CSPA; complete change of process for alarm response

2025-09	A By-Law to Establish Governance Standards Relating to Disclosure of Secondary Activities	<input type="checkbox"/> New <input checked="" type="checkbox"/> Amended <input type="checkbox"/> Rescinded	Formerly: 2003-2 <input checked="" type="checkbox"/> Updated formatting <input type="checkbox"/> Updated grammar <input type="checkbox"/> Updated terminology <input checked="" type="checkbox"/> Updated wording <input checked="" type="checkbox"/> Updated legislation name <input checked="" type="checkbox"/> Updated section numbers <input type="checkbox"/> Other: Notes: PSA to CSPA
2025-010	A By-Law to Establish Governance Standards Relating to the Disclosure of Personal Information	<input type="checkbox"/> New <input checked="" type="checkbox"/> Amended <input type="checkbox"/> Rescinded	Formerly: 2003-3 <input checked="" type="checkbox"/> Updated formatting <input type="checkbox"/> Updated grammar <input type="checkbox"/> Updated terminology <input checked="" type="checkbox"/> Updated wording <input checked="" type="checkbox"/> Updated legislation name <input checked="" type="checkbox"/> Updated section numbers <input type="checkbox"/> Other: Notes: PSA to CSPA
2025-011	A By-Law to Establish and Regulate Promotions	<input type="checkbox"/> New <input checked="" type="checkbox"/> Amended <input type="checkbox"/> Rescinded	Formerly: numerous <input checked="" type="checkbox"/> Updated formatting <input type="checkbox"/> Updated grammar <input type="checkbox"/> Updated terminology <input checked="" type="checkbox"/> Updated wording <input checked="" type="checkbox"/> Updated legislation name <input checked="" type="checkbox"/> Updated section numbers <input type="checkbox"/> Other: Notes: PSA to CSPA, amalgamated several policies into one
2025-012	A By-Law Authorizing the Chief of Police or designate to execute agreements with independent contractors	<input type="checkbox"/> New <input checked="" type="checkbox"/> Amended <input type="checkbox"/> Rescinded	Formerly: 2025-013 <input checked="" type="checkbox"/> Updated formatting <input type="checkbox"/> Updated grammar <input type="checkbox"/> Updated terminology <input type="checkbox"/> Updated wording <input type="checkbox"/> Updated legislation name <input checked="" type="checkbox"/> Updated section numbers <input type="checkbox"/> Other: Notes:



## GREATER SUDBURY POLICE SERVICE BOARD POLICY

<b>SUBJECT:</b> UNCLAIMED PROPERTY IN THE POSSESSION OF THE POLICE SERVICE	<b>NUMBER:</b> PSB002
<b>ORIGINATING DATE:</b> June 15, 1998	<b>REVISED DATE:</b> Feb 19, 2020 June 11, 2014 April 11, 2011 December 17, 2025
<b>REPORTING REQUIREMENTS:</b> Annual	

### 1.0 INTRODUCTION

The Greater Sudbury Police Service has a legislated responsibility to ensure that property in the possession of the Service that is unclaimed is disposed of in accordance with the provisions of the *Community Safety and Policing Act, 2019*.

### 2.0 DEFINITIONS

#### ACT

The *Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1*.

#### BOARD

The Greater Sudbury Police Service Board.

#### CHIEF OF POLICE

The Chief of the Greater Sudbury Police Service.

#### DISPOSAL

The riddance of property, as provided for by legislation, by means of:

- a. Public auction;
- b. Destruction of drugs, firearms, weapons and ammunition;
- c. Return to owner or finder;
- d. Discarding of no-value; or

- e. Donation.

**FINDER**

A person who comes into possession of abandoned property by way of discovery and reports such finding to the Police Service.

**OWNER**

The person who has vested ownership or title of the property.

**PROPERTY**

Property that is:

- a. Found;
- b. Recovered;
- c. Seized for Evidentiary; or
- d. Seized for safekeeping (in the interest of public safety).

**SERVICE**

The Greater Sudbury Police Service.

**3.0 UNCLAIMED PROPERTY**

- 3.1 Pursuant to Section 258(2) of the Act, property may be sold by the Chief of Police by public auction if it cannot be determined who owns it and the Board may use the proceeds for any purpose it considers in the public interest.
- 3.2 Pursuant to Section 258(3) of the Act, perishable property may be sold at any time without notice.
- 3.3 Pursuant to Section 258(4) 3. of the Act, non-perishable property may be sold when it has been in the possession of the Service for at least one month in the case of a motor vehicle as defined in the *Highway Traffic Act* or a bicycle. In the case of all other property, it may be sold when it has been in the possession of the Service for at least three months.
- 3.4 Non-perishable property shall be sold by public auction. Monies from the auction shall be deposited in an account designated by the Board.
- 3.5 Pursuant to Section 258(4) 3. of the Act, at least ten (10) days' notice of the time and place of a public auction shall be published on the Internet, in accordance with the regulations made by the Minister, if any.
- 3.6 Notice of the time and place of a public auction shall also be publicized on the Service's Website and through other websites and social media sanctioned by the Service.

#### **4.0 FIREARMS/AMMUNITION**

- 4.1 Pursuant to Section 260(3) of the Act, if all possible court proceedings related to a firearm have been completed or the time for them has expired and there is no court order or other legal requirement governing how the firearm is to be dealt with, the Chief of Police shall ensure it is destroyed promptly unless sub-section (4) below applies.
- 4.2 Pursuant to Section 260(4) of the Act, where, in the opinion of the Chief of Police, a firearm is unique, an antique or of educational or historical value, it shall be offered to the Centre of Forensic Sciences. If the Centre of Forensic Sciences declines the offer, the firearm shall be destroyed pursuant to Section 260(6) of the Act.
- 4.3 Pursuant to Section 260(8) of the Act, the Chief of Police shall ensure that the Police Service keeps a register of firearms that come into the possession of the Service in accordance with the rules contained in the Act.
- 4.4 The Chief of Police shall ensure that firearms and ammunition in the possession of the Police Service that are authorized for destruction are disposed of in accordance with an established schedule.

#### **5.0 UNCLAIMED MONEY**

- 5.1 Pursuant to Section 259(3) of the Act, money that is not claimed by an owner after being in the possession of the Service in excess of 3 months shall be utilized at the direction of the Board for a purpose that is considered in the public interest.
- 5.2 Monies shall be deposited in an account designated by the Board following the statutory waiting period where the Owner is not known and the Finder has not made a claim for the money.

#### **6.0 ELECTRONIC DEVICES**

- 6.1 Pursuant to Section 258(2) of the Act, seized or found property in the possession of the service may be sold by the Chief of Police. Electronic devices that are seized or found and not claimed by an owner are exempted and not available for sale or return to finder as they may contain personal, confidential, and/or criminal content. After being in the possession of the Service in excess of 3 months, these items shall be destroyed.

#### **7.0 REQUEST FROM FINDER FOR RETURN OF FOUND PROPERTY**

- 7.1 The Board shall have the authority to return property to the Finder upon written request of the Finder, provided the property has been in the possession of the Service in accordance with the timelines specified in the Act.



- 7.2 Pursuant to sub-section 7.1, the Board delegates to the Chief of Police the authority to return property to the Finder, with the exception of money, provided the property has been in the possession of the Service in accordance with the timelines specified in the Act.
- 7.3 Restricted/prohibited weapons/firearms, prohibited ammunition, prohibited devices, firearms, liquor, counterfeit money, drugs, motor vehicles or any other property designated by the Board as unsuitable for return shall not be returned to the Finder.
- 7.4 Found money shall not be returned to the Finder where there is evidence it represents proceeds of crime or where there is any legislative provision or public policy affecting the Finder's right to possession, otherwise the money shall be retained in accordance with Section 4 above.
- 7.5 Members of the Greater Sudbury Police Service, either on or off duty, finding money or property shall not be eligible to make such claim for return for property found within the City of Greater Sudbury.

## **8.0 REPORTING REQUIREMENTS**

- 8.1 On an annual basis, in January of each year, the Chief of Police shall provide a report to the Board regarding property that has been returned to a Finder in the previous year, pursuant to the authority delegated to the Chief by the Board.



## GREATER SUDBURY POLICE SERVICE BOARD POLICY

<b>SUBJECT:</b> CONTINUING EDUCATION REIMBURSEMENT	<b>NUMBER:</b> PSB003
<b>ORIGINATING DATE:</b> June 24, 2001	<b>REVISED DATES:</b> March 16, 2005 February 8, 2010 April 9, 2014 January 19, 2023 December 17, 2025
<b>REPORTING REQUIREMENTS:</b> Annually	

### 1.0 **GENERAL**

- 1.1 This policy pertains to member initiated educational or training course costs only.
- 1.2 The Greater Sudbury Police Service is committed to and encourages members to further their educational standing relative to their career with the Service.
- 1.3 Attendance of members at any approved educational or training course initiated by the Service shall not result in any expense to the member.
- 1.4 To qualify for consideration for tuition reimbursement, the member must be a permanent full-time member or a part time member that meets the following criteria:
  - a. Has been employed with the Service for a minimum of three (3) years; and
  - b. Regularly works a minimum of twenty-four (24) hours per week.
- 1.5 The Board shall provide funds annually in the Service's budget for the purpose of tuition reimbursement.
- 1.6 Requests for reimbursement shall be evaluated and considered by the Board once annually during the month of December in the context of available financial resources. In considering such requests, priority shall be given to courses which directly benefit the Service.

- 1.7 All recommendations for approval shall be at the sole discretion of the Board.
- 1.8 Should a member terminate their employment with the Greater Sudbury Police Service within thirty-six (36) months of course completion, the member shall be required to re-pay the reimbursed fees received during the final thirty-six (36) months of employment with the Service to the Board.

## **2.0 WHERE APPROVED**

- 2.1 Tuition reimbursement shall be granted for tuition costs less any financial assistance the member will receive from any other source.
- 2.2 Tuition reimbursement shall apply for instruction charges for each course, as well as Registration Fee, Laboratory Fee or other fees directly related to each course as indicated in official announcements or bulletins and actually paid by the member.
- 2.3 Activity or health fees, cost of books, supplies or equipment, lodging, meals, travel expenses and similar costs shall not be considered for subsidy.
- 2.4 Costs shall be reimbursed to a maximum of \$600.00 per course for a maximum of two courses per year, per member.
- 2.5 Total reimbursement to a member shall not exceed \$1200.00 per year, unless otherwise authorized by the Board.
- 2.6 Tuition reimbursement shall be authorized when a member provides satisfactory evidence of passing the course or of attending at least seventy-five (75%) percent of the total lectures should a course not involve an examination.
- 2.7 Amounts reimbursed shall be processed through the payroll system.
- 2.8 Reimbursement for courses which fall into the following categories shall be processed as a non-taxable benefit:
  - a. The course is specific employment-related training, and the intent is to maintain or upgrade employment-related skills; or
  - b. The course is general employment-related training that will benefit the Police Service.
- 2.9 Courses that are personal interest in nature shall be processed as a taxable benefit.

**3.0 PROCEDURES:**

- 3.1 The Chief of Police shall establish procedures that are consistent with this policy.
- 3.2 Where Board staff (i.e., the Board Administrator) is approved for continuing education, they shall follow the same procedure for seeking approval. Approval for continuing education for Board staff will be granted solely by the Board.



## GREATER SUDBURY POLICE SERVICE BOARD POLICY

<b>SUBJECT:</b> SMOKING AND VAPING IN THE WORKPLACE	<b>NUMBER:</b> PSB004
<b>ORIGINATING DATE:</b> May 21, 2003	<b>REVISED DATE:</b> December 17, 2025
<b>REPORTING REQUIREMENTS:</b> None	

### 1.0 **DEFINITIONS**

#### **ASH TRAY**

A receptacle for tobacco ashes and for cigar and cigarette butts.

#### **BY-LAW**

The City of Greater Sudbury By-Law 2019-65, being a By-Law to Regulate Smoking and Vaping in Public Places.

#### **ENTRANCEWAY**

The area within a nine-meter radius surrounding any entrance to a public building or workplace, but does not include a public highway;

#### **SMOKE**

Includes the carrying of a lighted cigar, cigarette, pipe or any other lighted or electronic smoking and vaping equipment to which “smoke” has a corresponding meaning.

#### **VAPING**

Includes the action or practice of inhaling and exhaling vapour containing nicotine and flavourings produced by a device designed for this purpose or holding or otherwise having control of an electronic smoking and vaping device which is producing vapour, emissions, or aerosol from tobacco.

#### **VAPOUR PRODUCT**

An electronic cigarette, an e-substance, or any component of an electronic cigarette and include the package in which the electronic cigarette, e-substance or component is sold.

## WORKPLACE

Any Police Service facility and includes the underground parking garage at headquarters and all police vehicles.

## **2.0 POLICY**

- 2.1 It is the policy of the Greater Sudbury Police Service Board that smoking and vaping is prohibited in public places and in the workplace in accordance with the By-Law.

## **3.0 IMPLEMENTATION**

- 3.1 The Chief of Police shall:
- a. Ensure compliance of all members of the Service with this policy and the By-Law;
  - b. Inform all members of the Service that smoking and vaping is prohibited in the workplace;
  - c. Prohibit smoking and vaping in the workplace;
  - d. Post and keep continuously displayed a copy of the non-smoking and vaping policy in a prominent place(s) accessible to all members of the Service;
  - e. Prohibit ashtrays and like paraphernalia in areas where smoking and vaping is prohibited; and
  - f. Conspicuously post no smoking and vaping signs in areas where smoking and vaping is prohibited, in accordance with the By-Law.
- 3.2 The Chief of Police shall establish procedures that are consistent with the provisions of the By-Law and this policy.



## GREATER SUDBURY POLICE SERVICE BOARD POLICY

<b>SUBJECT:</b> DONATIONS AND COMMUNITY SPONSORSHIPS	<b>NUMBER:</b> PSB005
<b>ORIGINATING DATE:</b> May 21, 2003	<b>REVISED DATES:</b> December 17, 2025
<b>REPORTING REQUIREMENTS:</b> As Needed per request Annually for record of financial accounts	

### 1.0 GENERAL

- 1.1 It is the policy of the Greater Sudbury Police Service Board that all donations and sponsorships to the Police Service shall be individually assessed to ensure compliance with the following criteria:
- The donation/sponsorship shall promote the guiding principles for the provision of police services as outlined in Part I of the *Community Safety and Policing Act*;
  - The donation/sponsorship shall support or promote the goals and objectives of the Police Service and shall not cause priorities of the Police Service to be compromised;
  - The donation/sponsorship shall not compromise or bring into question police impartiality or objectivity;
  - The donation/sponsorship shall be consistent with the principle that core policing functions are publicly funded;
  - The donation/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 Service Board;
  - The donation/sponsorship shall have a direct benefit to the City of Greater Sudbury as a whole;
  - The donation/sponsorship shall have no direct benefit to the Donor or Sponsor; and
  - Other than a formal recognition for the donation.

## **2.0 IMPLEMENTATION**

2.1 The Chief of Police shall establish procedures and processes on donations and sponsorships that address at a minimum:

- a. That donation/sponsorship shall be accounted for through general accounting procedures;
- b. That all procurements of physical goods by the Police Service that are funded wholly or in part from a donation/sponsorship shall be in accordance with the City of Greater Sudbury Purchasing By-Law;
- c. That the Chief of Police may accept an offer of a donation/sponsorship for an amount that does not exceed \$5000; and
- d. That all donations/sponsorships in excess of \$5,000 are subject to approval of the Police Service Board prior to acceptance.





## GREATER SUDBURY POLICE SERVICE BOARD POLICY

<b>SUBJECT:</b> FRENCH LANGUAGE SERVICES	<b>NUMBER:</b> PSB006
<b>ORIGINATING DATE:</b> November 7, 2007	<b>REVISED DATE:</b> February 14, 2011 December 17, 2025
<b>REPORTING REQUIREMENTS:</b> None	

### 1.0 **GENERAL**

- 1.1 The Greater Sudbury Police Service Board recognizes the multilingual character of the Greater Sudbury community and while it agrees that the language of business within the community is English, it recognizes the desirability of the Police Service to provide services in both official languages.
- 1.2 This policy establishes basic principles for the delivery of policing services in both official languages in the City of Greater Sudbury.

### 2.0 **DEFINITION**

For the purpose of this policy, official language shall mean English or French.

### 3.0 **OPERATIONAL GUIDELINES**

#### 3.1 **ORAL COMMUNICATIONS**

a. **Main Switchboard:**

- i. Switchboard calls are answered by Access to Information Clerks. Greetings and call handling shall be such that they indicate to the public that service is available in either official language;
- ii. If a member is unable to provide service in the official language of choice of the citizen, every effort shall be made to locate a member that can; and

- iii. Recorded telephone messages on the Service's main switchboard accessed by the general public shall be in both official languages;
- b. **9-1-1 Emergency Communications Centre:** Every effort shall be made to ensure that each working group of the 9-1-1 Emergency Communications Centre is staffed in order to have the ability to provide services in both official languages. Where required, transfers will be effected to maintain an adequate level of service;
- c. **Access to Information (Front Counter):** Where possible, this area shall be staffed with personnel who possess the ability to verbally communicate with members of the public in the official language of the citizen's choice. If a member is unable to provide service in the official language of choice of the citizen, every effort shall be made to locate a member that can;
- d. **Voice Mail:** Members who can speak French shall be encouraged to record a bilingual message on their voice mail;
- e. **Public Events/Ceremonies:** Where possible, greetings at official public events of the Greater Sudbury Police Service shall be conducted in both official languages; and
- f. **Public Meetings:**
  - i. Public meetings convened by the Greater Sudbury Police Service Board shall be conducted in English. However, this does not preclude any citizen from addressing the Board in French if they wish to do so; and
  - ii. Agendas and minutes of public meetings shall be produced in English only.

### 3.2 WRITTEN COMMUNICATIONS

- a. **Internal Communications:** English shall be the language of use for all internal correspondence (to staff and the Board) via letter, newsletter, e-mail, or other form (print or electronic);
- b. **Official Documents:**
  - i. Technical and legal documents, including by-laws, official plans, information reports, tenders, agreements, policies, procedures, etc., shall be produced in English only; and
  - ii. Upon a special request by a member of the Police Service Board to the Chief of Police, translation of documents produced in English only in accordance with this policy will be considered;
- c. **Correspondence:** Responses to correspondence from the public shall be in the official language in which it was received, including correspondence by email;
- d. **Advertising and Promotion:**
  - i. Advertising for Service events, schedules, activities, meetings, notices, etc. shall be published in English for the English-language media and, where requested, in French for the French-language media; and
  - ii. Publications that are available in both official languages will include a notice that "This document is also available in English" or "Ce

document est également disponible en français”. Where possible, a bilingual format will be used;

e. **Forms:**

- i. Generally, all business forms intended for the public that will require a written response from the Police Service shall be available in English only;
- ii. Forms that are intended for a purpose that would characterize the form as a legal document shall be available in English only; and
- iii. Forms that are intended to provide information to the public shall be available in English and in French and where possible, in a bilingual format;

f. **Website:** The Service’s official website shall be in English only. Where applicable, documents produced in French in accordance with this policy shall be posted on the website in both official languages;

g. **Media Relations:**

- i. All media releases shall be issued in English and where requested be translated to French for French language media; and
- ii. Media conferences shall be conducted in English. Where possible, a French language member shall be present to assist the French language media;

h. **Signage and Other Service Identification:**

- i. Signage intended for public viewing shall be in both official languages;
- ii. Letterhead and business cards intended for public use shall be in both official languages; and
- iii. Plaques, awards, and certificates shall be in the language of choice of the recipient;

i. **Translation:**

- i. The Service shall only use qualified translators as recommended by the City of Greater Sudbury;
- ii. A file containing terminology for division/unit/section names, position titles, etc. within the Police Service shall be maintained in order to ensure consistency and accuracy of use; and
- iii. The French Language Services Coordinator/Translator of the City of Greater Sudbury shall be consulted on issues related to bilingualism and translation where required.

### 3.3 BUDGETARY CONSIDERATIONS

- a. **Translation:** In order to meet the operational guidelines of this policy, the Chief of Police shall ensure sufficient funds are allocated in the Service’s Budget for translation services; and
- b. **Design/Printing/Production Costs:** Sufficient funds will also be allocated in the Budget to allow for the design/printing of material and the production of signage, etc., in both official languages.

### 3.4 HUMAN RESOURCES

- a. The Greater Sudbury Police Service shall adopt and implement human resources practices in accordance with this policy;
- b. The most suitable and best qualified candidates shall be selected to fill positions in the Greater Sudbury Police Service;
- c. The present rights and privileges of unilingual members shall be maintained;
- d. Recruitment advertisements shall be published in English, with French translations made available on request;
- e. Recruitment of applicants to the Police Service shall emphasize the desirability of hiring bilingual persons by indicating this qualification to be recognized as an asset;
- f. In order to improve the ability of the members to converse in both official languages, the Police Service Board encourages members to take language courses at the expense of the Board;
- g. When contemplating platoon re-alignment transfers, consideration shall be given in the placement of French-speaking officers in order to maintain an adequate level of service on each platoon in order to provide a high level of personal, one-on-one service in both official languages; and
- h. The Service shall maintain a current list of all members who speak French which also specifies their level of proficiency.

### 3.5 SUPPORT TOOLS

- a. Members serving French-speaking residents shall have access to appropriate support tools. (e.g., bilingual word-processing capabilities); and
- b. Members of the Service shall have access to qualified interpreters to assist the public in both the English and French languages in 9-1-1 emergency situations and where required, during a police investigation. This service shall be accessed through Language Line Services or Voyce Global in accordance with the Agreements between the Board and Language Line Services and Voyce Global or any other such agreement that may be entered into from time to time.

### 3.6 CUSTOMER SERVICE TRAINING

- a. Customer service training shall include information explaining the French Language Service Policy; and
- b. All new members shall be provided with an orientation to the French Language Service Policy.

## 4.0 IMPLEMENTATION

### 4.1 The Chief of Police shall:

- a. Ensure compliance of all members of the Service with this policy;
- b. Establish procedures and processes that are consistent with this policy; and
- c. Ensure sufficient funds are allocated in the Service's Budget consistent with this policy.



## GREATER SUDBURY POLICE SERVICE BOARD POLICY

<b>SUBJECT:</b> ENVIRONMENTAL SUSTAINABILITY	<b>NUMBER:</b> PSB007
<b>ORIGINATING DATE:</b> October 9, 2008	<b>REVISED DATE:</b> December 17, 2025
<b>REPORTING REQUIREMENTS:</b> None	

### 1.0 **GENERAL**

- 1.1 The Greater Sudbury Police Service Board recognizes that environmental leadership is essential in order to enhance the environmental health of the City of Greater Sudbury.
- 1.2 As the provider of policing services in this community, it is the policy of this Police Service to implement environmental initiatives that promote a greener, healthier more sustainable community.

### 2.0 **IMPLEMENTATION**

- 2.1 The Chief of Police shall establish an internal Environmental Advisory Committee to address environmental concerns and develop initiatives in relation to, but not limited to:
  - a. Cleaner air;
  - b. Water conservation;
  - c. Efficient energy use and conservation; and
  - d. Waste reduction
- 2.2 The Chief of Police shall ensure environmental initiatives that are developed and implemented:
  - a. Promote the goals and objectives of the Police Service and do not cause priorities of the Police Service to be compromised;
  - b. Contribute to community sustainability;

- c. Compliment other environmental initiatives implemented throughout the community; and
- d. Promote awareness of environmental issues and encourage all members of the Police Service to make “greener” choices.



## GREATER SUDBURY POLICE SERVICE BOARD POLICY

<b>SUBJECT:</b> OCCUPATIONAL HEALTH AND SAFETY	<b>NUMBER:</b> PSB008
<b>ORIGINATING DATE:</b> June 11, 2009	<b>REVISED DATE:</b> December 13, 2023 December 17, 2025
<b>REPORTING REQUIREMENTS:</b> Annual	

### 1.0 **DEFINITION**

#### **WORKER**

In accordance with the *Occupational Health and Safety Act* and for the purpose of this policy, “worker” means a person who performs work or supplies services to the Greater Sudbury Police Service Board or the Greater Sudbury Police Service for monetary compensation.

### 2.0 **POLICY STATEMENT**

- 2.1 It is the policy of the Greater Sudbury Police Service Board and the Greater Sudbury Police Service to conduct all operations in a safe and healthy manner in order to prevent injury or illness to workers.
- 2.2 The elimination of hazards to workers and property shall be a prime consideration when planning any work activity.
- 2.3 All practical steps shall be taken to ensure that the work environment and work procedures comply with Federal and Provincial legislation and Municipal by-laws pertaining to the health and safety of workers.

### 3.0 **GUIDING PRINCIPLES**

- 3.1 Every worker has a right to work in a healthy and safe environment.



- 3.2 Workers are encouraged to be actively involved in maintaining a healthy and safe environment.
- 3.3 Cooperation between the employer and workers is desirable in developing and maintaining healthy and safe workplaces.
- 3.4 The prevention of accidents, injury and occupational illness should be an integral part of every job activity.
- 3.5 An internal responsibility system, recognizing the roles of everyone in the workplace including workers, supervisors, employers, and owners, is the key to an effective health and safety program.

#### **4.0 MANDATORY REQUIREMENTS**

- 4.1 This policy shall be posted in a conspicuous location in all Greater Sudbury Police Service facilities.
- 4.2 All reasonable precautions for the prevention of accidents, and the promotion of safety and health of all workers, shall be made in compliance with the *Occupational Health and Safety Act* and other relevant legislation that sets out minimum requirements for ensuring workers' health and safety. The need to supplement these minimum requirements must be determined in light of specific workplace situations.
- 4.3 Occupational health and safety programs specific to the Greater Sudbury Police Services' operational needs shall be developed, implemented, and communicated to all workers.
- 4.4 Managers, supervisors, and workers shall receive information and training on safe work practices and their duties and responsibilities under applicable legislation.

#### **5.0 CHIEF OF POLICE**

- 5.1 The Chief of Police shall:
  - a. Provide as safe and healthy a work environment as can reasonably be expected given the nature of police work and the resources and technology available;
  - b. Establish an effective internal responsibility system, whereby everyone clearly understands their responsibilities regarding the occupational health and safety of workers;
  - c. Provide ongoing training to heighten worker awareness of known safety hazards and maintain job skills and knowledge;

- d. Develop and maintain open communication between all levels in the Police Service to encourage member participation in the Police Service's Safety Program;
- e. Involve all members in safety through an effective Joint Health and Safety Committee accessible to all Service members;
- f. Ensure compliance with applicable Federal and Provincial legislations including sections 25 and 26 of the *Occupational Health and Safety Act*, and Municipal by-laws;
- g. Periodically review the Police Service's health and safety policy, program and operating procedures to maintain safety performance and ensure that the workplace health and safety policy is posted in a conspicuous place in the workplace; and
- h. Establish procedures that are consistent with this policy and comply with Sections 25, 26, 27, and 28 of the *Occupational Health and Safety Act* which outline the duties of employers, supervisors and workers under the Act.



## GREATER SUDBURY POLICE SERVICE BOARD POLICY

<b>SUBJECT:</b> BOARD TRUST FUND	<b>NUMBER:</b> PSB009
<b>ORIGINATING DATE:</b> April 12, 2010	<b>REVISED DATE:</b> December 17, 2025
<b>REPORTING REQUIREMENTS:</b> Annual or as requested by the Board.	

### 1.0 **GENERAL**

- 1.1 The Greater Sudbury Police Service Board maintains a Trust Fund to deposit funds received pursuant to Sections 258 and 259 of the *Community Safety and Policing Act* to be used for any purpose the Board considers is in the public interest, including for such charitable events as the Board deems suitable.
- 1.2 The Trust Fund was established through the *City of Greater Sudbury's By-Law 2020-56* which Establishes and Continue Reserves, Reserve Funds and Trust Funds.
- 1.3 This policy establishes the guidelines that shall be utilized by the Board when considering requests for funding from the Trust Fund.

### 2.0 **FUNDING REQUESTS**

- 2.1 The Board shall give preference to funding requests that fall into one of the following categories:
  - a. **Community Relations through Involvement with Police-Related Organizations:**  
Intended to enable the Board/Service to purchase tickets or contribute donations to fundraising events. The attendance and participation of the Board and Service members at fundraising events for organizations that work closely with the Greater Sudbury Police Service serves to demonstrate the Board's goodwill and community involvement;

b. **Board/Police Service Relations:**

To assist members of the Service to participate in police sponsored events, with the goal of enhancing the image of the Service in other communities as well as in the Sudbury community;

c. **Public Education/Awareness:**

To provide funding to projects that assist the Board and/or the Service in communicating to the general public information related to crime prevention, community policing or other public safety issues;

d. **Special Board Requirements:**

Intended to provide flexibility to the Board to fund one time requirements associated with Board functions such as the sponsorship of functions of police-related conferences or special meeting requirements outside of normal budgetary provisions.

### **3.0 ELIGIBILITY CRITERIA**

- 3.1 All requests for funding shall be considered on an item-by-item basis.
- 3.2 Requests must reflect initiatives by members of the Police Service or by the Service itself.
- 3.3 The Organization receiving the funding must clearly provide a benefit for the Greater Sudbury Police Service and the community.
- 3.4 Where possible, all financial contributions should be recognized in marketing and promotional materials (signage at an event, etc.).
- 3.5 Each request for funding must include details of any other grants received, denied or applied for during the previous and current year, and any fund-raising initiatives underway or to be undertaken.
- 3.6 Where requested by the Board, the organization must provide financial statements for the previous year, the budget documents for the current year and where a grant is approved, an accounting for the disposition of the Board's contribution following the completion of the project or activity.

### **4.0 FUNDING LIMITATIONS**

- 4.1 The Trust Fund shall not be used for any item that would normally be funded through the current operating or capital budget.
- 4.2 The Trust Fund shall not be used to support political or partisan events or activities.
- 4.3 The Trust Fund shall not be used for capital costs.
- 4.4 Funds shall not be used to cover a deficit from a previous year.

- 4.5 The use of funds shall not extend beyond the current fiscal year unless otherwise approved by the Board.
- 4.6 The Board shall not commit to ongoing programs, recurring donations, capital costs or administrative funding.
- 4.7 Funds will only be provided to the group directly responsible for the activity or project being funded.
- 4.8 The Board shall not commit to any single disbursement over \$2,500.00 unless there are special circumstances.
- 4.9 Funds that are not used as allocated or not needed within the fiscal year, in whole or in part, shall be returned to the Board.
- 4.10 The Board will not fund Member or community activities that are personal hobbies or that are otherwise not associated with a Board- or Service- sanctioned event or organization.
- 4.11 The Board will not fund third-party donations (e.g., "Group X raising funds for Group Y").
- 4.12 Tables: The Board will coordinate seats at tables purchased for events with the Service to maximize donated funds.
- 4.13 Should the Fund reach \$5,000 the Board will not disperse further funds until the balance of the Fund is increased.

## **5.0 FUND ADMINISTRATION**

- 5.1 The Chief of Police or designate, under the direction of the Board, has primary responsibility for the Trust Fund.
- 5.2 The Chief of Police or designate is responsible for the accounting and day to day handling of the Trust Fund through general accounting procedures.
- 5.3 The Chief of Police or designate shall ensure the appropriate processes are in place for the collection, maintenance and disbursement of funds from the Trust Fund.
- 5.4 The Chief of Police or designate shall ensure the appropriate accounting and audit systems are in place to protect the integrity of the Trust Fund.

**6.0    REPORTS TO THE BOARD/CITY OF GREATER SUDBURY**

- 6.1    The Chief of Police or designate shall provide an annual report to the Board, or more frequently, if requested by the Board, containing all activity in the Trust Fund.
- 6.2    The Chief of Police or designate shall provide a Statement of Revenues and Expenditures to the Financial Services Division of the City of Greater Sudbury no later than March 15<sup>th</sup> of each year, prepared as at December 31<sup>st</sup> of the previous year.

**7.0    FUNDING APPROVALS:**

Funding requests shall be considered by the Board at each Board meeting.



## GREATER SUDBURY POLICE SERVICE BOARD POLICY

<b>SUBJECT:</b> WORKPLACE VIOLENCE AND HARASSMENT	<b>NUMBER:</b> PSB010
<b>ORIGINATING DATE:</b> June 8, 2010	<b>REVISED DATE:</b> May 18, 2016 September 21, 2016 December 17, 2025
<b>REPORTING REQUIREMENTS:</b> Annual	

### 1.0 POLICY STATEMENT

- 1.1 The Greater Sudbury Police Service Board is committed to providing a safe and healthy work environment for the members of the Greater Sudbury Police Service and is committed to the prevention of workplace violence and workplace harassment.
- 1.2 The Board recognizes that unwanted behaviours in the workplace must be addressed early to minimize the potential for workplace harassment to lead to workplace violence.
- 1.3 Workplace violence and workplace harassment are serious conduct issues that may constitute a violation of the *Criminal Code*, the *Ontario Human Rights Code* or the *Occupational Health and Safety Act*.
- 1.4 The Board shall not ignore, tolerate, or condone workplace violence or workplace harassment and will take all reasonable steps to protect the members of the Service from workplace violence or workplace harassment and shall ensure that all incidents of workplace violence or workplace harassment are responded to in accordance with law.

## **2.0 DEFINITIONS**

### **MEMBER/WORKER**

All employees of the Greater Sudbury Police Service including temporary, contract, part-time staff, students, and volunteers.

### **PERSONAL OR EMOTIONAL HARASSMENT**

An action or behaviour unrelated to the prohibited grounds of the Ontario *Human Rights Code* that causes a member to have anxiety or stress while at the workplace and affects the member's performance of their duties. Examples include, but are not limited to:

- a. Persistent verbal abuse;
- b. Unwelcome, unwanted, or inappropriate jokes;
- c. Taunting;
- d. Derogatory or dismissive comments;
- e. Displaying offensive or derogatory material;
- f. Gestures that are insulting or belittling;
- g. Bullying;
- h. Conduct that shuns or excludes the member;
- i. Persistently disrupting a member's work, workspace or equipment;
- j. Interfering with a member's personal property;
- k. Abuse of authority wherein a person with authority over the member improperly or unreasonably uses that power and authority to interfere with the member's performance, to threaten or negatively influence the member's career or job assignment or to threaten the economic livelihood of the member; and
- l. Any other conduct or behaviour that creates an intimidating, offensive or hostile work environment.

### **PROHIBITED GROUNDS**

Under the Ontario *Human Rights Code* means race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, record of offences, marital status, same sex partnership status, family status, or disability (handicap).

### **STEREOTYPING**

Means making a generalization about a group, based on observations of one or only a small sampling of members of the group; alternatively, an assumption about a member of a group based on a generalized notion of the group as a whole. Stereotypes can be positive or negative, but especially if they are negative, they can result in serious discrimination if acted upon.

### **WORKPLACE**

Any land, premises, location, or thing, at, upon, in or near which a worker works and includes any and all locations where business and social activities of the Greater Sudbury Police Service are conducted including external training facilities, any location of business travel and work-related social and/or business gatherings.



## WORKPLACE HARASSMENT

- a. As defined by the *Occupational Health and Safety Act*, means:
  - i. Engaging in a course of vexatious comment or conduct against a worker in the workplace that is known or ought to be known to be unwelcome; or
  - ii. Workplace sexual harassment;
- b. Workplace harassment may be an action or behaviour related to the prohibited grounds under the *Ontario Human Rights Code*. Workplace harassment may also include harassment of a personal or emotional nature which is unrelated to the prohibited grounds of discrimination;
- c. A reasonable action taken by an employer or supervisor relating to the management and direction of workers or the workplace is not workplace harassment;
- d. Workplace harassment may be a onetime event or repeated incidents and may be committed deliberately or unintentionally; and
- e. Workplace harassment can include activities, comments, jokes, and/or slurs that are offensive, humiliating, intimidating, hurtful or malicious to any individual, even though they may not be offensive to others present and can also include persistent unwanted contact or attention after the end of a consensual relationship.

## WORKPLACE SEXUAL HARASSMENT

- a. As defined by the *Occupational Health and Safety Act*, means:
  - i. Engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought to be known to be unwelcome; or
  - ii. Making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant, or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome;
- b. Sexual harassment includes, but is not limited to:
  - i. Sexist or sexual jokes causing embarrassment or offence, told or carried out after the joker has been advised they are embarrassing or offensive, or that are by their nature clearly embarrassing or offensive;
  - ii. Lewd behaviour or gestures;
  - iii. The display of sexually offensive material, including magazines, graffiti or pictures;
  - iv. Derogatory or degrading remarks about a person's sexual preference, or of a sexual nature to anyone;
  - v. Sexually suggestive or obscene comments or gestures;
  - vi. Leering;
  - vii. Unwelcome sexual flirtations, advances, or propositions;
  - viii. Persistent unwanted contact or attention at the end of a consensual relationship;
  - ix. Requests or demands for sexual favours;
  - x. Unwanted touching; and

- xi. Sexual assault.

### WORKPLACE VIOLENCE

- a. As defined by the *Occupational Health and Safety Act*, means:
  - i. The exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker;
  - ii. An attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker; or
  - iii. A statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

## **3.0 WORKPLACE VIOLENCE AND HARASSMENT PROCEDURES**

### **3.1 The Chief of Police shall:**

- a. Ensure that this policy is posted in a conspicuous place in the workplace;
- b. Dedicate sufficient attention, resources, and time to identify and address factors that contribute to workplace violence and workplace harassment;
- c. Take all reasonable steps to protect members of the Service from workplace violence or workplace harassment;
- d. Ensure that the safety of all members is addressed during the course of an investigation into workplace violence. Members may be reassigned in the interests of safety;
- e. Ensure that members who have been exposed to workplace violence or workplace harassment are provided with appropriate assistance and support;
- f. Ensure stereotyping is not communicated through action, behaviours, use of language in verbal and written material and pictorial displays;
- g. Ensure a mechanism is in place to ensure that all internal and external communications produced/delivered do not – either overtly or subtly – reinforce stereotypes;
- h. Ensure that all members, including supervisors, understand their responsibility to ensure that stereotyping does not occur in the workplace;
- i. Ensure that no offensive or derogatory material is displayed in the workplace;
- j. Develop and implement written procedures with respect to workplace violence and workplace harassment and ensure the procedures are reviewed annually;
- k. Ensure that the members of the Service are educated with respect to the procedures;
- l. Ensure that the procedures address the circumstances under which a member may refuse to work when workplace violence is likely to endanger the member;
- m. Ensure that the right to refuse work is subject to Section 43(1) and 43(2)(a) of the *Occupational Health and Safety Act*, which stipulates that anyone

employed in a police service cannot assert the right to refuse work when the particular job or task is inherent in the worker's work; is a normal condition of the worker's employment; or when a refusal to work would directly endanger the life, health or safety of another person;

- n. Ensure that the operational policing duties in relation to an investigation into workplace violence are addressed in a manner that is free of any conflict of interest; and
  - o. Ensure that the response to an allegation against a sworn member is in compliance with Part X of the *Community Safety and Policing Act*.
- 3.2 The Chief of Police may appoint a member in the workplace to act as a workplace coordinator with respect to workplace violence and workplace harassment.
- 3.3 The Service shall ensure that Stereotyping does not occur in the workplace by ensuring that:
- a. Stereotyping is not communicated through action, behaviours, use of language in verbal and written material and pictorial displays;
  - b. A mechanism is in place to ensure that all internal and external communications produced/delivered do not – either overtly or subtly – reinforce stereotypes; and
  - c. All members, including supervisors, understand their responsibility to ensure that stereotyping does not occur in the workplace.

#### **4.0 WORKPLACE VIOLENCE PROGRAM:**

- 4.1 The Chief of Police shall develop and maintain a program with respect to workplace violence in accordance with the *Occupational Health and Safety Act* that shall include, but is not limited to:
- a. Measures and procedures to identify and control the risks identified in the workplace risk assessment as likely to expose a member to physical injury;
  - b. Measures and procedures to communicate to members any information in the Service's possession regarding factors contributing to workplace violence;
  - c. Measures and procedures for summoning immediate assistance when workplace violence occurs or is likely to occur;
  - d. Measures and procedures for members to report incidents or complaints of workplace violence to the employer or person in authority;
  - e. Set out how the Police Service will investigate and deal with incidents or complaints of workplace violence; and
  - f. Include any prescribed elements.
- 4.2 The Chief of Police shall provide a member with information and instruction that is appropriate for the member on the contents of the procedures and program with respect to workplace violence and any other prescribed information or instruction.

- 4.3 The Chief of Police shall consider and take action where necessary on the observations and recommendations of Command Staff, the Joint Health and Safety Committee and the members.

## **5.0 WORKPLACE ASSESSMENT OF RISKS OF VIOLENCE:**

- 5.1 The Chief of Police shall ensure that a workplace risk assessment is undertaken. This assessment shall consider the risks of workplace violence that may arise from the nature of the workplace, the type of work or the conditions of work.
- 5.2 The Chief of Police shall ensure that the workplace risk assessment take into account the following considerations:
- a. Circumstances that would be common to similar workplaces;
  - b. Circumstances specific to the workplace; and
  - c. Any other prescribed elements.
- 5.3 The Chief of Police shall ensure the results of the workplace violence risk assessment are provided to the Joint Occupational Health and Safety Committee.
- 5.4 The Chief of Police shall reassess the risks of workplace violence at minimum, once annually or as often as is necessary to ensure that the related procedures and program continue to protect workers from workplace violence.

## **6.0 INTIMATE PARTNER VIOLENCE**

- 6.1 The Chief of Police shall ensure that measures are in place to address the risk of intimate partner violence in the workplace.
- 6.2 The Chief of Police shall take every precaution reasonable in the circumstances for the protection of a member where another member becomes aware or ought reasonably to be aware of intimate partner violence that would likely expose a member to physical injury that may occur in the workplace.

## **7.0 WORKPLACE HARASSMENT PROGRAM**

- 7.1 The Chief of Police shall, in consultation with the Joint Health and Safety Committee, develop and maintain a program to implement the workplace harassment procedure as prescribed by the *Occupational Health and Safety Act*.
- 7.2 The Chief of Police shall ensure the program includes, but is not limited to the following:
- a. Measures and procedures for members to report incidents of workplace harassment to the employer or supervisor;

- b. Measures and procedures for members to report incidents of workplace harassment to a person other than the employer or supervisor, if the employer or supervisor is the alleged harasser;
  - c. Set out how incidents or complaints of workplace harassment will be investigated and dealt with;
  - d. Set out how information obtained about an incident or complaint of workplace harassment, including identifying information about any individuals involved, will not be disclosed unless the disclosure is necessary for the purposes of investigating or taking corrective action with respect to the incident or complaint, or is otherwise required by law;
  - e. Set out how a member who has allegedly experienced workplace harassment and the alleged harasser, if he or she is a member of the Service, will be informed of the results of the investigation and of any corrective action that has been taken or will be taken as a result of the investigation; and
  - f. Any prescribed elements.
- 7.3 The Chief of Police shall ensure that members are provided with information and training with respect to the content of the procedure and program with respect to workplace harassment and any other information that is prescribed by law.
- 7.4 The Chief of Police shall ensure that a review is undertaken of the Workplace Harassment Program as often as necessary and at least annually.

## **8.0 DUTY TO DISCLOSE PERSONAL INFORMATION**

- 8.1 The Chief of Police shall ensure that a member receives information, including personal information, related to a risk of workplace violence from a person with a history of violent behaviour if the member can be expected to encounter that person in the course of the member's work, and the risk of workplace violence is likely to expose the member to physical injury.
- 8.2 The Chief of Police shall ensure, if the circumstances require the disclosure of personal information, that no person in authority discloses more personal information that is reasonably necessary to protect the member from physical injury.
- 8.3 The Chief of Police shall ensure that any disclosure of personal information is in compliance with the provisions of the *Community Safety and Policing Act* and the *Municipal Freedom of Information and Protection of Privacy Act*.

## **9.0 TRAINING**

- 9.1 The Chief of Police shall provide information, instruction and training on the factors that contribute to workplace violence, including but not limited to:

- a. The nature and extent of workplace violence and how members may be exposed to it;
- b. The communication systems established to inform members about workplace violence;
- c. Information on what constitutes workplace violence and on the means of identifying the factors that contribute to workplace violence;
- d. The workplace violence prevention measures that have been developed; and
- e. The Service's procedures for reporting on workplace violence or the risk of workplace violence.

## **10.0 REPORTING:**

10.1 The Chief of Police shall report to the Board, on an annual basis, on

- a. The effectiveness of the Workplace Violence and Workplace Harassment Programs including the total number and type of complaints received and the disposition of such complaints; and
- b. The total number and types of complaints ordered investigated pursuant to an order received under Section 55.3(1) of the *Occupational Health and Safety Act* and the associated expenses.



## GREATER SUDBURY POLICE SERVICE BOARD POLICY

<b>SUBJECT:</b> TRAVEL EXPENSES	<b>NUMBER:</b> PSB011
<b>ORIGINATING DATE:</b> June 23, 2003	<b>REVISED DATE:</b> December 17, 2025
<b>REPORTING REQUIREMENTS:</b> None	

### 1.0 **GENERAL**

- 1.1 All travel and related Board expenditures shall be proposed through the annual budget submission and shall be approved as part of the annual budget.
- 1.2 Unbudgeted travel expenditures in excess of \$1,000.00 shall be approved by the Police Service Board at a regular meeting of the Board by way of a Board Resolution.
- 1.3 Expense reports shall be submitted for all business-related travel for members and Board. Such expense reports shall be subject to approval by the Chief of Police or designate.

### 2.0 **TRAVEL EXPENSE GUIDELINE – POLICE SERVICE BOARD MEMBERS**

#### 2.1 **ACCOMMODATION**

Reimbursement shall be the actual cost of accommodation with a single room rate maximum, preferably at hotels offering government rates. Receipts must be submitted for accommodation and registration fees.

#### 2.2 **MEALS AND INCIDENTALS**

The per diem rate for meals and incidentals shall be in accordance with the City of Greater Sudbury By-Law respecting Payment of Expenses. If travel to the United States of America is involved, this amount shall be in U.S. dollars. No receipts for meals shall be required.

### 2.3 TRANSPORTATION

Reimbursement for use of personal vehicles shall be in accordance with the City of Greater Sudbury By-Law respecting Payment of Expenses within or outside of the City of Greater Sudbury up to a maximum of equivalent airfare. Receipts must be submitted for transportation except for car mileage. (includes airfare, train, bus, etc.)

## 3.0 TRAVEL EXPENSE GUIDELINES – POLICE SERVICE MEMBERS

### 3.1 ACCOMMODATION

Reimbursement shall be the actual cost of accommodation with a single room rate maximum, preferably at hotels offering government rates. Receipts must be submitted for accommodation and registration fees.

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The per diem rate for meals and incidentals shall be in accordance with the City of Greater Sudbury By-Law respecting Payment of Expenses. If travel to the United States of America is involved, this amount shall be in U.S. dollars. No receipts for meals shall be required.

### 3.3 TRANSPORTATION

Reimbursement for the use of personal vehicles shall be in accordance with the City of Greater Sudbury By-Law respecting Payment of Expenses for travel within or outside of the City of Greater Sudbury up to a maximum of equivalent airfare. Receipts must be submitted for transportation except for car mileage (includes airfare, train, bus, etc.).

### 3.4 MILEAGE - ADMINISTRATION

Mileage shall not be paid to members of Administration who receive vehicle allowance within the City of Greater Sudbury, except as part of mileage to other destinations outside of the City, which shall be paid as set out in the City of Greater Sudbury By-Law respecting Payment of Expenses.

## 4.0 TRAVEL EXPENSE GUIDELINES – INDIVIDUALS NOT EMPLOYED BY THE POLICE SERVICE BOARD (Members of other Service, Spouses, etc.):

- 4.1 All such travel expenditures of these individuals, if outside the annual budget submission, shall be approved by the Chief of Police or designate prior to the incidence of travel.

## 5.0 ADMINISTRATION

- 5.1 Where a member of the Board or of the Police Service is entitled to receive expenses in accordance with this policy in respect of their membership on an Other Body and the member has received or is entitled to receive expenses from that Other Body, the member shall deduct the expenses the member has received (or



is entitled to receive) from the expenses that would be payable to the member under this Policy.

**6.0 PROCEDURES**

6.1 The Chief of Police shall establish procedures that are consistent with this policy.



## GREATER SUDBURY POLICE SERVICE BOARD POLICY

<b>SUBJECT:</b> BOARD MEMBER JOB DESCRIPTION	<b>POLICY NUMBER:</b> PSB014
<b>ORIGINATING DATE:</b> February 14, 2011	<b>REVISED DATE:</b> December 17, 2025
<b>REPORTING REQUIREMENTS:</b> None	

### 1.0 LEGISLATIVE REFERENCE / AUTHORITY

- 1.1 The *Community Safety and Policing Act* and *O. Reg. 392/23 Adequate and Effective Policing* set out the responsibilities that must be fulfilled by a police services Board. The Greater Sudbury Police Service Board has deemed it desirable to itemize these legislated responsibilities as part of a Board Member Job Description. The purpose of the Job Description is to provide a clear understanding of what is expected of Board Members in the way of responsibilities, time commitment, level of involvement, required skills and attributes to assist both prospective and existing members of the Police Service Board in understanding the role of a Board member.
- 1.2 Section 37 of the *Community Safety and Policing Act* sets out the following responsibilities for police services Boards in connection to its relationship to the chief of police:

37 (1) A police service board shall,

(a) ensure that adequate and effective policing is provided in the area for which it has policing responsibility as required by section 10;

(f) monitor the chief of police's performance;

(g) conduct a review of the chief of police's performance at least annually in accordance with the regulations made by the Minister, if any;

40 (1) The police service board may give directions to the chief of police.

(4) The police service board shall not direct the chief of police with respect to specific investigations, the conduct of specific operations, the discipline of specific police officers, the day-to-day operation of the police service or other prescribed matters.

Further in support of this policy, the Board understands the following:

- 1.3 The Chief of Police is accountable to the Board acting as a body. The Board will instruct the Chief primarily, but not solely, through written policies. Interpretation, implementation and detailed operational policy development are the purview of the Chief.
- 1.4 The Chief of Police shall ensure that all practices, activities, decisions and organizational circumstances are consistent with the *Community Safety and Policing Act*, and its associated regulations, Ministry Standards, other relevant statutes, contractual agreements the Board has made with its bargaining units, Board policies, and commonly accepted business practices and professional ethics.
- 1.5 Only decisions of the Board acting as a body are binding upon the Chief. Such decisions shall be by way of Board resolutions:
  - a. Decisions or instructions of individual Board members, officers, or committees are not binding on the Chief except in those instances when the Board has specifically authorized such exercise of authority by way of resolution and has advised the Chief of such authority; and
  - b. In the case of Board members or committees requesting information or assistance without Board authorization, the Chief can refuse such requests that require, in the Chief's judgment, a material amount of staff time or funds or are disruptive.

## **2.0 SCOPE/ACCOUNTABILITIES**

- 2.1 The Greater Sudbury Police Service Board is legally responsible for the provision of adequate and effective police services in the City of Greater Sudbury. The Board represents the public interest in determining appropriate organizational performance of the Greater Sudbury Police Service, and in providing civilian oversight and governance of the activities of the Police Service.
- 2.2 In accordance with Section 35 of the *Community Safety and Policing Act*, before entering the duties of office, a member of the Board shall take an oath or affirmation of office in the prescribed form.

- 2.3 To protect the privacy and confidentiality of all information and records to which a member becomes privy, pursuant to their affiliation with the Board, members shall take an Oath of Secrecy in the prescribed form. Such obligation to maintain confidentiality shall continue ad infinitum even after the expiration of the member's appointment, subject to any obligation by law to disclose such information.
- 2.4 Failure to comply with the protection of confidential information or breach of conduct may be grounds for termination of the member or other such sanction as determined by the Inspectorate of Policing.

### **3.0 TIME COMMITMENT**

#### **3.1 MEETINGS**

- a. Pursuant to Section 43(1) of the *Community Safety and Policing Act*, the Board shall hold at least four (4) meetings per year. Generally, the Greater Sudbury Police Service Board meets on the third Wednesday of each month with the exception of July and August. Meetings are generally held in the Fifth Floor Boardroom at Police Headquarters however, from time to time, at the discretion of the Board, outreach meetings may be conducted off site; and
- b. In addition, the time commitment can increase significantly if members assume the Chair or are required to participate on various Sub-Committees of the Board such as the Bargaining Committee. Further, members may be required to attend evening and weekend functions to represent the Board.

#### **3.2 TRAINING REQUIREMENTS**

Members of Police Service Boards in are required by legislation to take any training provided or required for them by the Ministry of the Solicitor General. In addition, the Greater Sudbury Police Service Board has adopted a policy of pursuing excellence in governance through an ongoing commitment to training, education, and development that requires all Board members to participate in orientation training endeavour to attend two specific police governance conferences at least once in their term.

#### **3.3 RESPONSIBILITIES**

In accordance with the *Community Safety and Policing Act* and the *O. Reg. 392/23: Adequate and Effective Policing*, as well as their other responsibilities, Police Service Board members are collectively required to:

- a. Appoint the members of the municipal police force;
- b. Generally determine, after consultation with the chief of police, objectives and priorities with respect to police services in the municipality;
- c. Establish policies for the effective management of the police force;

- d. Recruit and appoint the chief of police and any deputy chief of police, and annually determine their remuneration and working conditions, taking their submissions into account;
- e. Direct the chief of police and monitor their performance;
- f. Establish policies respecting the disclosure by chiefs of police of personal information about individuals;
- g. Receive regular reports from the chief of police on disclosures and decisions made under section 89 (secondary activities);
- h. Establish guidelines with respect to the indemnification of members of the police force for legal costs under section 47(2);
- i. Establish guidelines for dealing with complaints made by members of the public under Part X (of the *Community Safety and Policing Act*);
- j. Review the chief of police's administration of the complaints system under Part X and receive regular reports from the chief of police on their administration of the complaints system;
- k. Consider requests to review complaints about policies or services of the Police Service;
- l. Review complaints made about the conduct of the chief of police or a deputy chief;
- m. Determine and monitor the annual police service budget;
- n. Bargain in good faith with the associations representing police employees;
- o. Consider requests for reviews of grievances;
- p. Prepare a business plan for the police service at least once every three years;
- q. Implement a quality assurance process relating to the delivery of adequate and effective police services, and compliance with the Act and its regulations;
- r. Abide by the Code of Conduct for Members of Police Service Boards (*O. Reg. 408/23*).

### 3.4 COMPETENCIES, TRAITS AND SKILLS

It is essential that the Board is representative of the communities they serve. The following is a list of general skills and traits that make for a successful Board and Board Member. This list is not exhaustive and has been prepared as a guide only:

- a. Dedication to public service and community demonstrated through a record of community involvement;
- b. An interest in public safety and police governance;
- c. A demonstrated ability and willingness to work and serve cooperatively with others in a team environment;
- d. Flexibility to meet the time commitments of the position. This includes attendance at daytime meetings and evening functions to represent the Police Service Board. This amount of time can increase significantly if members assume the Chair or are required to participate on various sub-committees of the Board, i.e. Collective Bargaining Committee;

- e. Demonstrated leadership, management and business skills (e.g. administrative and budgetary);
- f. An ability to deal sensibly and rationally with a variety of issues within a group setting, and the ability to balance competing interests against legislative requirements;
- g. Specific knowledge or experience which may be an asset to the Board (e.g. labour relations, human rights and race relations, human resources, conflict management and mediation skills/experience, financial management);
- h. An ability to demonstrate impartiality in the carrying out of the Board's quasi-judicial functions;
- i. An ability to adhere to the legislative requirements of the *Community Safety and Policing Act*;
- j. Knowledge of the policing community and issues facing the City of Greater Sudbury and their impacts on policing; and
- k. Open minded to new initiatives and approaches.

### 3.5 RESTRICTIONS

In accordance with section 40(4) of the *Community Safety and Policing Act*, the Board shall not direct the Chief of Police with respect to specific operational decisions or with respect to the day-to-day operation of the police force.

### 3.6 REMUNERATION

Members shall be compensated in accordance with the City of Greater Sudbury respecting the Payment of Remuneration to Members of Council and Respecting the Payment of Expenses for Members of Council, Officers, Employees and Servants of the City of Greater Sudbury, and Local Boards

### 3.7 STATEMENT OF PREFERRED QUALIFICATIONS:

EXPERIENCE	<ul style="list-style-type: none"> <li>• Experience in one of more of the following fields: <ul style="list-style-type: none"> <li>- business management</li> <li>- finance / budgetary</li> <li>- legal</li> <li>- governance</li> <li>- strategic planning</li> <li>- policy making</li> <li>- risk management / audit</li> <li>- municipal government</li> <li>- communications</li> <li>- human resources / labor relations</li> <li>- conflict resolution</li> <li>- information technology</li> </ul> </li> <li>• Have served on other Boards or governance bodies</li> </ul>
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	<ul style="list-style-type: none"> <li>• Community outreach / leadership (or involvement)</li> </ul>
LANGUAGE	<ul style="list-style-type: none"> <li>• Oral fluency, reading and writing ability in English.</li> <li>• Fluency in French considered an asset.</li> </ul>
KNOWLEDGE	<ul style="list-style-type: none"> <li>• Responsibilities and functioning of a municipal police governing body</li> <li>• Public safety or law enforcement issues</li> <li>• Greater Sudbury's social, cultural and political environments</li> </ul>
ABILITIES	<ul style="list-style-type: none"> <li>• Strong communication skills</li> <li>• Effective listener</li> <li>• Strong analytical skills</li> <li>• Strong decision-making skills</li> <li>• Exceptional interpersonal skills</li> <li>• Ability to interact cooperatively, effectively and efficiently with others</li> </ul>
PERSONAL SUITABILITY	<ul style="list-style-type: none"> <li>• Integrity and high ethical standards</li> <li>• Strong public service orientation</li> <li>• Values diversity</li> <li>• Discretion, objectivity and good judgment</li> <li>• Ability to meet time commitments of the job</li> <li>• Willingness to participate in ongoing training &amp; and development</li> <li>• Resident of the City of Greater Sudbury</li> <li>• Criminal record check required</li> </ul>



## GREATER SUDBURY POLICE SERVICE BOARD POLICY

<b>SUBJECT:</b> BOARD MEMBER TRAINING	<b>POLICY NUMBER:</b> PSB016
<b>ORIGINATING DATE:</b> February 14, 2011	<b>REVISED DATE:</b> December 17, 2025
<b>REPORTING REQUIREMENTS:</b> Annual	

### 1.0 **LEGISLATIVE REFERENCE / AUTHORITY**

- 1.1 Section 35(2) of the *Community Safety and Policing Act* requires the Police Service Board to ensure that its members undergo any training that the Solicitor General may provide or require. The Greater Sudbury Police Service Board recognizes the importance of pursuing excellence in governance through an ongoing commitment to training, education, and development, and has adopted this policy to formalize training and ongoing learning requirements for its members.

### 2.0 **REQUIRED TRAINING**

- 2.1 Per Section 35(2) all members of the Police Service Board will complete the following training:
- a. The training approved by the Minister with respect to the role of a police service board and the responsibilities of members of a board or committee;
  - b. The training approved by the Minister with respect to human rights and systemic racism;
  - c. The training approved by the Minister that promotes recognition of and respect for:
    - i. The diverse, multiracial and multicultural character of Ontario society; and
    - ii. The rights and cultures of First Nation, Inuit and Métis Peoples.
  - d. Any other training prescribed by the Minister.
- 2.2 Per Section 35(3) no Board member shall exercise the powers or perform the duties of their position after the period prescribed by the Minister following their



appointment until the member has successfully completed the training described in Section 35(2).

- 2.3 Every effort shall be made to ensure that each member of the Greater Sudbury Police Service Board during his or her first year of appointment attends:
- a. Any orientation sessions for new members provided by the Chief of Police and Staff; and
  - b. Any additional training provided by Board counsel or the Board's Ministry Advisor.
- 2.4 Within their term of being appointed to the Board, each member is encouraged to attend the annual conferences of both of the following organizations:
- a. Ontario Association of Police Service Boards (OAPSB); and
  - b. Canadian Association of Police Boards (CAPB).
- 2.5 The Board shall endeavor to be represented by at least one member at each of the following:
- a. Meetings of Zone 1A Boards;
  - b. Annual Conferences;
  - c. Annual CAPB Conferences; and
  - d. Meetings of Ontario Large Boards ("Big 12").

### **3.0 OTHER LEARNING OPPORTUNITIES**

- 3.1 Having satisfied the requirements set out above, and provided sufficient funds remain in the annual budget, Board members are encouraged to attend other learning opportunities related to governance or policing such as those offered by, but not limited to:
- a. The Canadian Police College;
  - b. The Police Association of Ontario;
  - c. The Ontario Association of Chiefs of Police; and
  - d. The Canadian Association of Chiefs of Police.

### **4.0 BOARD TRAINING AS A WHOLE**

- 4.1 Board training as a whole will take place through inviting guest speakers to make presentations or deliver workshops to Board Members on issues pertinent to Board governance, Board responsibilities or emerging trends in policing, with an emphasis placed on issues of a strategic nature.

## **5.0 ANNUAL REPORTING**

- 5.1 Individual Board member training and Board training as a whole will be reported annually.



## GREATER SUDBURY POLICE SERVICE BOARD POLICY

<b>SUBJECT:</b> LEGAL SERVICES	<b>NUMBER:</b> PSB017
<b>ORIGINATING DATE:</b> February 14, 2011	<b>REVISED DATE:</b> December 17, 2025
<b>REPORTING REQUIREMENTS:</b> Annual	

### 1.0 LEGISLATIVE REFERENCE / AUTHORITY

- 1.1 Section 38 (1)(a) of the *Community Safety and Policing Act* states that the Board shall establish policies for the effective administration of the police force. This policy provides direction with regard to the provision of legal services, including delegations of responsibility.

### 2.0 LITIGATION AND GENERAL COUNSEL

#### 2.1 THE BOARD

As a normal consequence of its operations and the exercise of its responsibilities, the Board is involved in litigation both as Plaintiff and Defendant before the Courts and various administrative tribunals. The Board has overriding authority to commence, manage and settle all legal matters involving the Greater Sudbury Police Service. For administrative and other reasons, the Board has delegated its authority over a variety of legal matters as set out in this policy.

#### 2.2 LEGAL COUNSEL

- a. Legal Counsel shall be retained by the Board to defend, prosecute and advise on all matters or actions brought by or against the Board, subject to such instructions as may be issued by the Board from time to time. In the conduct of such litigations, the more efficient combinations of staff and external legal services as required to represent and defend the interests of the Board in each issue at hand shall be retained. Such counsel shall be retained by the Chief of Police or the Police Service Board; and

- b. In the case of a complaint about the Chief, the Board shall have the sole authority for retaining counsel, providing direction and taking whatever action is deemed necessary by the Board to deal with such action.

#### 2.4 CHIEF OF POLICE

- a. The Chief of Police shall advise the Board of any action brought to their attention. Similarly, the Chief of Police shall advise the Board on the defence, prosecution, conduct, or settlement of any matter or action brought by or against the Board; and
- b. The Chief shall seek direction for the Board in any situation in which he/she feels it is appropriate to do so.

#### 2.5 DISAGREEMENT

Notwithstanding any other provision, when consultation with counsel and the Chief of Police is warranted and such consultation does not result in agreement on the course of action to be taken, the matter shall be referred to the Board for resolution.

#### 2.6 RELATED MATTERS

In exercising the authority granted by this policy, the Chief shall have authority for:

- a. Payment of Expenses: Authorize the payment of all expenses related to the conduct of any action or matter and then payment of any costs awarded against the Board.
- b. Execution of Documents: Execute all documents required to conduct any action, or conclude the settlement of any action or matter.
- c. Enforcement of Judicial Rulings: Take all steps required to enforce orders, decisions, awards and judgments.

#### 2.7 EXCEPTIONAL CIRCUMSTANCES

Where time constraints or other circumstances will not allow for the required authority granting procedures to be followed with respect to any legal matter, the Chief shall have the authority to take the appropriate action and report such action to the Board at the earliest opportunity.

### 3.0 CITY OF GREATER SUDBURY SOLICITOR

- 3.1 The City of Greater Sudbury shall be forwarded all Statement of Claims/Applications or other litigations involving a third party, who shall represent the Board directly or through external counsel as so retained by the City. Prior to settling any third-party claim where damages are compensated, such counsel shall consult with the Chief or designate.
- 3.2 The City of Greater Sudbury shall review legal agreements or other matters on request.

#### **4.0 APPEALS**

- 4.1 Counsel as so retained by the Board shall have the authority to appeal decisions in consultation with the Board and/or Chief.

#### **5.0 ADMINISTRATIVE TRIBUNALS**

##### **5.1 JURISDICTION**

These matters involve hearings before the Ontario Labour Relations Board, the Ontario Police Arbitration and Adjudication Commission, Ontario Civilian Police Commission, Independent Police Review Directorate, Coroner's Inquests, Law Enforcement Complaints Agency, and other administrative tribunals. Arbitration matters are also included.

##### **5.2 AUTHORITY**

The Board shall retain counsel where necessary to make applications, conduct hearings, represent the Board's interests and take objection to all matters brought before administrative tribunals.

##### **5.3 APPEALS**

Counsel, on the authority of the Board, shall have the authority to appeal any decision of an administrative tribunal where the appeal lies to another administrative tribunal. Counsel for the Board with instruction shall have the authority to commence judicial review of decisions of administrative tribunals that relate to labour relations. The Board shall authorize all other appeals or applications for judicial review of the decisions of administrative tribunals.

#### **6.0 REPORTING TO THE BOARD**

The Chief shall keep the Board apprised of any such litigation/claims or actions filed against the Board including how many have been filed, how many are outstanding, how many have been settled, the cost of settlements and any issues of significance.



## GREATER SUDBURY POLICE SERVICE BOARD POLICY

<b>SUBJECT:</b> LEGAL SERVICES	<b>NUMBER:</b> PSB017
<b>ORIGINATING DATE:</b> February 14, 2011	<b>REVISED DATE:</b> December 17, 2025
<b>REPORTING REQUIREMENTS:</b> Annual	

### 1.0 LEGISLATIVE REFERENCE / AUTHORITY

- 1.1 Section 38 (1)(a) of the *Community Safety and Policing Act* states that the Board shall establish policies for the effective administration of the police force. This policy provides direction with regard to the provision of legal services, including delegations of responsibility.

### 2.0 LITIGATION AND GENERAL COUNSEL

#### 2.1 THE BOARD

As a normal consequence of its operations and the exercise of its responsibilities, the Board is involved in litigation both as Plaintiff and Defendant before the Courts and various administrative tribunals. The Board has overriding authority to commence, manage and settle all legal matters involving the Greater Sudbury Police Service. For administrative and other reasons, the Board has delegated its authority over a variety of legal matters as set out in this policy.

#### 2.2 LEGAL COUNSEL

- a. Legal Counsel shall be retained by the Board to defend, prosecute and advise on all matters or actions brought by or against the Board, subject to such instructions as may be issued by the Board from time to time. In the conduct of such litigations, the more efficient combinations of staff and external legal services as required to represent and defend the interests of the Board in each issue at hand shall be retained. Such counsel shall be retained by the Chief of Police or the Police Service Board; and

- b. In the case of a complaint about the Chief, the Board shall have the sole authority for retaining counsel, providing direction and taking whatever action is deemed necessary by the Board to deal with such action.

#### 2.4 CHIEF OF POLICE

- a. The Chief of Police shall advise the Board of any action brought to their attention. Similarly, the Chief of Police shall advise the Board on the defence, prosecution, conduct, or settlement of any matter or action brought by or against the Board; and
- b. The Chief shall seek direction for the Board in any situation in which he/she feels it is appropriate to do so.

#### 2.5 DISAGREEMENT

Notwithstanding any other provision, when consultation with counsel and the Chief of Police is warranted and such consultation does not result in agreement on the course of action to be taken, the matter shall be referred to the Board for resolution.

#### 2.6 RELATED MATTERS

In exercising the authority granted by this policy, the Chief shall have authority for:

- a. Payment of Expenses: Authorize the payment of all expenses related to the conduct of any action or matter and then payment of any costs awarded against the Board.
- b. Execution of Documents: Execute all documents required to conduct any action, or conclude the settlement of any action or matter.
- c. Enforcement of Judicial Rulings: Take all steps required to enforce orders, decisions, awards and judgments.

#### 2.7 EXCEPTIONAL CIRCUMSTANCES

Where time constraints or other circumstances will not allow for the required authority granting procedures to be followed with respect to any legal matter, the Chief shall have the authority to take the appropriate action and report such action to the Board at the earliest opportunity.

### 3.0 CITY OF GREATER SUDBURY SOLICITOR

- 3.1 The City of Greater Sudbury shall be forwarded all Statement of Claims/Applications or other litigations involving a third party, who shall represent the Board directly or through external counsel as so retained by the City. Prior to settling any third-party claim where damages are compensated, such counsel shall consult with the Chief or designate.
- 3.2 The City of Greater Sudbury shall review legal agreements or other matters on request.

#### **4.0 APPEALS**

- 4.1 Counsel as so retained by the Board shall have the authority to appeal decisions in consultation with the Board and/or Chief.

#### **5.0 ADMINISTRATIVE TRIBUNALS**

##### **5.1 JURISDICTION**

These matters involve hearings before the Ontario Labour Relations Board, the Ontario Police Arbitration and Adjudication Commission, Ontario Civilian Police Commission, Independent Police Review Directorate, Coroner's Inquests, Law Enforcement Complaints Agency, and other administrative tribunals. Arbitration matters are also included.

##### **5.2 AUTHORITY**

The Board shall retain counsel where necessary to make applications, conduct hearings, represent the Board's interests and take objection to all matters brought before administrative tribunals.

##### **5.3 APPEALS**

Counsel, on the authority of the Board, shall have the authority to appeal any decision of an administrative tribunal where the appeal lies to another administrative tribunal. Counsel for the Board with instruction shall have the authority to commence judicial review of decisions of administrative tribunals that relate to labour relations. The Board shall authorize all other appeals or applications for judicial review of the decisions of administrative tribunals.

#### **6.0 REPORTING TO THE BOARD**

The Chief shall keep the Board apprised of any such litigation/claims or actions filed against the Board including how many have been filed, how many are outstanding, how many have been settled, the cost of settlements and any issues of significance.





## GREATER SUDBURY POLICE SERVICE BOARD POLICY

<b>SUBJECT:</b> BOARD COMMUNICATIONS AND MEDIA RELATIONS	<b>NUMBER:</b> PSB018
<b>ORIGINATING DATE:</b> February 14, 2011	<b>REVISED DATE:</b> December 17, 2025
<b>REPORTING REQUIREMENTS:</b> None	

### 1.0 **INTRODUCTION**

The Board recognizes the important role that media can play in educating and engaging key stakeholders and the community on policing matters, fostering understanding about the Board and its work, and generating support for the Board's mandate. The Board is committed to effective, timely and positive communications with all media.

### 2.0 **GOALS**

- 2.1 The Greater Sudbury Police Service Board is committed to effective and proactive communication with media that will:
- Engage stakeholders and the broader community through ongoing, dynamic dialogue;
  - Stimulate discussion about law enforcement and crime prevention issues;
  - Promote awareness and understanding of the Board, its role and its work;
  - Demonstrate the Board's commitment to accountability and transparency;
  - Foster positive relationships with City Council, the media, community stakeholders and the public;
  - Provide the media, City Councillors and stakeholders with accurate and timely information about key Board initiatives and decisions;
  - Manage issues effectively and in a manner consistent with the Board's communications goals; and

- h. Support the objectives of the Greater Sudbury Police Service as outlined in the Business Plan.

### **3.0 GENERAL PRINCIPLES**

- 3.1 All media relations shall be conducted in accordance with the Board's French Language Service Policy.
- 3.2 Unless otherwise specified, the spokesperson for the Board is the Chair of the Board. Should the Chair be unavailable, the Vice Chair shall be the spokesperson for the Board.
- 3.3 In special circumstances, such as labour relations or where a Board Sub-Committee has been established on a specific issue, the Board may designate the member leading the negotiations, or the Chair of the committee, to act as spokesperson for the Board on the subject in questions.
- 3.4 On matters of factual information, administration of the Board or communicating a decision of the Board in response to an inquiry, the Chief may act as a spokesperson on behalf of the Board.
- 3.5 The Board Administrator is responsible for informing the local media of the date and time of future Board meetings and news conferences help by the Board. They are also responsible for arranging news conferences and for coordinating joint events with the Media Relations Officer when both the Board and the Police Service are affected.
- 3.6 When required, the Board Administrator will serve as a liaison between the media and the Board spokesperson when requests are received for interviews or comments.
- 3.7 The Board spokesperson shall be careful to speak only on matters within the jurisdiction and mandate of the Board and to avoid speaking about matters that fall under the jurisdiction of the Chief of Police.
- 3.8 When operational matters under the jurisdiction of the Chief of Police are likely to spark significant public interest or debate, the Chief shall inform, where practicable, Board members before a public statement is made.
- 3.9 If warranted by the significance and seriousness of the matter, the Chief of Police and/or Board Chair may consult with the Board before information is released to ensure the public release is appropriate and justified.
- 3.10 Board members may communicate a position of the Board, however, should a Board member publicly disagree with a position of the Board, or should a Board member comment upon a matter not yet before the Board, they will clearly identify

that they are speaking as an individual and not on behalf of the Board. Further, no Board member shall state that the Board has taken a position on a matter until the matter has been voted upon.

- 3.11 Media releases shall be approved prior to release by the Chair or in their absence, the Vice Chair. Board members shall receive a copy of the release as soon as possible once it has been approved.
- 3.12 News conferences shall be called only at the discretion of the Chair, or in their absence, the Vice Chair. Board members shall be advised of the event prior to it taking place.
- 3.13 Board members will respect the confidentiality appropriate to issues of a sensitive nature and those items disclosed or discussed in closed meetings.
- 3.14 Board members and staff will comply with all relevant legislation including the *Municipal Freedom of Information and Protection of Privacy Act*.



## GREATER SUDBURY POLICE SERVICE BOARD POLICY

<b>SUBJECT:</b> BOARD COMMUNITY RELATIONS	<b>NUMBER:</b> PSB019
<b>ORIGINATING DATE:</b> February 14, 2011	<b>REVISED DATE:</b> December 17, 2025
<b>REPORTING REQUIREMENTS:</b> None	

### 1.0 **INTRODUCTION**

- 1.1 The Greater Sudbury Police Service has a responsibility to represent the public interest on matters of policing and to ensure community concerns are addressed in the policies adopted by the Board for the effective and adequate delivery of police services, and in planning for the future. To achieve this, the Board recognizes the importance of actively reaching out to local groups and residents to hear their concerns, and of engaging them in ongoing, dynamic dialogue through a strategy of community engagement.
- 1.2 The Board is committed to effective, timely, and positive communications with all its community partners and has developed this policy to achieve its communications goals.

### 2.0 **GOALS**

- 2.1 The Greater Sudbury Police Service Board is committed to effective and proactive communication that will:
- a. Engage stakeholders and the broader community through ongoing, dynamic dialogue;
  - b. Improve Board members' understanding and knowledge of community concerns by soliciting regular input from stakeholders and the general public;
  - c. Stimulate discussion about law enforcement and crime prevention issues;
  - d. Promote awareness and understanding of the Board, its role and its work;
  - e. Demonstrate the Board's commitment to accountability and transparency;

- f. Foster positive relationships with City Council, the media, community stakeholders and the public;
- g. Provide the media, City Councillors, and stakeholders with accurate and timely information about key Board initiatives and decisions;
- h. Manage issues effectively and in a manner consistent with the Board's communications goals; and
- i. Support the objectives of the Greater Sudbury Police Service as outlined in the Business Plan.

### **3.0 COMMUNITY RELATIONS**

- 3.1 The Board will be proactive in communicating regularly with City Councillors, the media, and community stakeholders about its work and significant initiatives such as the annual budget, by regularly issuing updates on its activities and decisions.
- 3.2 The Board will be proactive in communicating with the City of Greater Sudbury by holding, with the Chief of Police, an information session for Councillors at least once a year to provide them with an opportunity to learn and ask questions about police operational matters.
- 3.3 The Board will be proactive in engaging, educating and hearing from the public by holding community forums on topics of Board community concern or interest.
- 3.4 The Board will periodically invite primary external partners concerned with crime prevention and/or public safety to meet informally with the Board to discuss their concerns and priorities.
- 3.5 Members will participate and attend at functions in their capacity of Board Member. From time-to-time tickets for attending such events shall be provided to members. The cost of such shall be paid by the Board. Should a member be unable to attend such function, tickets shall be returned to the Board Administrator in advance of the event and with as much notice as is practicable for re-distribution.
- 3.6 To inform itself and the public about the work and challenges of the Greater Sudbury Police Service, the Board will schedule, in consultation with the Chief, brief presentations to be heard at regular Board meetings from members of the Police Service in various units.

### **4.0 PRIMARY EXTERNAL STAKEHOLDERS**

- 4.1 Primary stakeholders the Board will consult include:
  - a. City of Greater Sudbury Council and Senior City Officials;
  - b. The local media (mainstream and community-based);

- c. Greater Sudbury and other crime prevention, community safety and affinity groups;
- d. School Boards;
- e. The Business Community;
- f. Volunteer Sector;
- g. Community Action Networks;
- h. Provincial and Federal governments;
- i. Citizens and residents of Greater Sudbury;
- j. Crime Stoppers;
- k. Inclusion, Diversity, Equity, Anti-Racism, and Accessibility (IDEAA) Committee;
- l. Lions Eye in the Sky Advisory Committee; and
- m. Service Clubs



## GREATER SUDBURY POLICE SERVICE BOARD POLICY

<b>SUBJECT:</b> BOARD MEMBER TRAVEL EXPENSES AND REIMBURSEMENT	<b>NUMBER:</b> PSB020
<b>ORIGINATING DATE:</b> February 14, 2011	<b>REVISED DATE:</b> December 17, 2025
<b>REPORTING REQUIREMENTS:</b> Annual	

### 1.0 **INTRODUCTION**

- 1.1 The members of the Greater Sudbury Police Service Board attend courses, conferences, seminars and other meetings related to their duties with the Board. Funds are budgeted annually to allow for attendance of members at these functions. This policy establishes guidelines for attendance, travel, eligible expenses and reimbursement of expenses incurred as a result of Board members attending functions related to their duties or training

### 2.0 **APPLICATIONS AND SCOPE**

- 2.1 The Board Member Travel and Expense Reimbursement policy applies to members of the Greater Sudbury Police Service Board with respect to expenses incurred as a result of attendance at conferences, conventions, seminars, training sections and meetings related to their duties with the Board.

### 3.0 **GUIDELINES**

#### 3.1 **GENERAL**

- Board members and Board staff will be reimbursed for eligible expenses as listed in sub-section 3(3), incurred in the execution of their duties and for attendance at a Board-related conference, seminar, meeting or other events;
- Reimbursement will be provided to Board members who travel by air, bus, train, or vehicle;

- c. If air/rail travel is required, bookings will normally be made at the best advance booking price, taking into account economy and convenience. First class rail travel is permitted if the cost is comparable to economy airfare, otherwise all travel will be booked at economy fares if available; and
- d. Normally air/rail travel tickets will be arranged through the Board office, however, should it be necessary for a Board member to make their own travel arrangement to accommodate a personal or business schedule, the Board will reimburse the person for the ticket purchased.

### 3.2 CONFERENCE APPROVAL PROCESS

- a. On a regular basis and with as much advance notice as is possible, Board members will receive documents outlining the dates, locations and estimated cost of commonly attended annual conferences for that year so Board members can give thought to which conference(s) they would like to attend;
- b. As each conference approaches, Board members will be asked to indicate their interest in attending and a report will subsequently be submitted to the Board at a public meeting requesting approval for those wishing to attend;
- c. When time constraints do not allow for a report to go to the Board requesting approval for attendance at a conference, the Board Chair shall have the authority to authorize the attendance, including travel, of any person covered by this policy and same shall be reported to the next meeting in the public portion;
- d. The Board Administrator will ensure Board members approved for attendance at conferences are registered for the conference and will book hotel accommodations and make travel arrangements on behalf of Board members. However, the Board member is responsible for payment of the cost and will be reimbursed upon submission of a duly completed Expense Claim form;
- e. An advance for anticipated costs associated with travel shall be provided to the member, if requested. Any difference will be reconciled on the Expense Claim Form. If the conference is in the United States, the travel advance will be paid in US funds. Reimbursement will be paid at the rate of exchange on the date of expense was incurred; and
- f. Members are responsible to advise the Board Administrator as soon as is possible should they be unable to attend a conference following noted bookings.

### 3.3 ELIGIBLE EXPENSES

Board members will be reimbursed for:

- a. Registration costs;
- b. Actual travel costs to and from the event, or the cost of economy airfare based on the advanced booking rate, whichever is less; original receipt required;



- c. Should a Board member use their personal vehicle for travel to and from the event, kilometer reimbursement will be in accordance with rate that is established under the City of Greater Sudbury By-law respecting Payment of Expenses;
- d. Hotel accommodation at a single occupancy rate; original receipts required;
- e. Parking and ground transportation charges; original receipts required;
- f. Reasonable telephone calls supported by receipts when the per diem is not claimed; and
- g. The cost of purchasing out-of-country medical insurance coverage is an allowable expense provided receipts are submitted in evidence of the expense incurred. The maximum coverage will be the premium for single coverage for the actual number of days on business.

#### 3.4 INELIGIBLE EXPENSES

- a. Payment of expenses related to the attendance of any person other than the Board member (e.g. Spouse, family member) will not be allowed;
- b. Board members must pay for their own expenses related to social events not included in the conference registration fee;
- c. There shall be no reimbursement for any loss of personal effects that may occur while travelling on behalf of the Police Service Board;
- d. Expenses connected with stopovers at resorts or other places while not on Board business will not be allowed for reimbursement unless it results in a lower cost to Board; and
- e. Alcohol charges will not be reimbursed; unless outlined in advance.

#### 3.5 EXPENSE CLAIMS / REIMBURSEMENT

Approval and reimbursement of travel expense claims will be in accordance with the following procedures:

- a. All expense claims, including required receipts, shall be submitted to the Board Office within ten (10) working days of the completion of travel;
- b. Claim forms must be signed by the Chief Administrative Officer or their designate, or whichever member of the Executive Leadership Team has executive signing authority. Any claim in dispute shall be referred to the Board for review; and
- c. Signed claim forms will be submitted to the Board Administrator for processing.

#### 3.6 MONITORING AND REPORTING

- a. The Board Administrator shall monitor conference expenditures and report on the balance remaining in the budget on a periodic basis with the assistance of the Finance department; and
- b. Attendance at conferences, seminars and other events that constitute training will be reported in the Board's annual Training, Activity, and Performance Report.



## GREATER SUDBURY POLICE SERVICE BOARD

<b>SUBJECT:</b> CUSTOMER SERVICE	<b>POLICY NUMBER:</b> PSB021
<b>EFFECTIVE DATE:</b> December 12, 2011	<b>REVISED DATE:</b> December 17, 2025
<b>REPORTING REQUIREMENTS:</b> As needed	

### 1.0 GENERAL

- 1.1 The Greater Sudbury Police Service Board and the Greater Sudbury Police Service are:
- Dedicated to providing quality service and policing in partnership with the Community;
  - Committed to superior and professional standards of performance; and
  - Committed to eliminating barriers and improving accessibility for persons with disabilities
- 1.2 This policy establishes basic principles for the provision of quality customer service as well as meeting the legislative requirements of the *Ontario Regulation 191/11: Integrated Accessibility Standards*, made under the *Accessibility for Ontarians with Disabilities Act, 2005*.

### 2.0 DEFINITIONS

#### ASSISTIVE DEVICE

Means a technical aid, communication device or medical aid that is used to increase, maintain, or improve the functional abilities of people with disabilities. Assistive Devices include, but are not limited to, wheelchairs, walkers, canes, oxygen tanks, hearing aids, etc.

#### DIGNITY

Means service is provided in a way that allows the person with a disability to maintain self-respect and is provided respect from other people.

## DISABILITY

Means:

- a. Any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical coordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance of a guide dog or other animal or on a wheelchair or other remedial appliance or device;
- b. A condition of mental impairment or developmental disability;
- c. A learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language;
- d. A mental disorder; or
- e. An injury or disability for which benefits were claimed or received under the insurance plan established under the *Workplace Safety and Insurance Act, 1997*.

## EQUAL OPPORTUNITY

Means service is provided to a person with a disability in such a way that they can access goods and Service equal to that given to others.

## GUIDE DOG

Means a guide dog as defined in the *Blind Persons' Rights Act, 1990*, as a dog trained as a guide for a blind person and having qualifications prescribed by the Regulations.

## INDEPENDENCE

Means when a person with a disability is able to do things on their own without unnecessary assistance or interference from others.

## INTEGRATION

Means service is provided in a way that allows the person with a disability to benefit from the same Service, in the same place, and in the same or similar manner as other customers unless an alternate measure is necessary to enable a person with a disability to access goods or Service.

## SERVICE ANIMAL

Means an animal used by a person with a disability where it is readily apparent that the animal is used by the person for reasons relating to his or her disability; or the person provides a letter from a medical practitioner confirming that the person requires the animal for reasons relating to the disability.

## SUPPORT PERSON

Means, in relation to a person with a disability, another person who accompanies him or her in order to help with communication, mobility, personal care or medical needs or with access to goods or Service.

### **3.0 POLICY STATEMENT**

3.1 It is the policy of the Greater Sudbury Police Service Board and the Greater Sudbury Police Service that all members shall support the vision, mission and values of the Service by:

- a. Maintaining a professional appearance, deportment and dress in accordance with Service procedures;
- b. Treating all persons with dignity and respect;
- c. Being truthful, open and fair;
- d. Performing their duties with high ethical and moral standards;
- e. Promptly and courteously acknowledging all persons attending at reception areas within police facilities;
- f. Ensuring that all public inquiries are dealt with in a timely, courteous, competent and fair manner;
- g. Ensuring that all communications, including electronic mail, exhibit professionalism and are in accordance with Service procedures;
- h. Answering the main switchboard in a manner to indicate to the public that service is available in either official language;
- i. Providing callers with the option of having their calls transferred to another member or to voice mail when the specific member they are calling for is not available;
- j. Ensuring that all telephone and electronic mail messages are returned in a prompt and courteous manner and that the management of messages are in accordance with Service procedures;
- k. Ensuring that telephone voice mail greetings provide the option of contacting another individual, where available;
- l. Ensuring that all public complaints are dealt with in accordance with the *Community Safety and Policing Act* and Service procedures; and
- m. Providing French language Service in accordance with the Board's Policy.

3.2 Further, pursuant to the *O. Reg. 191/11: Integrated Accessibility Standards*, it is the policy of the Greater Sudbury Police Service Board and the Greater Sudbury Police Service that:

- a. All members, volunteers, agents and persons working on behalf of the Greater Sudbury Police Service shall provide service and assistance in a manner that respects the dignity, independence, integration and equality of opportunity of persons with disabilities;
- b. The provision of service and assistance to persons with disabilities shall be integrated unless an alternate measure is necessary, whether temporarily or on a permanent basis, to enable a person with a disability to obtain, use or benefit from Service/assistance;
- c. Persons with disabilities shall be given an opportunity equal to that given to others to obtain, use and benefit from policing Service;

- d. Persons with disabilities shall be allowed to utilize assistive devices within police facilities that are open to the public or other third parties to obtain, use or benefit from policing service. Should a person be unable to access policing service through the use of their own personal assistive device, alternate measures shall be undertaken which enable them to do so;
- e. When communicating with a person with a disability, members shall do so in a manner that takes into account the person's disability;
- f. Guide dogs or other service animals shall be allowed to accompany and stay with a person with a disability in the parts of police facilities that are open to the public or other third parties except where excluded by law from the premises;
- g. If a guide dog or service animal is excluded on the premises by law, alternate measures for persons with disabilities to access policing service shall be provided;
- h. A person with a disability shall be allowed to be accompanied by a support person, in parts of police facilities that are open to the public or other third parties and the person with the disability shall not be prevented from having access to the support person while on police premises;
- i. Members may require a person with a disability to be accompanied by a support person when within police facilities where the support person is necessary to protect the health or safety of the person with a disability or the health or safety of others within the facility;
- j. Where there is a temporary disruption in those facilities or service that people with disabilities rely on to access, in whole or in part, the Greater Sudbury Police Service shall give notice of the disruption to the public;
- k. Notices of disruption of service shall include information about the reason for the disruption, the anticipated duration and a description of alternative facilities or service, if any, that are available and the notice shall be posted at a conspicuous place within the affected facility and/or posted on the Service's website;
- l. Prisoners with disabilities who are brought into police custody shall be accommodated to the extent possible in accordance with Service procedures; and
- m. Documents required by the Regulation shall be made available to persons with disabilities upon request in a format that takes into account the person's disability.

3.3 Further, it is the policy of the Greater Sudbury Police Service Board that the Board will ensure that all its public meetings, functions, workshops and community events are held in locations that are accessible for people with disabilities and that a person with a disability shall be allowed to utilize assistive devices or be accompanied by a guide dog, service animal or support person when attending such events.

#### **4.0 CHIEF OF POLICE**

4.1 To support this policy, the Chief of Police shall:

- a. Ensure compliance of all members of the Service with this Policy;
- b. Establish procedures and processes that are consistent with this policy and *O. Reg. 191/11*;
- c. Monitor expenditures relating to accessible Service and report any need for funds during the annual budgeting planning process;
- d. Ensure that members, volunteers, agents and persons working on behalf of the Greater Sudbury Police Service receive training on customer service including a review of the purpose of the *Accessibility for Ontarians with Disabilities Act, 2005*, and the requirements of *O. Reg. 191/11* which includes;
  - i. How to interact and communicate with persons with various types of disabilities;
  - ii. How to interact with persons with disabilities who use an assistive device or require the assistance of a guide dog, other service animal or the assistance of a support person;
  - iii. How to use equipment or assistive devices available in police facilities or otherwise provided by the Service that may help with the provision of goods or Service to a person with a disability; and
  - iv. What to do if a person with a particular type of disability is having difficulty accessing the Service's goods or Service.
- e. Establish a process for receiving and responding to feedback on the manner in which the Greater Sudbury Police Service provides service to people with disabilities and make the information about the process readily available to the public; and
- f. Ensure that the documents required pursuant to *O. Reg. 191/11* are available to persons with disabilities upon request and that the information is provided in a format that takes into account the person's disability.



## GREATER SUDBURY POLICE SERVICE BOARD POLICY

<b>SUBJECT:</b> BOARD CONSULTATION	<b>NUMBER:</b> PSB022
<b>ORIGINATING DATE:</b> April 2, 2013	<b>REVISED DATE:</b> December 17, 2025
<b>REPORTING REQUIREMENTS:</b> As Required	

### 1.0 INTRODUCTION

- 1.1 The Greater Sudbury Police Service Board recognizes the importance of well-conceived external communications and consultation in promoting public understanding of Greater Sudbury Police policies, programs, and service and providing the Board and Service with critical insight into public attitudes and expectations. The Board has a responsibility to represent the public interest on matters of policing and to ensure community concerns are addressed in the policies adopted by the Board for the effective and adequate delivery of police Service and in planning for the future.
- 1.2 The Board also recognizes the important role that media can play in educating and engaging key stakeholders and the community on policing matters, fostering understanding about the Service and its work, and generating broad support for the Service's mandate.
- 1.3 The Board is committed to effective, timely, and positive communications with all its community partners and has developed this policy to achieve its communications goals.

### 2.0 CHIEF OF POLICE

- 2.1 Accordingly, the Chief shall:
  - a. Gather for the Board as many staff and external points of view, issues, and options as needed for fully informed Board choices;

- b. Prepare formal reports for the Board's review and input including what consultation took place;
- c. Inform the Board of significant program changes or new initiatives related to the service delivery model;
- d. Ensure the Board is aware of relevant trends, significant changes in federal, provincial or municipal policies, and significant external and internal changes that may impact Board policies;
- e. Ensure the Board Chair is aware of anticipated positive or adverse media coverage in a time sensitive manner;
- f. Advise the Board as a whole via electronic notification following consultation with the Chair of issues determined to be of interest to the Board that are sensitive in nature and cannot wait until the next regularly scheduled Board Meeting;
- g. Deal with the Board as a whole except when:
  - i. fulfilling individual requests for information; or
  - ii. responding to officers or committees duly charged by the Board;
- h. Report in a timely manner on actual or anticipated non-compliance with any policy of the Board; and
- i. Ensure the Police Service develops procedures or practices that support this policy.





## GREATER SUDBURY POLICE SERVICE BOARD POLICY

<b>SUBJECT:</b> COMMEMORATIVE NAMING OF POLICE FACILITIES/ROOMS	<b>NUMBER:</b> PSB023
<b>ORIGINATING DATE:</b> October 8, 2014	<b>REVISED DATE:</b> December 17, 2025
<b>REPORTING REQUIREMENTS:</b> As Required	

### 1.0 **INTRODUCTION**

- 1.1 The naming of police facilities/rooms is important for public awareness, promotion, and recognition of individuals for outstanding accomplishments, involvement, or work with the police. The Greater Sudbury Police Service is committed to providing a fair, consistent and efficient process for the commemorative naming of police facilities and rooms after a person, persons, family name, or event.
- 1.2 This policy sets out a framework and provides direction for the Police Service Board and to the Chief of Police regarding considerations and processes for the naming of police facilities and parts of police facilities owned by the City of Greater Sudbury.
- 1.3 In preparing the policy, the City of Greater Sudbury's Bylaw 2014-257, a By-Law of the City of Greater Sudbury to Adopt a Building, Property and Park Naming Policy has been used as a guide.

### 2.0 **SCOPE**

- 2.1 Commemorative naming will apply solely to the naming of parts of police facilities and interior rooms such as meeting rooms for as long as the buildings are used for police purposes.

- 2.2 It does not apply to other City-owned buildings that may contain a lesser police presence such as a community centre in which a police storefront or drop-in centre is located.

### **3.0 PURPOSE**

- 3.1 The main objectives of this policy are to ensure:
- a. A clear, efficient and timely commemorative naming process for police facilities or rooms;
  - b. The application of consistent criteria to determine the validity of a commemorative name;
  - c. The application of a consultation process and community participation if warranted;
  - d. One central repository for all commemorative naming requests for municipal police facilities or parts of facilities;
  - e. An appropriate approval process that recognizes the importance of the role played by the Police Service Board; and
  - f. Consistency with the guidelines as set out in the City of Greater Sudbury By-law.

### **4.0 APPLICATION**

- 4.1 Any member of the public, Police Service Board, or Police Service (through the Chief) may submit a nomination for commemorative naming of part of a police facility or room.

### **5.0 DEFINITIONS**

#### **COMMEMORATIVE**

Refers to the official naming of a police facility/room to commemorate or perpetuate the memory of a person, persons, family name, or event.

### **6.0 ASSESSMENT CRITERIA**

- 6.1 When the naming of a police facility/room is being requested, at least one of the following criteria shall apply:
- a. The nominated individual is a former member of the Police Service recognized for exemplary leadership, extraordinary distinction or dedication to the Service, for example, a retired Chief of Police;
  - b. The nominated individual shall have demonstrated excellence, courage, or exceptional service to the citizens of the City of Greater Sudbury, the Province of Ontario and/or Canada;
  - c. The nominated individual has made significant contributions to public life in general;

- d. The nominated individual shall have an extraordinary community service record;
- e. The nominated individual shall have worked to foster equality and reduce discrimination;
- f. Where the nominated individual is a current Police employee, the individual shall have made an outstanding contribution to the Greater Sudbury Police Service outside of their capacity and duties as a Police employee, or they may be recognized for their exceptional service once they are no longer a Police employee; this would apply only in exceptional circumstances;
- g. An individual may be recognized for a significant financial contribution to a facility where that contribution significantly benefits the community that the facility serves;
- h. The nominated name has historical significance;
- i. The nominated individual shall not stand to benefit financially from any such naming.

## **7.0 COMMEMORATIVE NAMING OF POLICE FACILITIES/ROOMS COMMITTEE**

7.1 The naming of police facilities/rooms shall be managed by The Commemorative Naming of Police Facilities/Rooms Committee (CNPFRC). The CNPFRC shall be composed of the following representatives (or their designate):

- a. The Chair of the Police Service Board and one other member as appointed by the Board;
- b. The Chief of Police or Designate;
- c. Superintendent (or Inspector – Strategic Operations if no serving Superintendent);
- d. Chief Administrative Officer/Chief Financial Officer/Deputy Chief of Administration, or equivalent executive administration staff person
- e. Manager of Finance; and
- f. President of the Sudbury Police Association or Designate

7.2 Meetings will be held in camera in accordance with the *Community Safety and Policing Act* exemption for matters pertaining to an identifiable individual.

## **8.0 APPLICATION FORM**

8.1 A Greater Sudbury Police Service Commemorative Facility/Room Naming Application Form must be completed and submitted to the Office of the Chief of Police. The application must clearly state the actual name/organization in which the naming is being requested. For applications made from members of the public/business/organizations, all costs of establishing the name such as advertising, background checks, signage, special event, etc., shall be made known to the applicant at the time the application is filed. A deposit will be collected at that time.

## **9.0 REVIEW PROCESS**

- 9.1 The commemorative naming process for police facilities/rooms will involve a different course of action depending on the circumstances surrounding the request/requirement for naming. The following outlines three possible circumstances under this policy with respect to commemorative naming:

**a. Commemorative Naming Process: External Applications**

- i. Receipt of a Nomination/Application: All requests for commemorative naming are to be submitted in writing by completing the Greater Sudbury Police Service Commemorative Facility/Room Naming Application Form; such applications shall contain supporting documentation including references, media clippings, petitions, letters, and possibly a petition providing substantial support for the request.
- ii. Processing of the Nomination/Application: Processing the application will involve confirmation of criteria, reference checks, discussion with the applicant and applicable Divisions within the Service, initial meeting of the Naming Committee, public consultation for a 60-day period, compiling consultation results, and reconvening a meeting of the Naming Committee to review the public consultation results and departmental comments, in order to reach a decision for recommendation to the Board.
- iii. Board Approval: After the Naming Committee has reached a decision, an In Camera report will be prepared for the Board. The Board shall have the final determination on the approval of such commemorative naming.
- iv. Implementation of Approved Nomination: Following Board approval, implementation of the approved commemorative name is undertaken. This involves final notification to the nominee and nominator, preparation of an official letter signed by the Board Chair and Chief, and an official unveiling ceremony will be convened.

**b. Commemorative Naming Process: Internal Applications**

- i. Receipt of a Nomination/Application: All requests for commemorative naming are to be submitted in writing to the Chief of Police by completing the Greater Sudbury Police Service Commemorative Facility/Room Naming Application Form and supporting documentation;
- ii. Processing of the Nomination/Application: Processing the application will involve confirmation of criteria, reference checks (if applicable), discussion with the applicant and Divisions within the Service. A meeting of the Naming Committee will be convened to review the application and reach a decision for recommendation to the Board;

- iii. Board Approval: After the Naming Committee has reached a decision, an In Camera report will be prepared for the Board. The Board shall have the final determination on the approval of such commemorative naming;
  - iv. Implementation of Approved Nomination: Following Board approval, implementation of the approved commemorative name is undertaken. This involves final notification to the nominee and nominator, preparation of an official letter signed by the Board Chair and Chief, and an official unveiling ceremony will be convened.
- c. **Commemorative Naming Process: Commemorative Names Reserve List**
- i. Similar to the process outlined in section a. above, a name may be submitted that is not site or venue specific. In this regard, the application will undergo the same process with respect to criteria evaluation and investigation. The Naming Committee will discuss possible options and suitability with the nominator. If a site and/or geographic location is not determined through these discussions, the name will be placed on a Commemorative Names Reserve List.

## **10.0 PUBLIC CONSULTATION**

- 10.1 In processing external applications in accordance with 9.2, Public Consultation shall be undertaken. Such consultation shall be in accordance with the size and scope of the facility/room being named.
- 10.2 Consultation may consist of formal written notification of the proposed name to the ward affected community associations, applicable consultative groups, and Greater Sudbury Police Service advisory groups (where appropriate) for comment. A public meeting may be held to review the name request in more detail. The meeting shall occur in the community closest to the facility or room of the building as possible. The applicant will be in attendance to review the name request and respond to inquiries.
- 10.3 Advertisements may be placed in applicable community newspapers and other electronic means, where appropriate, and on the Service's website. The public consultation period shall last two months, or 60 calendar days.
- 10.4 Public consultation is required as the issue of commemorative naming of facilities or parts thereof directly affects citizens and provides identity to the communities in which they live. Through public consultation at the community and city-wide level, residents will be able to ensure they maintain a strong connection to their communities and will be able to gain a better understanding of the individual who has been nominated for commemoration. Statistical information on comments received under consultation will be provided upon request. However, specifics and written comments received will only be available to the Naming Committee.

The Naming Committee shall then review the application in its entirety and in the context feedback received through the public consultation process.

#### **11.0 COMMEMORATIVE NAMES RESERVE LIST MAINTENANCE AND USE**

- 11.1 The Board Administrator of the Police Service Board shall maintain a list of names for future consideration. There shall be no prioritization system of commemorative names on the list. Nominators are free to designate the name for use in a specific police facility/room at the time of nomination if they chose.
- 11.2 The List shall be made available on request to any interested party. The results of the investigations of the naming requests shall remain confidential.

#### **12.0 RENAMING**

- 12.1 The renaming process shall be identical to the commemorative naming process and shall also require the Police Service Board as the final authority for approving the proposed name. The renaming process differs in that it entails the discarding of an old name, which most likely has become an important part of community identity. Thus, the need for public input is even greater.
- 12.2 If in the opinion of the Board, subsequent circumstances respecting the honouree contradict the mission, ethics and/or value of the Service or bring its reputation into disrepute, the commemorative name may be revoked.

#### **13.0 RESPONSIBILITIES**

- 13.1 It is the responsibility of the Chief of Police to understand and support this policy and ensure that the policy is communicated to members and the public.

#### **14.0 CONTRAVENTIONS**

- 14.1 Failure to comply with this policy will result in inconsistent information provided to the public and members of the Police Service Board and increase the possibility of improper commemorative naming of parts of municipal police facilities without appropriate research, community involvement and endorsement.



## GREATER SUDBURY POLICE SERVICE BOARD POLICY

<b>SUBJECT:</b> ACCESSIBILITY	<b>POLICY NUMBER:</b> PSB026
<b>EFFECTIVE DATE:</b> December 11, 2014	<b>REVISED DATE:</b> November 23, 2016 December 17, 2025
<b>REPORTING REQUIREMENTS:</b> Annually	

### 1.0 **LEGISLATIVE REFERENCE / AUTHORITY**

- 1.1 The *Accessibility for Ontarians with Disabilities Act (AODA)* was enacted into law by the provincial government in 2005 to ensure the development, implementation, and enforcement of accessibility standards in order to achieve accessibility for Ontarians with disabilities with respect to goods, Service, facilities, accommodation, employment, buildings, structures and premises.
- 1.2 *O. Reg. 191/11: Integrated Accessibility Standards* was enacted in 2011 and is a consolidation of accessibility standards in the following five areas: General, Information and Communications, Employment, Transportation, and the Built Environment. On July 1, 2016, the Regulation was expanded to incorporate accessibility standards for Customer Service previously governed by Ontario Regulation 429/07 which was revoked.
- 1.3 Section 1 of the Ontario *Human Rights Code* states that “Every person has a right to equal treatment with respect to Service, goods and facilities, without discrimination because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status or disability”.
- 1.4 Section 38(1)(a) of the *Community Safety and Policing Act* states that the Board shall establish policies for the the administration of the police service. This policy provides direction with regard to the provision of service to persons with disabilities by the Greater Sudbury Police Service.

## **2.0 POLICY STATEMENT**

- 2.1 The Greater Sudbury Police Service Board and the Greater Sudbury Police Service are committed to meeting the accessibility needs of people with disabilities in a timely and proactive manner and will use reasonable efforts to provide equitable access to programs, services, goods, and facilities provided by the Board and the Service that respects a person's dignity and independence.
- 2.2 The Greater Sudbury Police Service Board and the Greater Sudbury Police Service are dedicated to providing quality customer service. All members, volunteers, agents and persons working on behalf of the Greater Sudbury Police Service shall provide service and assistance in a manner that respects the dignity, independence, integration, and equality of opportunity of persons with disabilities.
- 2.3 The Greater Sudbury Police Service Board shall ensure that all its public meetings, functions, workshops, and community events are held in locations that are accessible for people with disabilities and that a person with a disability shall be allowed to utilize assistive devices or be accompanied by a guide dog, service animal or support person when attending such events.
- 2.4 This policy establishes basic principles for achieving and maintaining accessibility by meeting the legislative requirements of *Ontario Regulation 191/11*.

## **3.0 DEFINITIONS**

### **ACCESSIBLE FORMATS**

Means accessible formats that may include, but are not limited to, large print, recorded audio and electronic formats, braille and other formats usable by persons with disabilities.

### **ACCESSIBILITY PLAN**

Means a multi-year plan approved by the Greater Sudbury Police Service Board and made available to the public that outlines the Service's strategy to prevent and remove barriers to meet the requirements of the *O. Reg. 191/11: Integrated Accessibility Standards*.

### **AODA**

Means the *Accessibility for Ontarians with Disabilities Act*.

### **ASSISTIVE DEVICE**

Means a technical aid, communication device or medical aid that is used to increase, maintain, or improve the functional abilities of people with disabilities. Assistive Devices include, but are not limited to; wheelchairs, walkers, canes, oxygen tanks, hearing aids, etc.



## BARRIER

Means anything that prevents a person with a disability from fully participating in all aspects of society because of their disability, including physical, architectural, information and communications, attitudinal, technological, and organizational barriers:

- a. Physical and architectural barriers are features of buildings or spaces that cause problems for persons with disabilities;
- b. Information and Communication barriers arise when a person cannot easily understand information;
- c. Attitudinal barriers are those assumptions and actions that discriminate against persons with disabilities;
- d. Technological barriers occur when a technology is not designed to support various assistive devices; and
- e. Organizational barriers are an organization's policies, practices, or procedures that discriminate against people with disabilities.

## COMMUNICATIONS

Means the interaction between two or more persons or entities, or any combination of them, where information is provided, sent or received.

## COMMUNICATIONS SUPPORTS

Means communications supports that may include, but are not limited to, captioning, alternative and augmentative communication supports, plain language, sign language, and other supports that facilitate effective communications.

## DIGNITY

Means service is provided in a way that allows the person with a disability to maintain self-respect and is provided respect from other people.

## DISABILITY

Means:

- a. Any degree of physical disability, infirmity, malformation, or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical coordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance of a guide dog or other animal or on a wheelchair or other remedial appliance or device;
- b. A condition of mental impairment or developmental disability;
- c. A learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language;
- d. A mental disorder; or
- e. An injury or disability for which benefits were claimed or received under the insurance plan established under the *Workplace Safety and Insurance Act, 1997*.

### INFORMATION

Means data, facts, and knowledge that exists in any format, including text, audio, digital or images, and that conveys meaning.

### EQUAL OPPORTUNITY

Means service is provided to a person with a disability in such a way that they can access goods and Service equal to that given to others.

### GUIDE DOG

Means a guide dog as defined in the *Blind Persons' Rights Act* as a dog trained as a guide for a blind person and having qualifications prescribed by the Regulations.

### INDEPENDENCE

Means when a person with a disability is able to do things on their own without unnecessary assistance or interference from others.

### INTEGRATION

Means service is provided in a way that allows the person with a disability to benefit from the same Service, in the same place, and in the same or similar manner as other customers unless an alternate measure is necessary to enable a person with a disability to access goods or service.

### KIOSK

Means an interactive electronic terminal, including a point-of-sale device, intended for public use that allows users to access one or more service or products, or both.

### SERVICE ANIMAL

Means an animal used by a person with a disability where it is readily apparent that the animal is used by the person for reasons relating to his or her disability; or the person provides a letter from a regulated medical practitioner confirming that the person requires the animal for reasons relating to the disability.

### SUPPORT PERSON

Means, in relation to a person with a disability, another person who accompanies him or her in order to help with communication, mobility, personal care or medical needs, or with access to goods or service.

### UNCONVERTABLE

Means information or communications where it is not technically feasible to convert the information or communications or the technology to convert the information or communications is not readily available.

## **4.0 INTEGRATED ACCESSIBILITY STANDARDS**

4.1 To support this policy, the Chief of Police shall:

- a. Establish an Accessibility Plan and post the Plan on the Corporate Website and provide the Plan in an accessible format upon request;
- b. Prepare an annual status report on the progress of measures taken to implement the Accessibility Plan, including steps taken to comply with the Regulation;
- c. Post the status report on the Corporate Website and provide the report in an accessible format upon request;
- d. Review and update the Accessibility Plan at least once every five years;
- e. Ensure that policies governing how the Board and the Service shall meet its requirements under *Ontario Regulation 191/11* are available in an accessible format, upon request;
- f. Ensure the provision of or arrange for the provision of accessible formats or communication supports to persons with disabilities, upon request, and ensure that the person making the request is consulted. Information shall be provided in a timely fashion and at a cost that is no more than the regular price charged to others. If the Service is unable to convert the requested information or communication a written explanation shall be provided to the person making the request;
- g. Have regard to the accessibility for persons with disabilities when designing, procuring, or acquiring goods, service, self-service kiosks, or facilities except where it is not practicable to do so. Where it is not practicable to do so, a written explanation shall be provided, upon request;
- h. Ensure that members, volunteers, agents, and persons working on behalf of the Greater Sudbury Police Service receive training on the requirements of *Ontario Regulation 191/11* and on the *Ontario Human Rights Code* as it pertains to persons with disabilities;
- i. Ensure that training is appropriate to the duties of members, volunteers and other persons and is provided as soon as practicable;
- j. Ensure that training records are maintained which includes the dates on which the training was provided and the number of individuals to whom it was provided;
- k. Ensure that processes for receiving and responding to feedback are accessible to persons with disabilities by providing or arranging for the provision of accessible formats and communications supports upon request;
- l. Ensure the public is notified about the availability of accessible formats and communications supports;
- m. Ensure that any emergency procedures, plans or public safety information that is made available to the public is provided in an accessible format or with appropriate communications supports as soon as practicable upon request;

- n. Ensure the Corporate Website content conforms with the World Wide Web Consortium Web Content Accessibility Guidelines (WCAG) 2.0 in accordance with the schedule set out in *Ontario Regulation 191/11*;
- o. Ensure an accessible work environment across the employment cycle in accordance with existing requirements under the Ontario *Human Rights Code* and the provisions of Part III of *Ontario Regulation 191/11*;
- p. Ensure that when designing public spaces, the designs comply with the provisions of Part IV.1 of *Ontario Regulation 191/11*;
- q. Monitor expenditures relating to accessible Service and report any need for funds during the annual budgeting planning process;
- r. Establish procedures and processes that are consistent with this policy and *Ontario Regulation 191/11*; and
- s. Ensure compliance of all members of the Service with this policy.

## **5.0 CUSTOMER SERVICE STANDARDS**

- 5.1 Guide dogs or other service animals shall be allowed to accompany and stay with a person with a disability in the parts of police facilities that are open to the public or other third parties except where excluded by law from the premises. If a guide dog or service animal is excluded on the premises by law, alternate measures for persons with disabilities to access policing service shall be provided.
- 5.2 Persons with disabilities shall be allowed to utilize assistive devices within police facilities that are open to the public or other third parties to obtain, use or benefit from policing service. Should a person be unable to access policing service through the use of their own personal assistive device, alternate measures shall be undertaken which enable them to do so.
- 5.3 Persons with a disability shall be allowed to be accompanied by a support person, in parts of police facilities that are open to the public or other third parties and the person with the disability shall not be prevented from having access to the support person while on police premises.
- 5.4 Members may require a person with a disability to be accompanied by a support person when within police facilities where the support person is necessary to protect the health or safety of the person with a disability or the health or safety of others within the facility.
- 5.5 Where there is a temporary disruption in those facilities or services that people with disabilities rely on to access, in whole or in part, the Greater Sudbury Police Service shall give notice of the disruption to the public.
- 5.6 Notices of disruption of service shall include information about the reason for the disruption, the anticipated duration and a description of alternative facilities or

service, if any, that are available and the notice shall be posted at a conspicuous place within the affected facility and/or posted on the Service's Website.

- 5.7 Prisoners with disabilities who are brought into police custody shall be accommodated to the extent possible in accordance with Service procedures.
- 5.8 Documents required by *Ontario Regulation 191/11* shall be made available to persons with disabilities upon request in a format that takes into account the person's disability.
- 5.9 To support this policy, the Chief of Police shall:
  - a. Ensure all members, volunteers, agents, and persons working on behalf of the Greater Sudbury Police Service shall provide service and assistance in a manner that respects the dignity, independence, integration, and equality of opportunity of persons with disabilities;
  - b. Ensure the provision of service and assistance to persons with disabilities shall be integrated unless an alternate measure is necessary, whether temporarily or on a permanent basis, to enable a person with a disability to obtain, use, or benefit from service/assistance;
  - c. Ensure that persons with disabilities shall be given an opportunity equal to that given to others to obtain, use, and benefit from policing service;
  - d. Ensure that members, volunteers, agents and persons working on behalf of the Greater Sudbury Police Service receive training on customer service including a review of the purpose of the AODA and the requirements of *Ontario Regulation 191/11* which includes:
    - i. How to interact and communicate with persons with various types of disabilities;
    - ii. How to interact with persons with disabilities who use an assistive device or require the assistance of a guide dog, other service animal or the assistance of a support person;
    - iii. How to use equipment or assistive devices available in police facilities or otherwise provided by the Service that may help with the provision of goods or Service to a person with a disability; and
    - iv. What to do if a person with a particular type of disability is having difficulty accessing the Service's goods or services.
  - e. Establish a process for receiving and responding to feedback on the manner in which the Greater Sudbury Police Service provides service to people with disabilities and make the information about the process readily available to the public;
  - f. Ensure that the documents required pursuant to *Ontario Regulation 191/11* are available to persons with disabilities upon request and that the information is provided in a format that takes into account the person's disability;
  - g. Monitor expenditures relating to accessible service and report any need for funds during the annual budgeting planning process;

- h. Ensure compliance of all members of the Service with this Policy; and
- i. Establish procedures and processes that are consistent with this policy and *Ontario Regulation 191/11*.



## GREATER SUDBURY POLICE SERVICE BOARD POLICY

<b>SUBJECT:</b> COLLECTION OF IDENTIFYING INFORMATION IN CERTAIN CIRCUMSTANCES – PROHIBITION AND DUTIES	<b>NUMBER:</b> PSB027
<b>ORIGINATING DATE:</b> September 21, 2016	<b>REVISED DATE:</b> December 17, 2025
<b>REPORTING REQUIREMENTS:</b> Annual	

### 1.0 POLICY STATEMENT

- 1.1 The Greater Sudbury Police Service Board supports the elimination of discrimination in all its forms. The Board is committed to the principle that all persons have the right to receive police services in a fair and equitable manner without discrimination or harassment that respects the dignity of all persons.
- 1.2 The Board respects the equal rights of all persons and supports and adheres to the principles of equity and fairness contained in the *Canadian Charter of Rights and Freedoms* and the *Ontario Human Rights Code*.
- 1.3 The Board shall not tolerate any form of biased policing or racial profiling and shall comply with *Ontario Regulation 400/23* made under the *Community Safety and Policing Act* with respect to the “*Collection of Identifying Information in Certain Circumstances – Prohibition and Duties*.”
- 1.4 The following is the policy of the Greater Sudbury Police Service Board with respect to the “*Collection of Identifying Information in Certain Circumstances – Prohibition and Duties*” – *Ontario Regulation 400/23* of the *Community Safety and Policing Act*.

## **2.0 DEFINITIONS**

### **ACT**

Means the *Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1*.

### **ANNUAL REPORT**

Means the annual report filed by the Board under section 41 of the *Community Safety and Policing Act*.

### **BIAS NEUTRAL POLICING**

Means a commitment to providing quality policing services to all people in a respectful, professional, fair, and impartial manner without discriminating based on race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status or disability.

### **BIASED POLICING**

Means the practice of treating differently any person or persons during investigative or enforcement activity initiated by a police officer on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status or disability.

### **COLLECTION OF IDENTIFYING INFORMATION IN CERTAIN CIRCUMSTANCES – PROHIBITION AND DUTIES (COII)**

Means the interactions and documentation of such by an officer regarding an attempt to collect identifying information from an individual by asking the individual, in a face-to-face encounter, to identify him- or herself or to provide information for the purpose of identifying the individual and includes such an attempt whether or not identifying information is collected as governed by the Regulation.

### **COII VERIFIER(S)**

Means the members designated by the Chief of Police pursuant to the Regulation with the authority to access the COII database, to determine whether a submitted COII is in compliance with the Regulation and whether access should be restricted.

### **COMMUNITY INTERACTIONS**

Means on-duty police contact with member(s) of our community meant to:

- a. Foster positive relationships; and/or
- b. Assist members of the public (without gathering personal information for an investigative or intelligence purpose);

### **DATABASE**

Means the paper or electronic filing system under the control of the Chief of Police where identifying information about an individual collected by a police officer from the individual within the context of *O. Reg. 400/23*.



## PROHIBITED GROUNDS

Under the Ontario *Human Rights Code* prohibited grounds include race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status or disability.

## RACIAL PROFILING

Racial/bias profiling is defined by the Ontario Human Rights Commission as any action undertaken for reasons of safety, security or public protection or attributing criminal activity to an identified group in society that relies on stereotypes about race, colour, ethnicity, ancestry, religion, or place of origin, or a combination of these, rather than on reasonable suspicion or reasonable grounds, to single out an individual for greater scrutiny or different treatment.

## RECEIPT

Means the record of the attempted collection or collection of identifying information about an individual from an individual pursuant to Section 9 of the Regulation.

## REGULATION

Means *Ontario Regulation 400/23* made under the *Community Safety and Policing Act* with respect to the *Collection of Identifying Information in Certain Circumstances – Prohibition and Duties*.

### **3.0 GENERAL**

- 3.1 The Chief of Police shall ensure that all collections of information done in accordance with the Regulation are done in a manner that is consistent with the Regulation and, particularly, shall not be based on racial/biased profiling or be done in an arbitrary way.
- 3.2 The Chief of Police shall have a procedure that complies with the duties and obligations imposed by the Regulation and this policy to ensure there is direction and assistance provided to officers regarding the collection of information in certain circumstances as defined in the Regulation.
- 3.3 The Chief of Police shall ensure that there is a database created or adapted that allows for the recording, analysis and reporting required by the Regulation.
- 3.4 For the purpose of reporting to the Board as part of the annual report and for other analytic reasons as directed by the Board and/or the Ministry of the Solicitor General, the Chief of Police shall establish:
  - a. Age groups;
  - b. Racialized groups;
  - c. Neighbourhoods or areas; and
  - d. Appropriately sized random sample of entries of identifying information for the purposes of section 10(6) of the Regulation

3.5 When establishing racialized groups as set out in 4(b) of this policy, the Chief shall do so in a manner that allows the information required by the Regulation (that is, the number of attempts to collect information from individuals perceived by a police officer to be within a racialized group – see paragraph 15(2)8 of the Regulation) relating to the racialized groups to be comparable to the data referred to below in (a) and (b), as released by the Government of Canada on the basis of its most recent National Household Survey preceding the period covered by the Chief of Police's annual report:

- a. For each derived visible minority group set out in the National Household Survey, the number of individuals who identified themselves as being within that group; and
- b. The number of individuals who claimed Aboriginal identity.

3.6 This Policy does not apply to community interactions or lawful interactions in which a person is either detained or required to provide personal information to the police.

#### **4.0 RECEIPT**

4.1 Commencing no later than January 1st, 2017, the Chief of Police shall have a procedure requiring that all police officers engaged in COII shall (a) offer to give the individual a receipt that provides a record of the attempt; and (b) give the individual such a receipt the individual indicates that he or she wants it unless one of the exemptions in the Regulation applies (e.g., might compromise the safety of an individual or delay the officer from responding to another matter that should be responded to immediately, and is able to articulate the reason with details).

4.2 The Chief of Police shall ensure that the receipt contains the mandated information required by the Regulation and that the receipt and any amendments thereto are provided to the Board for its information before use.

#### **5.0 TRAINING**

5.1 Commencing January 1st, 2017, the Chief of Police shall ensure that every police officer who attempts to collect identifying information about an individual from the individual, or anyone who acts as the designate of the Chief of Police for the purpose of reviewing the database (within 30 days of data entry and/or on an annual basis pursuant to section 10 of the Regulation), has successfully completed the required training within the previous 36 months.

## **6.0 ANNUAL REPORT**

- 6.1 The annual report as it relates to COII shall be provided by the Chief of Police to the Board in the first quarter (unless an extension is approved by the Board Chair) of the year commencing in 2018 and annually thereafter.
- 6.2 The contents of the annual report as it relates to COII shall include, at a minimum, the following:
- a. The number of attempted collections and the number of attempted collections in which identifying information was collected;
  - b. The number of individuals from whom identifying information was collected;
  - c. The number of times each of the following provisions was relied upon to not advise the individual of his/her right that he/she is “not required to provide identifying information to the officer” and/or the reason “why the police officer is attempting to collect identifying information about the individual”:
    - i. Might compromise the safety of an individual (subsection 7(2));
    - ii. Would likely compromise an ongoing police investigation (clause 7(3)(a)); and
    - iii. Might allow a confidential informant to be identified (clause 7(3)(b)), and
    - iv. Might disclose the identity of a person contrary to law, including the YCJA (clause 7(3)(c));
  - d. The number of times an individual was not given a receipt because the individual did not indicate that they wanted it;
  - e. The number of times each of the following clauses was relied upon to not offer or give a receipt:
    - i. Might compromise the safety of an individual (subsection 8(2)(a)); and,
    - ii. Might delay the officer from responding to another matter that should be responded to immediately (clause 8(2)(a) of the Regulation);
  - f. The number of attempted collections from individuals who are perceived, by the police officer, to within that category:
    - i. Male individuals, and
    - ii. Female individuals; and
    - iii. Transgender, non-binary, or other gender identity individuals;
  - g. For each age group established by the Chief of Police, the number of attempted collections from individuals who are perceived, by a police officer, to be within that age group;
  - h. For each racialized group established by the Chief of Police for the purpose of this paragraph, the number of attempted collections from individuals who are perceived, by a police officer, to be within that racialized group;

- i. A statement, based on an analysis of the information, as to whether the collections were attempted disproportionately from individuals within a group based on (a) the sex of the individual, (b) a particular age, (c) racialized group, or (d) a combination of groups and, if so, any additional information that the Chief of Police considers relevant to explain the disproportionate number of attempted collections:
  - i. The neighbourhoods or areas where collections were attempted and the number of attempted collections in each neighbourhood or area; and
  - ii. The number of determinations made by the Chief (or designate) as to whether the information entered into the database:
    1. Complied with limitations on collection set out in section 6 and 10(4)(a) of the Regulation; and
    2. The results of the review(s), done at least once a year, of an appropriately sized random sample of entries of identifying information included in the database to estimate within a margin of error of plus or minus 5 percent, at a 95 percent confidence level, whether it appears that section 6 (limitations on collection of information), 7 (duties to inform of rights and reasons before collecting, with exceptions) or 8 (document for individual – receipt, with exceptions) were not complied with;
  - iii. The number of times, if any, members of the police force were permitted to access identifying information to which access must be restricted by virtue of one or more of the following:
    1. For the purpose of an ongoing police investigation;
    2. In connection with legal proceedings or anticipated legal proceedings;
    3. For the purpose of dealing with a complaint under Part X of the Act or for the purpose of an investigation or inquiry under clause 151 of the Act;
    4. In order to prepare the annual report or a report required due to disproportionate collection (under section 15 of the Regulation);
    5. For the purpose of complying with a legal requirement; or
    6. For the purpose of evaluating a police officer's performance.

## **7.0 DISPROPORTIONATE REPORT**

- 7.1 If disproportionate collection is identified based on an analysis of the information, as to whether the collections were attempted disproportionately from individuals within a group based on (a) the sex of the individual, (b) a particular age or (c) racialized group, or (d) a combination of groups, in addition to the statement required in the annual report, the Chief of Police shall:
  - a. Review the practices of the police service; and

- b. Shall prepare a report to the Board setting out the results of the review and his or her proposals, if any, to address the disproportionate attempted collection of information.

7.2 The Board, upon receipt of the disproportionate report shall:

- a. Publish the report on the Internet in a manner that makes it available to the public free of charge and may make the report available to the public free of charge in any other manner that the Board considers appropriate; and
- b. Consider the report and the proposals, if any, set out in the disproportionate report and consider whether to give directions under clause 40(1) of the Act to direct the Chief of Police and monitor his or her performance.

## **8.0 RETENTION, ACCESS AND DISCLOSURE**

8.1 The Chief of Police shall have a Procedure dealing with retention, access and disclosure of identifying information that provides, at a minimum, as follows:

- a. Identifying information entered into the database 5 or more years ago and identifying information gathered and/or entered into the database that is determined to have been collected in non-compliance with the Regulation shall have restricted access as follows:
  - i. No person shall have access to the information without the permission of the Chief (or designate);
  - ii. A member may be permitted to access the information only if the Chief or a COII Verifier is satisfied that access is needed:
    - 1. For the purpose of an ongoing police investigation,
    - 2. In connection with legal proceedings or anticipated legal proceedings,
    - 3. For the purpose of dealing with a complaint under Part X of the Act or for the purpose of an investigation or inquiry under clause 151 of the Act,
    - 4. In order to prepare the annual report or a report required due to disproportionate collection (under section 15 of the Regulation)
    - 5. For the purpose of complying with a legal requirement, or
    - 6. For the purpose of evaluating a police officer's performance;
- b. Access to, and disclosure of identifying information collected on or after January 1, 2017, including the retention of identifying information collected contrary to this Regulation, shall be restricted to the Chief and COII Verifiers in order to comply with the Regulation and subject to the exemptions set out in 20(a);
- c. Nevertheless, identifying information collected contrary to the Regulation shall not be retained longer than is reasonably necessary to ensure the

information is available in the circumstances in which access may be permitted (under paragraph 2 of subsection 10(10)), being;

- i. For the purpose of an ongoing police investigation,
- ii. In connection with legal proceedings or anticipated legal proceedings;
- iii. For the purpose of dealing with a complaint under Part X of the Act or for the purpose of an investigation or inquiry under clause 151 of the Act;
- iv. In order to prepare the annual report or a report required due to disproportionate collection (under section 16 of the Regulation);
- v. For the purpose of complying with a legal requirement; or
- vi. For the purpose of evaluating a police officer's performance.

- 8.2 The Chief of Police shall ensure identifying information and records relating thereto that was collected before January 1, 2017 shall be accessed, retained and/or disclosed pursuant to the Boards By-Law 2025-006 with respect to the Retention and Destruction of Records and should any of the data be determined to have been collected in violation of the law as it existed at the time of collection, its access and disclosure shall be subject to the restrictions in the Regulation.

## **9.0 POLICY CONSISTENT WITH REGULATION**

- 9.1 Where the policy is inconsistent with *Ontario Regulation 400/23*, the Regulation shall apply, and any inconsistent provision shall be deemed to be modified to render it consistent.



## GREATER SUDBURY POLICE SERVICE BOARD POLICY

<b>SUBJECT:</b> SUCCESSION PLANNING	<b>NUMBER:</b> PSB028
<b>ORIGINATING DATE:</b> September 21, 2016	<b>REVISED DATE:</b> December 17, 2025
<b>REPORTING REQUIREMENTS:</b> Annual	

### 1.0 **POLICY STATEMENT**

- 1.1 Section 38(1)(b) of the *Community Safety and Policing Act* states that the Board shall establish policies for the effective management of the police force. This policy was created to provide direction to the Chief of Police with regard to executive succession planning to ensure the development of executive leadership and leadership capability within the police service.
- 1.2 It is the goal of the Greater Sudbury Police Service Board to develop leadership capacity within the organization. A robust and targeted executive succession management plan is necessary to ensure the development of a pool of qualified leaders who are able to step into executive positions both in the short term and on a permanent basis and promote business continuity to protect the Board from the sudden loss of the services of the executive. This policy applies to the executive positions of Chief of Police, Deputy Chief of Police, any executive civilian position, and Members of the Senior Leadership Team.

### 2.0 **GENERAL**

- 2.1 Pursuant to the *Community Safety and Policing Act*, the Board is responsible for ensuring that sufficient persons are employed by the Police Service for the purposes of carrying out the functions of the Police Service. The Board relies on the Chief of Police to ensure effective succession planning throughout the Service.

2.2 Accordingly, the Chief of Police shall ensure that there is an executive succession management plan that:

- a. Identifies factors influencing the succession environment (e.g., forecasted retirement eligibility, availability of talent pools);
- b. Identifies individuals with executive leadership skills, leadership capability, and growth potential;
- c. Provides development opportunities for executive leadership candidates, including but not limited to: formal training (such as university programs); executive courses and informal/experiential opportunities (such as acting assignments, stretch assignments, secondments, lateral transfers, special projects, coaching/mentoring);
- d. Provides comprehensive plans in order to protect the Board from sudden loss of the Chief and other executives. The Chief shall ensure that a plan for business continuity is in place and that at least two other executives are familiar with Board and Chief issues and processes and shall have appropriate records and documentation that would facilitate continuity of operations; and
- e. Complies with the Greater Sudbury Police Service's commitment to equal opportunity employment and respect in the workplace.

### **3.0 MONITORING REQUIREMENTS**

3.1 At the mid-point of the Business Plan, in conjunction with the Board, the Chief shall assess the effectiveness of the Executive Succession Management policy with respect to the senior executive positions for both emergency situations and long-term planning and identify any areas that require amendment or additional support.

### **4.0 REPORTING REQUIREMENTS**

4.1 As part of the overall succession plan, the Chief of Police shall report annually to the Greater Sudbury Police Service Board the Executive Succession Management Plan for the positions of Chief of Police, Deputy Chief, CAO/CFO (or other such civilian executive position, if applicable) and Members of the Senior Leadership Team. Such report shall include:

- a. The factors influencing the succession environment;
- b. A list of candidates under development;
- c. The activities underway to build their skill and competency base; and
- d. Plans established to contend with the sudden loss of the Chief and other executives to ensure continuity of operations.





## GREATER SUDBURY POLICE SERVICE BOARD POLICY

<b>SUBJECT:</b> DELEGATION OF SIGNING AUTHORITY	<b>NUMBER:</b> PSB030
<b>ORIGINATING DATE:</b> November 18, 2020	<b>REVISED DATE:</b> December 17, 2025
<b>REPORTING REQUIREMENTS:</b> As Required	

### 1.0 **POLICY STATEMENT**

- 1.1 The *Community Safety and Policing Act* provides that a police service board shall establish policies for the effective management of the police service.
- 1.2 Section 49 of the *Community Safety and Policing Act* provides for a Police Service Board to contract in its own name. The Police Service does not have specific authority to contract with others or to bind the Board without the authorization of the Board.
- 1.3 The Greater Sudbury Police Service Board recognizes the need to ensure accountability in carrying out its statutory responsibilities.
- 1.4 The Board also recognizes the necessity to advance its work and that of the Greater Sudbury Police Service in an efficient and timely manner, as such, it is the policy of the Board that signing authority for the Board shall be delegated to the Board Chair or in their absence, the Vice Chair of the Board.
- 1.5 The Board also recognizes that in certain circumstances the signing authority shall be delegated to the Chief of Police or Designated Official for documents in matters related to the management of the day-to-day operation of the Police Service.
- 1.6 Further, the Board delegates signing authority to the Vice Chair of the Board to authorize the travel or other expenses incurred by the Chair in carrying out their official duties and responsibilities.
- 1.7 Where delegation of authority has been granted by the Board to the Chief or

Designated Official, the delegation shall include the authority to execute any related documents in the name of the Board, unless the terms of the delegation require the signature of the Board Chair.

- 1.8 With the exception of delegation as provided for in this policy, all contracts, agreements or other documents having the effect of, or with the intent of, legally binding or committing the Board in any course of action shall be signed by the Board Chair or in their absence, the Vice Chair of the Board.

## **2.0 DEFINITIONS**

### **ACT**

Means the *Community Safety and Policing Act, 2019*

### **BOARD**

Means the Greater Sudbury Police Service Board

### **CHAIR**

Means the Chair of the Police Service Board

### **CHIEF OF POLICE**

Means the Chief for the Greater Sudbury Police Service

### **CHEQUE SIGNING**

Means the signing of cheques within approved expenditure limits and in accordance with identified persons shared with the Bank for cheque processing

### **CONTRACT**

Means a written agreement that outlines an exchange of Service, goods, and monies between a third party (vendor, individual, institution, government body) and the Board.

### **DEPUTY CHIEF OF POLICE**

Means the Deputy Chief of Police for the Greater Sudbury Police Service.

### **DESIGNATE**

Means a person provided with authority to act on behalf of a Signing Officer.

### **DESIGNATED OFFICIAL**

Means the Deputy Chief of Police or the Chief Administrative Officer/Chief Financial Officer as may be appointed from time to time by the Chief of Police to act on behalf of the Service.

### **DOCUMENT**

Means any written instrument in paper or electronic form which, when duly executed, will have or is intended to have the effect of binding the Board but does not include any cheques, bank drafts, debentures or other financial instruments.

### ELECTRONIC SIGNATURE

Means electronic information that a person creates or adopts in order to sign a document and that is in, attached to or association with the document, in accordance with the *Electronic Commerce Act 2000 S.O. 200 c 17*. This includes scanned copies of physically signed documents or scanned or electronic signatures applied or pasted to an electronic document.

### EXPENDITURE APPROVER

Means a delegated employee through the Office of the Chief of Police with authority to initiate and approve expenses on behalf of the Board in accordance with the Signing Authority Matrix and confirm receipt of goods or Service, contract performance and price.

### GRANT PROGRAM

Means any funding initiative offered by a Federal or an Ontario Provincial Ministry to assist police Service in Ontario. Grant Programs can be for one time funding or provide funding on an ongoing basis.

### INVOICE APPROVAL

The acknowledgement or validation of a purchase of goods or Service received from a vendor. Approval consists of a signature and verification of a purchase order number, already processed in advance of the purchase or a fully executed contract or financial agreement.

### LEGAL COUNSEL

Means legal counsel as retained by the Board.

### MEMBER

Means a member of the Greater Sudbury Police Service as defined by the *Community Safety and Policing Act*.

### NON-FINANCIAL AGREEMENT

Means a written agreement that details a partnership, mutual cooperation, or service agreement between a vendor, party or group and the Board that does not entail a monetary exchange or obligation.

### PROTOCOL

Means a written mutual accord between two or more agencies that outlines the expected rules of conduct to be followed in a given set of circumstance(s) where each stakeholder has a mandated role to fulfill. Protocol Agreements do not have a budgetary impact but rather outline the sharing of information and resources and the management of police or other investigations.

### PROCUREMENT CARD/P-CARDS

Means credit cards administered through finance to facilitate timely and cost-effective access to purchasing lower cost goods and Service where the requirements of the purchasing by-law are not required.

### PURCHASING BY-LAW

Means By-Law of the City of Greater Sudbury Governing Procurement Policies and Procedures.

### PURCHASE ORDERS

Means the authority to requisition the purchase of goods and Service in advance of the goods or Service being received. The requisition must be approved prior to the actual purchase of the good or service from a vendor.

### SECONDMENT

Means a formal agreement between the Board and an external policing agency to second a member of the Service to that agency for a temporary period of time. Seconded members remain an employee of the Board during the assignment.

### SERVICE

Means the Greater Sudbury Police Service.

### SIGNING AUTHORITY MATRIX

Means a chart that outlines the authority which is delegated to positions within the Service for the purpose of procuring goods and Service with specific dollar value limits. This matrix shall be updated from time to time in accordance with staffing positions and re-assignments.

### SIGNING OFFICER

Means a person appointed under this policy to execute any legal document on behalf of the Board.

### STANDING PURCHASE ORDERS

Means a preauthorized requisition for a recurring good or service where the vendor will submit more than one invoice in a budget cycle.

## **3.0 APPOINTMENT OF SIGNING OFFICERS**

- 3.1 The Board Chair or Vice Chair in their absence, on behalf of the Board, is authorized to approve and execute contracts and agreements as detailed in Schedule "A" provided that such contracts/agreements are in accordance with applicable policies, are within approved budget and contain appropriate indemnification and insurance requirements, where applicable. The use of an electronic signature is acceptable pursuant to this policy.
- 3.2 Notwithstanding the above, the Board Chair may delegate their signing authority to the Chief of Police to expedite the work of the Board as described in Schedule "A".
- 3.3 Where the Chief of Police is authorized to approve a matter or execute business

on behalf of the Board, the Chief of Police may delegate authority.

- 3.4 Where the Chief of Police appoints a designate under this policy, the Chief shall have an established Signing Authority Matrix governing the designate.

#### **4.0 DELEGATION OF AUTHORITY**

- 4.1 The authority to approve a matter or execute a document shall be done so in accordance with Schedule "A".
- 4.2 Any document related to any matter listed in Schedule "A" may be executed by a delegate appointed under this policy and that person is hereby appointed a Signing Officer for such purpose.
- 4.3 Despite any provision of this policy, a designate shall not approve any matter or execute any document unless the transaction or activity to which the matter or document relates has been approved by the Board. For greater certainty, a transaction or activity shall be deemed to be approved by the Board where such transaction or activity:
- a. Is included in the annual budget adopted by the Board; or
  - b. Is included in a program, project or activity which has been approved by the Board; or
  - c. Is reasonably incidental to the authority given to the Chief of Police or their designate, as the case may be, to carry out their duties and responsibilities on behalf of the Board.
- 4.4 No provision of this policy shall be construed as waiving any provision of the "Purchasing Bylaw," as amended from time to time, and the Purchasing Bylaw shall continue to apply to the procurement of deliverables of goods, Service or construction on behalf of the Board.

#### **5.0 GENERAL**

- 5.1 Where authority has been given by the Board, or under the Purchasing Bylaw, or under this policy to any person to approve any matter or execute any document, such authority includes the authority to execute any ancillary documents necessary to give effect to the delegated authority and shall include the authority to amend any document, including extending the term of any agreement, provided such amendment does not result in any additional financial obligation to the Board.
- 5.2 The approval of any matter and the execution of any document under this policy shall be subject to compliance with any policies adopted by the Board from time to time with respect to the transaction or activity to which the matter or document relates, and to administrative procedures established by the Chief of Police.

## **6.0 ADMINISTRATION**

- 6.1 Each signing officer shall obtain the approval of legal counsel where applicable prior to executing any document.
- 6.2 At least one original of each executed document shall be retained by the Chief of Police. An electronic copy shall be delivered to the Board.
- 6.3 All executed documents by the Board shall be retained by the Board for safekeeping unless otherwise directed.

## **7.0 SCHEDULE**

- 7.1 Schedule "A" attached shall form part of this policy as amended from time to time.

## 2025 DELEGATED AUTHORITY SCHEDULE “A”

Delegated Authority	Delegate	Conditions/Restrictions
<b>ADMINISTRATION</b>		
Appointments	Chair/Vice Chair or designate	
Promotions and reclassification of members	Chief of Police	Formal introduction to the Board
Employment Contracts Chief of Police Deputy Chief of Police	Chair/Vice Chair or designate	
Letters of Employment/Letters of acceptance of resignation /retirement	Chief of Police	
Acknowledgement of resignations and retirements of members of the GSPS  Approvals for unpaid leave of absence	Chair/Vice Chair or designate	
Collective Agreements and Memorandums of Understanding pursuant to respective Collective Agreements	Chair/Vice Chair or designate	
Contracts, agreements and protocols that have been authorized by the Board	Chair or designate	
Approval of software licenses	Chief of Police	Up to \$50,000 biannual reporting to the Board
Student Placements	Chief of Police	
Secondment agreements between GSPS and other policing agencies	Chair or designate	
Travel and other expenses incurred as part of the official duties and responsibilities of: a) the Chief of Police b) members of the Board	Chair/Chief	In accordance with Travel Reimbursement Policy

Annual Leave requests of the Chief of Police	Chair	
Requests of Board Staff for: a) annual leave; b) unpaid leave of absence; and c) staff development	Chair	
Travel and other expenses incurred as part of the duties and responsibilities of the Chair/Board	Chair/Vice Chair	
Legal accounts pertaining to grievances, arbitrations and HRTO applications	Chief of Police	
Retention of Legal Service	Chair/ Chief of Police	
Contracts, agreements, and protocols related to Board Staff	Chair	
Appointment of Board employees as Cadet	Chief of Police	
Signing of Certificates of Appointment	Chair, Vice Chair, or Board Administrator	
<b>FINANCE</b>		
Purchasing contracts valued at more than 50,000 in accordance with the Purchasing By-law	Chair	
Purchasing contracts valued at less than \$50,000 in accordance with the Purchasing By-law	Chief of Police	To be reported to the Board Biannually
Applications for funding or subsidy on behalf of the Board	Chief of Police	
Agreements with Federal or Provincial governments or agencies or any other entity for program or project specific funding	Chair or designate	



Renewal of funding agreements where there are no changes to program requirements and no changes to financial implications	Chair or designate	
Documents required in support of grant funding applications reporting requirements	Chief of Police	
Cost-reimbursement invoices	Chief of Police	
Emergency Bank Account (petty cash)	Chief of Police	
Cheque Requests pursuant to approvals for withdrawal of funds from the Police Service Board Trust Fund	Chief of Police	On Board Resolution
Cheque Requests pursuant to approvals for withdrawal of funds from the Police Service Donation Reserve Fund	Chief of Police	On Board Resolution
Approval for requests for credits from a members frozen sick back pursuant to the Uniform and Civilian Collective Agreements	Chief of Police	
Approval for requests for continuing education reimbursement pursuant to GSPSB Policy 003	Chief of Police	To be reported to the Board in December each
OPERATIONS		
Payment of eligible legal indemnification costs	Chair/Vice Chair or designate	
Joint operations agreements with enforcement agencies, including other municipal police Service, OPP, RCMP, CBSA, CISO	Chair/Vice Chair or designate	
Protocol Agreements	Chief of Police	
Agreements with institutions and community partners under a Board approved program	Chair or designate	

Waivers, releases and grants of indemnification not related to a purchase	Chair/Vice Chair or designate	
Agreements with Federal or Provincial governments, municipalities or agencies for Board undertakings, program delivery and administration	Chair or designate	
Requests for unpaid leave of absence	Chief of Police	
Non-disclosure and confidentiality agreements	Chair/Vice Chair or designate	
PROPERTY/FACILITIES		
BOARD OCCUPIED FACILITIES AND LAND		
Permits, licenses, agreements for facility use	Chair or designate	
Agreements granting access to utilities, telecommunications and other maintenance Service required to maintain use of City owned lands and facilities	Chair or designate	



## GREATER SUDBURY POLICE SERVICE BOARD POLICY

<b>SUBJECT:</b> RIGHT TO DISCONNECT	<b>POLICY NUMBER:</b> PSB031
<b>EFFECTIVE DATE:</b> June 2, 2022	<b>REVISED DATE:</b> December 17, 2025
<b>REPORTING REQUIREMENTS:</b> On an annual basis, February of each year, the Chief of Police shall review the procedure and ensure any changes are updated and reported to the Board.	

### 1.0 LEGISLATIVE REFERENCE / AUTHORITY

- 1.1 On December 2, 2021, the *Employment Standards Act, 2000* (the Act), was amended to create a new requirement for a “right to disconnect” policy. The Act was amended to create a new Part VII.0.1, which establishes a requirement for employers with 25 or more employees as of January 1 of the given year to have a written policy about employees disconnecting from work. “Disconnecting from work” is defined under section 21.1.1 of the Act to mean not engaging in work-related communications, including emails, telephone calls, video calls or the sending or reviewing of other messages, so as to be free from the performance of work.

### 2.0 POLICY STATEMENT

- 2.1 The Greater Sudbury Police Service Board and the Greater Sudbury Police Service are committed to providing a work environment that promotes a healthy work-life balance for all employees.
- 2.2 This Policy supports police professional members of the Greater Sudbury Police Service (the “Service”) and Board Staff (collectively, “member” or “members”) in disconnecting from work outside of their normal working hours where appropriate. In recognition of the distinct statutory and common law duties of Police Officers employed by the Board, this Policy applies only to police professional members to whom Part VII.0.1 of the *Employment Standards Act, 2000* (the “ESA”) applies.
- 2.3 It is, therefore, the policy of the Board that the Chief of Police, in regards to Service Members, and the Board Administrator, in regards to Board Staff, will:

- a. Develop processes and/or procedures to ensure that Management and Service members are able to disconnect from the workplace at appropriate times in accordance with this Policy.
- b. Ensure that Management:
  - i. Take all reasonable steps to assist Service members under their management to disconnect from work outside of their normal hours of work as appropriate and in accordance with this Policy;
  - ii. Reasonably attempt to resolve any member concerns about this Policy; and,
  - iii. Advise members of instances in which they may be expected to perform work outside of their normal hours of work.

2.4 The Chief of Police will ensure that:

- a. Members make reasonable efforts to book internal meetings and calls during the attendees' Standard Hours of Work, with the understanding that certain meetings with external parties may be scheduled outside of the Standard Hours of Work;
- b. Work-related communications not be made or sent to or from members' personal mobile phones, personal e-mail addresses, personal telephone numbers or other personal devices, subject to the circumstances detailed in the Guiding Principles or an agreement to communicate in this manner; and,
- c. Recognizing that some members' Standard Hours of Work may differ within the Service, and, as a result, certain members may attend to work-related communications outside of other members' Standard Hours of Work, the sender will consider the timing of their communications and understand that the recipient is generally not expected to respond until their return to work at the earliest, subject to the circumstances detailed in the Guiding Principles.

2.5 The Chief of Police will ensure that no member is penalized or suffers any reprisal action as a result of raising questions regarding this Policy or expressing concerns with compliance (a legitimate and reasonable exercise of management rights is not a penalty or reprisal action).

2.6 The Chief of Police will ensure that:

- a. All new members are provided with a copy of this Policy within 30 days of a member's hire date;
- b. All existing Members are provided with a copy of this Policy, and any amended versions of this Policy, within 30 days of approval or amendment; and

- c. All Members are provided with information regarding their Standard Hours of Work given the nature of their work, and any other information required to assist Members with complying with this Policy.
- 2.8 The Chief of Police will promote efforts to maintain the health and wellbeing of members through the provision of relevant programs, information and/or training with respect to Disconnecting from Work when appropriate.
- 2.9 The Chief of Police will take steps to ensure that any programs, information and/or training related to Disconnecting from Work include:
  - a. Clearly articulated Standard Hours of Work for all members, including parameters and expectations for contact outside of their Standard Hours of Work;
  - b. Clear and specific obligations for the Service, its management, its members, and the Board and its staff to ensure that everyone will work together in order to Disconnect from Work where possible and appropriate, in accordance with the Guiding Principles of this Policy; and,
  - c. Tools, supports and resources to assist management and members in Disconnecting from Work at appropriate times, including through the use of available technology (e.g., out of office messaging on Service-issued phones and computers)

### **3.0 DEFINITIONS**

#### **STANDARD HOURS OF WORK**

The schedule or start and end time for a unit/division as set by senior management, based on operational requirements and in accordance with a member's terms and conditions of employment, applicable collective agreements and/or their minimum statutory entitlements under the *ESA*. This is generally considered Monday-Friday, 8 a.m.-4 p.m., unless otherwise agreed upon.

#### **DISCONNECTING FROM WORK**

Not engaging in work-related communications, including emails, telephone calls, video calls, or the sending or reviewing of other messages, so as to be free from the performance of work.

### **4.0 WORKING CONDITIONS**

- 4.1 **HANDHELD AND REMOTE WORK DEVICES:** The Service may provide some Members with handheld devices, such as a mobile phone, laptop, tablet or other device to assist with working remotely, as determined by Service procedures. These devices are provided to members to encourage flexibility in completing their work. Possession of these devices does not mean that a member is expected to make themselves consistently available for work or work-related communications outside of their normal working hours, subject to the Service's operational needs

and the duties of a member's position and subject to any rights or entitlements the member may have under their terms and conditions of employment, applicable collective agreements, and/or their minimum statutory entitlements under the *ESA*.

- 4.2 **EMAIL:** Members' Standard Hours of Work differ within the Service. As a result, some members may attend to work-related communications outside of other members' Standard Hours of Work. Where this is the case, the sender will consider the timing of their communications and understand that the recipient is generally not expected to respond until their return to work at the earliest, subject to the circumstances detailed above. The sender should also consider using technological measures as part of being mindful of other members' Standard Hours of Work, including but not limited to the following:

- a. Use the "Delay Delivery" function for e-mail messages in Microsoft Outlook so that their message is sent during regular working hours; and,
- b. Indicate in their message that the recipient is not expected to respond to it outside of their normal hours of work.

- 4.3 **AUTOMATIC REPLIES:** Members are required to activate an automatic e-mail response whenever taking vacation or a leave from work. The automatic response will be sent to all incoming e-mail communications and should advise the sender that the recipient is absent from work. The response will include the start and end date of the recipient's absence and provide an alternative contact's information. The automatic response will be active for at least the duration of the member's absence from work.

## **5.0 GUIDING PRINCIPLES**

- 5.1 The Board commits to promote and support efforts to maintain the health and wellbeing of members through the provision of relevant programs, information and/or training with respect to Disconnecting from Work when appropriate.
- 5.2 A Member's ability to disconnect from work depends on the Board's or Service's operational needs, and the Board's legal responsibility for the provision of adequate and effective policing, as well as the duties and obligations of a member's position, subject to the terms and conditions of the member's employment with the Board, applicable collective agreements, and/or their minimum statutory entitlements under the *ESA*.
- 5.3 This Policy does not preclude any member from contacting another member outside of what may be considered normal working hours or standard business hours, subject to any rights or entitlements the receiving member may have under the terms and conditions of their employment, applicable collective agreements, and/or their minimum statutory entitlements under the *ESA*.
- 5.4 The Board recognizes that there are situations when it is necessary for members

to perform work or communicate with another member outside of their Standard Hours of Work, including, but not limited to, the following circumstances:

- a. Where emergency or exigent circumstances arise, with or without notice;
- b. To assist or fill in at short notice for a member;
- c. Where the nature of a member's duties requires work and/or work-related communications outside of their Standard Hours of Work;
- d. Unforeseeable business or operational reasons;
- e. A member's request or agreement to work certain hours or have flexible working hours; and
- f. Other unusual circumstances which are inherent to a member's position.

5.5 Members are expected to:

- a. Take all reasonable steps to ensure that they effectively manage their work and work-related communications during their Standard Hours of Work;
- b. Fully cooperate with any time recording methods which the Service uses to track hours of work;
- c. Be mindful of other members' Standard Hours of Work by not routinely expecting work-related contact outside of hours of work; and
- d. Notify their direct supervisor or another supervisor if they feel undue pressure to work or respond to work-related communications outside of their normal working hours, or if they are otherwise unable to comply with this Policy.

5.6 This Policy does not afford members a "right to disconnect" or a "greater right or benefit" beyond what is contained within the terms and conditions of their employment, applicable collective agreements, and/or their minimum statutory entitlements under the *ESA*.

5.7 The Board, Service and Service members will work together to assist members in disconnecting from work outside of their Standard Hours of Work as appropriate and in accordance with this Policy.



## GREATER SUDBURY POLICE SERVICE BOARD POLICY

<b>SUBJECT:</b> ELECTRONIC MONITORING	<b>POLICY NUMBER:</b> PSB032
<b>EFFECTIVE DATE:</b> October 11, 2022	<b>REVISED DATE:</b> December 17, 2025
<b>REPORTING REQUIREMENTS:</b> Annually, before March 1	

### 1.0 **GENERAL**

- 1.1 The Greater Sudbury Police Service Board (Board) is committed to maintaining a culture of transparency and trust by outlining how and in what circumstances employees are electronically monitored.
- 1.2 This policy protects employees' privacy by requiring details about whether, or how, employees' use of electronic devices are being monitored at the Greater Sudbury Police Service (Service).
- 1.3 This policy applies to all members including sworn, police professionals, temporary staff, volunteers, contractors, and third-party providers authorized to use hardware, software, networks and digital communication tools provided or managed by the Service, regardless of location or device type.
- 1.4 This policy should be read in conjunction with related Board Policies and Service Procedures, Code of Conduct, Oath/Affirmation of Office and any other relevant material.

### 2.0 **DEFINITIONS**

#### **ELECTRONIC MONITORING**

All forms of employee monitoring that is done electronically. This includes, but is not limited to, video/audio surveillance/monitoring, digital activity monitoring, telephone and communication monitoring, access management systems, location tracking technologies, network monitoring, electronic messaging monitoring. This applies to all work locations,



whether at on-site facilities, vehicles or remote/hybrid locations where members conduct official duties.

### **3.0 POLICY**

3.1 It is the policy of the Board that the Chief of Police will:

- a. Develop a procedure that meets the requirements of Part VII.01.01 of the *Employment Standards Act*, which outlines whether the Service electronically monitors members, and if so:
  - i. Provides a description of how and in what circumstances the Service may electronically monitor employees;
  - ii. The purposes for which information obtained through electronic monitoring may be used by the Service; and
  - iii. Such other information as may be prescribed.
- b. Ensure that all existing members are provided with a copy of this Policy and associated Procedure, and any amended versions of the Policy and associated Procedure, within 30 days of approval or amendment; and
- c. Ensure that all new members are provided with a copy of this Policy and associated Procedure, within 30 days of a police professional member's hire date.

3.2 This policy will be reviewed annually by the Board and must include the date the policy was prepared and the date any changes were made to the policy.



## GREATER SUDBURY POLICE SERVICE BOARD POLICY

<b>SUBJECT:</b> EXCLUDED POSITIONS	<b>NUMBER:</b> PSB033
<b>ORIGINATING DATE:</b> December 17, 2025	<b>REVISED DATE:</b>
<b>REPORTING REQUIREMENTS:</b> As required	

### 1.0 **INTRODUCTION**

- 1.1 Pursuant to Section 220(2) of the *Community Safety and Policing Act*, the Greater Sudbury Police Service has a legislated responsibility to identify members of the police service that hold positions that “would likely give rise to a conflict of interest in respect of labour relations matters.” If the Board has employees in such positions, they shall not become or remain members of a police association and instead, will have direct employment contracts with the Board.
- 1.2 Subject to section 1.1 above, the positions that could possibly have a conflict of interest in labour relations are identified in Section 220(1) of the Act, as described below:
- a. The chief financial officer, or however that person is described;
  - b. The chief administrative officer, or however that person is described;
  - c. The chief human resources executive, or however that person is described;  
and
  - d. The general counsel, or however that person is described.

### 2.0 **CHIEF FINANCIAL OFFICER**

- 2.1 Currently, the Service does not employ a CFO, or any other police professional finance staff that has executive authority. The Service does employ a Manager of Finance. This position does not have final reporting authority on finance matters, nor do they play a critical role in labour relations. Should the Service employ a CFO in the future this employee will have a direct employment contract with the Board and at no time would the position be eligible to become part of the SOA,

Civilian Group, or any other Association that the Board engages in collective bargaining with.

### **3.0 CHIEF ADMINISTRATIVE OFFICER**

- 3.1 As of December 2025, the Service does not employ a Chief Administrative Officer (CAO). The current Service Executive Leadership Team (ELT) consists of a Chief of Police and a Deputy Chief of Police. Both positions have individual contracts with the Board. Neither are members of any of the Associations associated with the Greater Sudbury Police Service.
- 3.2 In the past, the Service has had the position of CAO. This position had executive authority over the administrative divisions of the Service. This position was also a member of the Senior Officers Association, Civilian Group. This position served as a management labour relations consultant to the Board during collective bargaining. As such, a conflict of interest arose. When bargaining with the SOA, Civilian Group, this position did not take part in collective bargaining.
- 3.3 In the future, should the Board decide that a CAO (or any other such police professional position with executive duties, e.g., Director General, Administrative Director, Director of Corporate Services, etc.) is required, such position would be created and employed as an individual employment contract with the Board. Such position would report directly and be evaluated by the Chief of Police. At no time would the position be eligible to become part of the SOA, Civilian Group, or any other Association that the Board engages in collective bargaining with.

### **4.0 CHIEF HUMAN RESOURCES EXECUTIVE**

- 4.1 Currently, the Service does not employ a Chief Human Resources Executive, or any other police professional human resources staff that has executive authority. The Service does employ a Manager of Human Resources. This position does not have final reporting authority on human resource matters, nor do they play a critical role in labour relations.
- 4.2 In the future, should the Service employ an executive-level human resources employee in the future this employee will have a direct employment contract with the Board and at no time would the position be eligible to become part of the SOA, Civilian Group, or any other Association that the Board engages in collective bargaining with.

### **5.0 GENERAL COUNSEL**

- 5.1 Currently, the Service does not employ a General Counsel, or any other police professional legal staff that has executive authority. Legal matters are either referred to the City of Greater Sudbury or dealt with external counsel the Board and Service have retainer agreements with.

- 5.2 In the future, should the Board decide that a General Counsel is required, such position would be created and employed as an individual employment contract with the Board. Such position would report directly to the Chief of Police and the Board. At no time would the position be eligible to become part of the SOA, Civilian Group, or any other Association that the Board engages in collective bargaining with.



## GREATER SUDBURY POLICE SERVICE BOARD POLICY

<b>SUBJECT:</b> DIRECTIONS TO THE CHIEF OF POLICE	<b>NUMBER:</b> PSB034
<b>ORIGINATING DATE:</b> December 17, 2025	<b>REVISED DATE:</b>
<b>REPORTING REQUIREMENTS:</b> Following each Board meeting	

### 1.0 **INTRODUCTION**

- 1.1 Pursuant to Section 40(9) of the *Community Safety and Policing Act*, the Greater Sudbury Police Service Board has a legislated responsibility to publish directions from the Board to the Chief of Police on the Internet.

### 2.0 **MANNER OF PUBLISHING**

- 2.1 To effect this responsibility, all such directions to the Chief will be formalized as motions at each Board meeting. All such motions shall be noted by the Board Administrator in the public minutes and summarized at the end of the minutes for ease of reference. These motions shall also be noted in a Consent Agenda Report at the next scheduled Board meeting, with action timelines noted for each direction. All public meeting minutes and reports are published on the Board's webpage.



## GREATER SUDBURY POLICE SERVICE BOARD POLICY

<b>SUBJECT:</b> EXTREME INCIDENT RESPONSE PLAN	<b>NUMBER:</b> PSB035
<b>ORIGINATING DATE:</b> December 17, 2025	<b>REVISED DATE:</b>
<b>REPORTING REQUIREMENTS:</b> As needed.	

### 1.0 INTRODUCTION

- 1.1 This policy is drafted pursuant to the authority laid out in s. 38(1)(g) of the *Community Safety & Policing Act, 2019*.

### 2.0 POLICY STATEMENT

- 2.1 This policy aligns with the Provincial Extreme Incident Response Plan, as approved by the Ministry of Solicitor General November 2023, and as described in *Ontario Regulation 392/23 - Adequate and Effective Policing (General)*. The Greater Sudbury Police Service Board (the “Board”) is steadfast in its commitment to implementing a systematic, unified, and efficient response to any extreme incident. Our dedication extends to fulfilling all stipulations outlined within the Provincial Extreme Incident Response Plan (the “Provincial Plan”), ensuring comprehensive preparedness and effective crisis management.

### 3.0 POLICY APPLICATION

- 3.1 In this policy, Extreme incident means a situation in which there is reason to suspect either:
- a. A terrorism offence within the meaning of section 2 of the *Criminal Code* (Canada) that will cause or has caused casualties or negative impacts to critical infrastructure in the police service’s area of policing responsibility will be or has been committed;

- b. A criminal offence that will cause or has caused mass casualties will be or has been committed, and the effects of that offence could potentially exceed the capacity of the police service;
- c. A criminal offence that will cause or has caused negative impacts to critical infrastructure, requiring a response by the police service that could potentially exceed its capacity, will be or has been committed;
- d. Multiple active attacker incidents, at least one of which is in the police service's area of policing responsibility, will occur or are occurring, simultaneously, and there is reason to suspect the incidents are related; or
- e. A protest, demonstration or occupation that will pose a serious threat to human life or critical infrastructure will occur or is occurring.

### 3.2 The Chief of Police, or designate, shall:

- a. ensure that the Notification Protocol in the Provincial Plan is disseminated to appropriate front-line members through to senior command of the Greater Sudbury Police Service (the "Service");
- b. ensure the protocol is kept current with regard to contacts and positions, titles and roles;
- c. undertake risk assessments at a minimum annually or more frequently as required to identify potential targets (for example, persons, places, objects or systems) that are anticipated to be the subject of an extreme incident including, but not limited to:
  - i. Creating and maintaining an up-to-date inventory of potential targets that are anticipated to be the subject of an extreme incident within the police service's area of responsibility; and
  - ii. Assessing the risk of an extreme incident (high/medium/low) associated with these targets;
- b. ensure open lines of communication are created and maintained to share information, including intelligence relevant to an extreme incident with other police services and relevant entities including but not limited to OPP Provincial Operations Centre (POC);
- c. Ensure that a process is in place to identify and access necessary resources, including but not limited to:
  - i. Personal protective equipment;
  - ii. Specialized services (for example, tactical units);
  - iii. Vehicle;
  - iv. Training;
  - v. Temporary accommodation;
  - vi. Decontamination equipment; and
  - vii. Telecommunications equipment (which are also interoperable)
- d. Review, train on, and exercise their respective procedures at a minimum every two years, and following legislative and operational changes affecting extreme incident response as applicable. This process will consist of:

- i. Reviewing their respective procedures for compliance with legislative and operational changes, including linkages with the municipal or First Nation emergency plan(s) within their jurisdiction;
- ii. Conducting a simulated drill or sequence of events that places participants in a situation requiring them to function in the capacity that would be expected of them in the event of a real extreme incident. The simulated drill or sequence of events shall be performed concurrently with other police services and should also involve other relevant entities (for example, emergency service providers). This simulated drill or sequence of events shall at a minimum, test the interoperability of communication systems between the Police Service and other participating police services and any participating other relevant entities; and
- iii. Considering how recent extreme incidents were responded to and lessons learned.

3.3 Based on information received regarding an extreme incident, the Chief of Police shall ensure that the following responsibilities are fulfilled as the circumstances require in addition to satisfying any other operational priorities that may exist:

- a. Implementing initial response and determining priorities, roles, and responsibilities of responding police officers on the scene(s);
- b. Undertaking the applicable steps from the Notification Protocol;
- c. Establishing an incident command or an integrated unified incident command (as applicable);
- d. Co-ordinating actions of responding police officers and specialized responders as applicable, including liaising with other emergency service providers, such as fire and emergency medical services;
- e. Activating any applicable agreements, as required, including agreements for the transfer of command to other police services or the RCMP, where applicable;
- f. Following the inter-agency cooperation and information and intelligence sharing protocols;
- g. Providing timely and relevant information to the media, including issuing public alerts, as required; and
- h. Providing assistance to victims and witnesses, including the provision of referrals that are appropriate in the circumstances to emergency services, health care professionals, victim support agencies, social service agencies and other appropriate governmental, non- governmental or community organizations.

3.4 The Chief of Police or designate shall ensure that notification is given to municipal, First Nation, provincial, and federal government emergency service providers, as applicable, when it is safe for them to start addressing the consequence(s) of an extreme incident. To ensure a coordinated effort with respect to consequence management response, including rescue and recovery efforts, the Chief of Police



or designate shall liaise with other emergency services providers, such as fire, emergency medical services, hospitals and public health officials, as applicable.

- 3.5 The Chief of Police or designate shall exercise primary responsibilities in resulting investigations subject to the *Security Offences Act* or other legislation assigning primary responsibility to a specific police service or to an agreement pursuant to s. 14 of the *Community Safety and Policing Act, 2019*, with another police service to undertake the relevant investigation.
- 3.6 The Chief of Police may request that the Commissioner of the OPP or the Chief of Police of another Police Service provide assistance, if the Chief of Police is of the opinion that the extreme incident is an emergency. The Board may also request the OPP's or another police service's assistance by resolution.
- 3.7 The Chief of Police or designate shall provide updates to the OPP Provincial Operations Centre (POC) as per the Notification Protocol in the Provincial Plan. The Chief of Police shall share information, including intelligence relevant to an extreme incident with other Chiefs of Police and relevant entities as necessary to support an effective response, maintain situational awareness and public safety, and facilitate coordination of resources in accordance with local plans and standard operating procedures, or on an ad hoc basis, to the extent such disclosure is legally permitted.
- 3.8 The Chief of Police or designate shall inform the Board of the extreme incident and continue providing appropriate updates through the Chair of the Board or their designate.
- 3.9 The Chief of Police shall decide whether to make public any information relating to the extreme incident. The Chief of Police, or designate shall, where appropriate:
  - a. Disseminate directions to personnel with regards to media scene access restrictions and access to the perimeters of the scene, as appropriate;
  - b. Release appropriate information to the media and members of public; and
  - c. Maintain ongoing liaison with the media.
- 3.10 The Chief of Police, or designate shall ensure that public alerts are made as required using:
  - a. Social media notification; and
  - b. An emergency alert system that delivers alerts through television, radio, and wireless devices.

#### **4.0 REPORTING**

- 4.1 The Chief of Police or designate shall, following an extreme incident, prepare a report reviewing and evaluating the police service's response to the incident.

4.2 The report must include:

- a. General information regarding the incident, including the nature of the incident, the date, time and location of the incident, the environment in which the incident occurred and the details on the response to the incident;
- b. The type of personnel from the police service and other agencies involved in responding to the incident and their role in the response;
- c. An analysis of the outcome of the incident, including what worked well and recommendations for improvements, including matters to be addressed through changes to procedures and/or training;
- d. As applicable, the impact of the extreme incident and the Police Service's response to the extreme incident as it related to:
  - i. Victims;
  - ii. The community;
  - iii. The Police Service and other first responder agencies; and
  - iv. individual members of the Police Service.
- e. If the extreme incident involves the members of another police service, the Chief of Police shall prepare the above report in consultation with the chiefs of police of the other involved police services.

4.3 The Chief of Police shall ensure the report is prepared within 120 days after:

- a. The day of the incident, if there is no Special Investigations Unit investigation into the incident; and
- b. If there is a Special Investigations Unit investigation into the incident, the day on which public notice in respect of the incident is given under section 33 of the *Special Investigations Unit Act, 2019*, or a report is published in respect of the incident under section 34 of that Act.

4.4 If the Chief of Police is unable to complete the report within the timeframe above, the Chief of Police shall notify the Board of the status of the report every 30 days, until the report is complete.

4.5 The Chief of Police shall provide the board the report within 30 days after the Chief of Police approves the report. The Board shall publish the report on the Internet, subject to the following:

- a. The Board shall not make any information from the report available to the public without consulting with the chief of police regarding (1) whether any information from the report should not be disclosed and (2) whether the information could be redacted if access to the report were requested under the *Freedom of Information and Protection of Privacy Act* (FIPPA) and the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA); and

- b. The Board shall not redact any information in the report that would be required to be disclosed in response to a request for access under the FIPPA or MFIPPA.



## GREATER SUDBURY POLICE SERVICE BOARD POLICY

<b>SUBJECT:</b> ACTIVE ATTACKER INCIDENTS	<b>NUMBER:</b> PSB036
<b>ORIGINATING DATE:</b> December 17, 2025	<b>REVISED DATE:</b>
<b>REPORTING REQUIREMENTS:</b> None	

### 1.0 LEGISLATIVE AUTHORITY

- 1.1 Pursuant to s. 38(2) of the *Community Safety and Policing Act*, the Board may make policies respecting other matters related to the police service or the provision of policing.

### 2.0 GENERAL

- 2.1 Being fully prepared for potential active attacker situations is paramount to protecting the community's safety. The Greater Sudbury Police Service Board (the "Board") is unwavering in its dedication to ensuring that the Greater Sudbury Police Service (the "Service") is equipped and trained to handle such crises. With robust processes in place, our goal is not only to restore safety and order swiftly but also to provide unwavering support to victims and members of the Service throughout the incident.

### 3.0 DEFINITIONS

#### ACTIVE ATTACKER

Means an individual who appears to be engaged in, attempting to engage in, or about to engage in an attack where there is reason to suspect that:

- The attack will be sustained;
- The attacker will cause serious bodily harm or death to other individuals; and
- The attacker will continue to attack more individuals if the attacker is not stopped.

#### **4.0 POLICY APPLICATION**

4.1 The Chief of Police shall comply with *Ontario Regulation 393/23: Active Attacker Incidents* and ensure that:

- a. Police officers be deployed immediately to an incident involving an active attacker and follow response priorities in the following order:
  - i. To stop the active attacker;
  - ii. To preserve life; and
  - iii. To restore order;
- b. Assistance be provided to victims of an active attacker and their families as soon as possible, including the provision of referrals that are appropriate in the circumstances to emergency services, health care professionals, victim support agencies, social service agencies and other appropriate governmental, non-governmental or community organizations;
- c. If necessary, an area be established for the purpose of providing victims and their family members and friends with information on survivors and death notifications, away from the incident location and, to the extent possible, in a location that is not accessible to persons who are not victims or their family members or friends, or to the media;
- d. If necessary, in the circumstances, a separate area be established for the media;
- e. Every police officer who performs community patrol functions be issued medical supplies and equipment in accordance with the *Ontario Regulation 393/23*;
- f. consider the following factors in determining the number of semi-automatic rifles to make readily accessible:
  - i. The policing needs of the community;
  - ii. The geographic characteristics of the police service's area of policing responsibility;
  - iii. The extent to and manner in which incidents involving an active attacker are effectively responded to in similar communities in Ontario;
  - iv. The extent to which past responses to incidents involving an active attacker by the police service have been effective; and
  - v. Best practices respecting responses to incidents in other jurisdictions involving an active attacker.

4.2 The Chief of Police shall take reasonable steps to develop partnerships with external service providers to facilitate the provision of assistance to victims following an incident involving an active attacker, including concluding arrangements to facilitate the provision of appropriate referrals to health care professionals, victim support agencies, social service agencies and other appropriate governmental, non-governmental or community organizations. Whenever possible, assistance shall be provided from a centralized location or common virtual platform.

4.3 The Chief of Police shall publicize how victims of an incident involving an active attacker can access the services that are being provided under an arrangement concluded under section 4.2:

- a. The Chief of Police shall take reasonable steps to conclude arrangements to ensure a coordinated response with emergency medical services and fire departments to incidents involving an active attacker;
- b. The Chief of Police shall take reasonable steps to ensure that, at least every two years, members of the police service, including communications personnel, participate in scenario- based active attacker response training and exercises together with emergency medical services and fire departments. The development of training and exercises shall be informed by applicable best practices, and by recommendations for improvements contained in reports prepared following any active attacker incidents;
- c. The Chief of Police shall ensure that the Service has the ability to issue public alerts in order to provide information to the public about incidents involving an active attacker, including the nature of the incident and any steps that the public should take, using:
  - i. An emergency alert system that delivers alerts through television, radio and wireless devices; and
  - ii. Social media notifications;
- d. The Chief of Police shall ensure that the police service has means of communicating non- urgent information respecting an incident involving an active attacker to the public on request, and shall ensure that the public is made aware of those means;
- e. The Chief of Police shall establish procedures for responding to incidents involving an active attacker, which must address the requirements of section 7 of *Ontario Regulation 393/23*, including the following:
  - i. Communications in relation to incidents involving an active attacker;
  - ii. Responses by the police officers who initially respond to the incident;
  - iii. Responses by off-duty police officers who wish to assist in responding to the active attacker;
  - iv. Responsibilities for exercising command in response to the incident;
  - v. Responses by police officers who are acting as a team to make contact with the active attacker;
  - vi. Rescue efforts; and
  - vii. Responding to incidents involving an active attacker at schools and any other locations the Chief of Police believes are at an elevated risk of such an incident occurring, or where the physical location may result in the potential for mass casualties;
- f. The Chief shall ensure that the wellbeing of members is prioritized following an active attacker incident and that the necessary supports for members are in place.

## **5.0 REPORTING**

- 5.1 If the members of the Police Service respond to an incident involving an active attacker within the area of policing responsibility of the Police Service, the Chief of Police shall prepare a report reviewing and evaluating the Service's response to the incident, which must include the following:
- a. General information regarding the incident, including the nature of the incident, the date, time, duration and location of the incident, including whether the incident began in one location and ended in another, and the nature or characteristics of the location in which the incident occurred;
  - b. Specific information regarding the active attacker, including information regarding any weapons, ammunition or explosives owned or used by the attacker, any criminal history or history of violence, whether the attacker shared information about the incident or plans for the incident, and the tactics used by the attacker during the incident;
  - c. The type of police service and other first responder personnel involved in responding to the incident, and their role in the response;
  - d. Details on the response to the incident, including the use of communication, intelligence, tactics, and equipment;
  - e. An analysis of the outcome of the incident, including elements of the response that were effective and elements that were not effective, and recommendations for improvements, including matters to be addressed through changes to procedures and training; and
  - f. The impact of the incident and the police service's response to the incident as it related to, as applicable, victims, the community, the police service and its members, another police service and any other first responders.
- 5.2 If members of the Police Service respond to an incident involving an active attacker outside the area of policing responsibility of the Police Service, the Chief of Police shall support the preparation of the report by the Chief of Police in which the incident occurred. A joint report may be prepared in the event the incident occurred in multiple jurisdictions.
- 5.3 The Chief of Police shall prepare the report within 120 days after:
- a. The day of the incident, if there is no Special Investigations Unit investigation into the incident; or
  - b. If there is a Special Investigations Unit investigation into the incident, the day on which public notice in respect of the incident is given under section 33 of the *Special Investigations Unit Act, 2019* or a report is published in respect of the incident under section 34 of that Act; or
  - c. If the Chief of Police is unable to complete the report within the timeframe above, the Chief of Police shall notify the Board of the status of the report every 30 days, until the report is complete.

- 5.4 The Chief of Police shall provide the Board the report within 30 days after the Chief of Police approves the report. The Board shall publish the report on the internet, subject to the following:
- a. The Board shall consult with the Chief of Police respecting any proposed redaction;
  - b. When consulted, the Chief of Police shall advise the Board respecting the proposed redaction. If the Chief of Police was required to consult with the chiefs of police of other police services in preparing the report, the Chief of Police shall consult with them respecting the proposed redaction before advising the Board; and
  - c. The Board shall not redact any information in the report that would be required to be disclosed in response to a request for access under the *Municipal Freedom of Information and Protection of Privacy Act* or the *Freedom of Information and Protection of Privacy Act*, as the case may be.





## GREATER SUDBURY POLICE SERVICE BOARD POLICY

<b>SUBJECT:</b> CONDUCT OF INVESTIGATIONS	<b>POLICY NUMBER:</b> PSB037
<b>EFFECTIVE DATE:</b> December 17, 2025	<b>REVISED DATE:</b>
<b>REPORTING REQUIREMENTS:</b> Annually	

### 1.0 **LEGISLATIVE AUTHORITY**

- 1.1 *Ontario Regulation 395/23: Investigations* under the *Community Safety and Policing Act* details the responsibilities and duties of police officers when conducting investigations.

### 2.0 **POLICY STATEMENT**

- 2.1 Investigations into criminal and other matters stand as a cornerstone function of the Greater Sudbury Police Service (the “Service”). The Greater Sudbury Police Service Board (the “Board”) understands that successful investigations not only enhance community safety but also bolster public confidence in law enforcement. Conversely, investigations resulting in wrongful accusations can significantly erode community trust. As such, it is imperative to uphold the highest standards of investigative excellence. By doing so, we affirm our commitment to maintaining organizational precision and fostering unwavering trust within our community.

### 3.0 **POLICY APPLICATION**

- 3.1 The Chief of Police shall comply with *Ontario Regulation 395/23: Investigations* and ensure that:
- a. The Police Service has at least one of each of the following individuals available 24 hours a day:
    - i. A senior investigator;
    - ii. A supervisor; and
    - iii. A major case manager;

- b. The following procedures are in place, and updated on a regular basis:
  - i. Procedures regarding notifying supervisors of matters for the purposes of section 6 of *Ontario Regulation 395/23*;
  - ii. Procedures for undertaking investigations in accordance with *Ontario Regulation 395/23*;
  - iii. Procedures for the management of information relating to investigations in accordance with *Ontario Regulation 395/23*;
  - iv. Procedures for managing informers and agents and ensuring their security in accordance with *Ontario Regulation 395/23*;
- c. Consultation occurs with the Crown Attorney in accordance with *Ontario Regulation 395/23*, including with respect to any concerns raised by the Crown Attorney or judiciary regarding the investigation procedures or the practices of members of the Service related to any aspect of an investigation, and appropriate follow up and review is conducted when concerns are identified;
- d. Members of the Service are adequately trained and deployed as required to undertake or supervise investigations; and
- e. The following factors are considered when determining the number of members of the Service that are required to undertake and supervise an investigation:
  - i. Data on the workload of members conducting investigations from the previous five years;
  - ii. The crime severity index for areas being policed;
  - iii. The clearance rates for the areas being policed;
  - iv. The strategic plan for the police service; and
  - v. The geographical characteristics of the community.

#### **4.0 REPORTING**

- 4.1 The Chief of Police shall submit an annual report to the Board demonstrating compliance with this policy.



## GREATER SUDBURY POLICE SERVICE BOARD POLICY

<b>SUBJECT:</b> DISCLOSURE OF PERSONAL INFORMATION	<b>POLICY NUMBER:</b> PSB038
<b>EFFECTIVE DATE:</b> December 17, 2025	<b>REVISED DATE:</b>
<b>REPORTING REQUIREMENTS:</b> As required	

### 1.0 LEGISLATIVE AUTHORITY

- 1.1 Section 38(1)(c) of the *Community Safety and Policing Act, 2019*, states that Boards will establish policies regarding disclosure by the chief of police of personal information about individuals.

### 2.0 POLICY STATEMENT

- 2.1 Ensuring the safety of the community stands as the foremost priority guiding the decision-making process within the Greater Sudbury Police Service. When deliberating the release of personal information, numerous factors must be carefully considered within the confines of relevant legislative frameworks, which seek to strike a delicate balance between privacy rights and the public interest. It is imperative for the Greater Sudbury Police Service (the "Service") to continually earn and uphold the trust of the community to effectively safeguard public safety. As such, the Service must be perceived as acting in the best interests of the public when disclosing personal information. Consequently, this policy aims to foster accountability and uniformity by establishing clear criteria and conditions for the disclosure of personal information.

### 3.0 POLICY APPLICATION

- 3.1 The Chief of Police shall ensure that all provisions of section 80 of the *Community Safety and Policing Act* and *Ontario Regulation 412/23 – Disclosure of Personal Information*, are adhered to.

- 3.2 In determining whether to disclose personal information about an individual in accordance with section 80 of the *Community Safety and Policing Act* and *Ontario Regulation 412/23*, the Chief of Police or a designate shall consider the availability of resources and information, what is reasonable in the circumstances of the case, what is consistent with the law and public interest, what is necessary to ensure that the resolution of criminal proceedings is not delayed, and whether the disclosure is for one or more of the following purposes:
- a. Protection of the public;
  - b. Protection of victims of crime;
  - c. Keeping victims of crime informed of the law enforcement, judicial or correctional processes relevant to the crime that affected them;
  - d. Law enforcement;
  - e. Correctional purposes;
  - f. Administration of justice, including the conduct of civil proceedings;
  - g. Enforcement of and compliance with any federal or provincial Act, regulation or government program; and
  - h. Keeping the public informed of the law enforcement, judicial or correctional processes respecting any individual.
- 3.3 The Chief of Police or a designate may disclose any personal information about any person if:
- a. The individual has been convicted or found guilty of an offence under any federal or provincial Act;
  - b. The Chief of Police or designate reasonably believes that the individual poses a significant risk to other persons or to property; and
  - c. The Chief of Police or designate reasonably believes that the disclosure of the personal information is necessary to reduce the risk described in clause 3.3 b.
- 3.4 The Chief of Police or designate may disclose to any person the following personal information about an individual who has been charged with, convicted of, or found guilty of an offence under any federal or provincial Act:
- a. The individual's name, age, date of birth, and address;
  - b. The offence in question and, if the individual has been convicted or found guilty of the offence, any sentence imposed;
  - c. The outcome of all judicial proceedings relevant to the offence;
  - d. The procedural stage of the criminal justice process to which the prosecution of the offence has progressed and the status of the individual in that process as it relates to the individual's location or custody, including whether the individual is in custody, or the terms, if any, upon which the individual has been released from custody; and
  - e. The date of the release or impending release of the individual from custody for the offence, including any release on parole or temporary absence.

3.5 If requested by a victim of crime, any of the following information about an individual who is accused of committing the offence in question may be disclosed by the Chief of Police or designate to the victim:

- a. The progress of investigations that relate to the offence;
- b. The charges laid with respect to the offence or, if no charges were laid, the reasons why no charges were laid;
- c. The dates and places of all proceedings that relate to the prosecution of the offence;
- d. The outcome of all proceedings, including the outcome of any proceedings on appeal;
- e. Any pretrial arrangements that are made that relate to a plea that may be entered at the trial by the individual;
- f. The interim release and, in the event of conviction, the sentencing of the individual;
- g. If the individual is convicted of the offence, any application for release or any impending release of the individual, including release in accordance with a program of temporary absence, on parole or on an unescorted temporary absence;
- h. If the individual is charged with or convicted of the offence, any escape from custody of the individual;
- i. If the individual is found unfit to stand trial or is found not criminally responsible on account of mental disorder:
  - i. any disposition provided for under the *Criminal Code* (Canada) that is made in respect of the individual; and
  - ii. any hearing held with respect to the individual by the Review Board established or designated for Ontario under the *Criminal Code* (Canada).

3.6 Subject to sections 8(2) and 8(3) of *Ontario Regulation 412/23*, the Chief of Police or designate may disclose personal information about an individual who is under investigation for having committed an offence under any federal or provincial Act, or is charged with, convicted of, or found guilty of such an offence, to:

- a. Any police service in Canada;
- b. Any correctional or parole authority in Canada;
- c. Any person or agency engaged in the protection of the public or the administration of justice; or
- d. Any person or agency engaged in the enforcement of or compliance with any federal or provincial Act, regulation, or government program.



## GREATER SUDBURY POLICE SERVICE BOARD POLICY

<b>SUBJECT:</b> VEHICLE PURSUITS	<b>POLICY NUMBER:</b> PSB039
<b>EFFECTIVE DATE:</b> December 17, 2025	<b>REVISED DATE:</b>
<b>REPORTING REQUIREMENTS:</b> As required.	

### 1.0 LEGISLATIVE AUTHORITY

- 1.1 This policy is set out under the authority granted under s. 38(2) of the *Community Safety and Policing Act* and s. 3 of *O. Reg. 397/23: Vehicle Pursuits*.

### 2.0 POLICY STATEMENT

- 2.1 The Greater Sudbury Police Service Board (the “Board”) is unwavering in its dedication to ensuring that the safety of the citizens of Greater Sudbury and the safety of the Greater Sudbury Police Service’s (the “Service”) members are paramount in all aspects of police decision-making, including with respect to vehicle pursuits. With robust processes and policies in place, the Service’s members will be better equipped to meet this objective in determining whether to initiate a vehicle pursuit.

### 3.0 DEFINITIONS

#### VEHICLE PURSUIT

Means a pursuit that occurs when a police officer pursues, in a motor vehicle, another motor vehicle that the officer had attempted to stop but that failed to stop and remain in place.

#### VEHICLE PURSUIT PROCEDURES

Means the procedures established by the Chief of Police pursuant to section 4 and section 5 of *Ontario Regulation 397/23*

#### 4.0 **GENERAL**

4.1 The Chief of Police shall comply with *Ontario Regulation 397/23: Vehicle Pursuits* and ensure that:

- a. A police officer shall not initiate or continue a vehicle pursuit unless:
  - ii. The officer has reason to believe that:
    - 1. A criminal offence has been committed or is about to be committed; and
    - 2. Stopping the motor vehicle is necessary to apprehend an individual in connection with the offence or to prevent the commission of the offence; or
  - iii. The purpose of the pursuit is to identify the motor vehicle or an individual inside the motor vehicle.
- b. A police officer shall not initiate a vehicle pursuit unless the officer has first determined that:
  - i. The vehicle pursuit is permitted under subsection 2(1) of *Ontario Regulation 397/23*;
  - ii. There are no alternatives set out in the vehicle pursuit procedures that can readily be implemented in the circumstances; and
  - iii. The risk to public safety that may result from the pursuit is outweighed by the risk to public safety that may result if,
    - 1. An individual in the fleeing motor vehicle is not immediately apprehended, or
    - 2. The fleeing motor vehicle or an individual in the fleeing motor vehicle is not identified.
- c. A police officer shall not initiate a vehicle pursuit for a non-criminal offence if the identity of an individual in the fleeing motor vehicle is known;
- d. A police officer shall continually reassess the determination of the risk to public safety made under subsection 2(2) of *Ontario Regulation 397/23*;
- e. A police officer shall discontinue a vehicle pursuit if:
  - i. Due to a change in circumstances, the vehicle pursuit ceases to be permitted under subsection 2(1) of *Ontario Regulation 397/23*;
  - ii. In the case of a vehicle pursuit for a non-criminal offence, the fleeing motor vehicle or an individual in the fleeing motor vehicle is identified; or
  - iii. The police officer subsequently determines that the risk to public safety that may result from continuing the pursuit is no longer outweighed by the risk to public safety that would result if either of the circumstances described in subsections 2(2)(c)(i) or (ii) of *Ontario Regulation 397/23* occurs.
- f. A police officer shall not engage in a vehicle pursuit unless the officer is in a marked police motor vehicle, unless:
  - i. A marked police motor vehicle is not readily available; and

- ii. The police officer believes that it is necessary to immediately apprehend an individual in the fleeing motor vehicle or to identify the fleeing motor vehicle or an individual in the fleeing motor vehicle.
  - g. A police officer shall notify a dispatcher when the officer initiates a vehicle pursuit; and the dispatcher shall notify the applicable supervisor identified in the vehicle pursuit procedures;
  - h. The supervisor identified in the vehicle pursuit procedures shall order the police officer(s) to discontinue the vehicle pursuit if, in the opinion of the supervisor, the risk to public safety that may result from the pursuit outweighs the risk to public safety that may result if an individual in the fleeing motor vehicle is not immediately apprehended or if the fleeing motor vehicle or an individual in the fleeing motor vehicle is not identified;
  - i. A police officer shall not discharge a firearm for the sole purpose of attempting to stop a fleeing motor vehicle;
  - j. A police officer shall consider the tactics for stopping a motor vehicle as set out in the vehicle pursuit procedures; and
  - k. A police officer shall not intentionally cause a motor vehicle to come into physical contact with a fleeing motor vehicle, except in the following circumstances:
    - i. The purpose of the maneuver is to stop the fleeing motor vehicle and the officer, after having assessed the effect of the maneuver on the safety of other individuals, believes on reasonable grounds that the maneuver is necessary to immediately protect against loss of life or serious bodily harm; or
    - ii. The purpose of the maneuver is to pin the motor vehicle where,
      - 1. The driver of the motor vehicle has lost control of the vehicle or collided with an object, causing the vehicle to come to a stop, and
      - 2. The driver continues to try and use the motor vehicle to flee.
- 4.2 The Chief of Police shall establish procedures that meet the requirements of section 4 and section 5 of *Ontario Regulation 397/23* and this Policy.
- 4.3 The Chief of Police shall keep records as required pursuant to section 13(1) of *Ontario Regulation 397/23*.
- 5.0 REPORTING**
- 5.1 The Chief of Police shall provide the Board with a report within 30 days of a vehicle pursuit that resulted in injury to any person, including a police officer, and/or damage to any property, including property of the Board and/or Service, unless the SIU invokes its mandate.
- 5.2 The Chief of Police shall provide the Board with a report, upon request, unless the SIU invokes its mandate, detailing:



- a. The number of vehicle pursuits initiated by police officers within a time frame specified by the Board;
- b. The number of those vehicle pursuits that were discontinued and the reason they were discontinued; and
- c. The number of those vehicle pursuits that resulted in:
  - i. The identification of the fleeing motor vehicle;
  - ii. The identification of an individual in the fleeing motor vehicle;
  - iii. The apprehension of individuals in the fleeing motor vehicle; and
  - iv. The use of alternative measures, as set out in the vehicle pursuit procedures.



## GREATER SUDBURY POLICE SERVICE BOARD POLICY

<b>SUBJECT:</b> STRATEGIC PLANNING	<b>POLICY NUMBER:</b> PSB040
<b>EFFECTIVE DATE:</b> December 17, 2025	<b>REVISED DATE:</b>
<b>REPORTING REQUIREMENTS:</b> Annually	

### 1.0 **LEGISLATIVE AUTHORITY**

- 1.1 Pursuant to s. 38(1)(a) and s.39 of the *Community Safety and Policing Act* boards shall have policies regarding the administration of the police service and shall prepare and adopt a strategic plan.

### 2.0 **POLICY STATEMENT**

- 2.1 The Greater Sudbury Police Service Board (the “Board”) holds a pivotal governance role in the development and oversight of the Strategic Plan of the Greater Sudbury Police Service (the “Service”). Through collaborative consultation, the Board establishes clear policing objectives, ensures the allocation of necessary resources, and monitors progress towards achieving these objectives. In doing so, the Board fulfills its duty to guarantee the delivery of adequate and effective policing services to the residents of Greater Sudbury.

### 3.0 **POLICY APPLICATION**

- 3.1 The Board, in consultation with the Chief of Police, shall prepare and adopt a Strategic Plan for the provision of policing. The Plan shall address the following matters:
- a. How adequate and effective policing will be provided in accordance with the needs of the population of the area;
  - b. The objectives, priorities and core functions of the Service;
  - c. Quantitative and qualitative performance objectives and indicators of outcomes relating to:

- i. The provision of community-based crime prevention initiatives, community patrol and criminal investigation services;
    - ii. Community satisfaction with the policing provided;
    - iii. Emergency calls for service;
    - iv. Violent crime and clearance rates for violent crime;
    - v. Property crime and clearance rates for property crime;
    - vi. Youth crime and clearance rates for youth crime;
    - vii. Police assistance to victims of crime and re-victimization rates;
    - viii. Interactions with persons described in paragraph d) of this section;
    - ix. Road safety; and
    - x. any other prescribed matters;
  - d. Interactions with:
    - i. Youths;
    - ii. Members of racialized groups; and
    - iii. Members of First Nation, Inuit and Métis communities;
  - e. Interactions with persons who appear to have a mental health condition;
  - f. Interactions with persons who appear to have a mental illness or a neurodevelopmental disability;
  - g. Information technology;
  - h. Resource planning;
  - i. Police facilities; and
  - j. Any other prescribed matters.
- 3.2 The Strategic Plan shall also provide an overview of the consultations that were conducted and state how the needs and concerns regarding policing identified during the consultations are addressed by the Plan.
- 3.3 In preparing or revising the Strategic Plan, the Board shall consult with:
- a. The chief of police and members of the Police Service;
  - b. The municipal council of any municipalities in the board's area of policing responsibility;
  - c. The band councils of any First Nations in the board's area of policing responsibility;
  - d. Groups representing diverse communities in the board's area of policing responsibility;
  - e. School boards, community organizations, businesses and members of the public in the board's area of policing responsibility; and
  - f. Any other prescribed persons, organizations or groups.
- 3.4 In preparing or revising the Strategic Plan, the Board shall consider, at a minimum:
- a. the results of consultations;
  - b. any community safety and well-being plans adopted by the municipalities or First Nations that are in the Board's area of policing responsibility; and

- c. the needs of members of diverse communities in the Board's area of policing responsibility, including the needs of members of racialized groups and of First Nation, Inuit and Métis communities.
- 3.5 The Board shall review and, if appropriate, revise the Strategic Plan in accordance with the regulations, if any, at least once every four years.
- 3.6 The Board shall publish the Strategic Plan on the internet
- 3.7 The Chief of Police shall ensure that the members of the Police Service are aware of and understand their role in supporting the achievement of the objectives and priorities of the Strategic Plan, and that the Strategic Plan forms the basis for operational planning.

#### **4.0 REPORTING**

- 4.1 The Chief of Police shall provide the Board updates on the progress related to the objectives in the Plan once per year.
- 4.2 The Chief of Police shall prepare and submit an annual report to the Board in June of each year that addresses the following:
  - a. The implementation of the Strategic Plan and the achievement of the performance objectives identified in the strategic plan;
  - b. The affairs of the Police Service;
  - c. The provision of policing as it relates to any community safety and well-being plans adopted by the municipalities or First Nations that are in the board's area of policing responsibility; and
  - d. Any other prescribed matters.
- 4.3 The Board shall submit the report provided by the Chief of Police to its municipality by no later than June 30 of each year and publish the report on the internet.



## GREATER SUDBURY POLICE SERVICE BOARD POLICY

<b>SUBJECT:</b> QUALITY ASSURANCE	<b>POLICY NUMBER:</b> PSB041
<b>EFFECTIVE DATE:</b> December 17, 2025	<b>REVISED DATE:</b>
<b>REPORTING REQUIREMENTS:</b> Annually	

### 1.0 LEGISLATIVE AUTHORITY

- 1.1 This policy is set out pursuant to s. 38(1)(a) of the *Community Safety and Policing Act*.

### 2.0 POLICY STATEMENT

- 2.1 The cornerstone of effective policing lies in the adherence to clearly defined processes and procedures, coupled with vigilant leadership oversight to ensure their adherence, review, and necessary updates. With a steadfast dedication to accountability and efficacy, the Greater Sudbury Police Service Board (the “Board”) is unwavering in its commitment to ensuring the implementation and meticulous execution of a comprehensive quality assurance program within the Greater Sudbury Police Service (the “Service”). This approach serves as a proactive measure to mitigate risks and propel the attainment of defined operational objectives.

### 3.0 POLICY APPLICATION

- 3.1 The Chief of Police shall:
- Ensure that all practices related to quality assurance and audit functions are in accordance with statutory requirements and generally accepted principles and standards for the professional practice of internal auditing;
  - Establish an internal audit capability for the Police Service and ensure that appropriate resources are provided to the members performing the function;

- c. Ensure that police members involved in audit processes have the knowledge, skills, and abilities required to perform the duties required, and that adequate training and education are provided to members to enable them to fulfill their responsibilities;
- d. Develop an internal audit work plan, on an annual basis, based on risk assessment and operational priorities, that identifies potential audit projects to be performed during the calendar year and provide a copy of the plan to the Board;
- e. Present to the Board a consolidated report summarizing the results of the previous year's audits, including any audits conducted externally; and
- f. Inform the Board, as required, of any audit results that may require the immediate attention of the Board.



## GREATER SUDBURY POLICE SERVICE BOARD

<b>SUBJECT:</b> COMPLAINTS OF MISCONDUCT	<b>POLICY NUMBER:</b> PSB042
<b>EFFECTIVE DATE:</b> December 17, 2025	<b>REVISED DATE:</b>
<b>REPORTING REQUIREMENTS:</b> Annually	

### 1.0 **LEGISLATIVE AUTHORITY**

- 1.1 This policy is set out pursuant to s. 38(2), *Community Safety and Policing Act, 2019*.

### 2.0 **POLICY STATEMENT**

- 2.1 The Greater Sudbury Police Service Board (the “Board”) acknowledges the pivotal role of community trust in effective policing. To cultivate and safeguard this trust, it's imperative that the public perceives the Greater Sudbury Police Service (the “Service”) as being fully committed to accountability, with unwavering expectations for the highest standards of conduct from all its members.
- 2.2 With a firm dedication to integrity, the Board is steadfast in its commitment to maintaining a comprehensive, impartial, and transparent complaints process. This process ensures that any allegations of misconduct against members are addressed with due diligence, guaranteeing fairness and respect for both Service members and the community they serve.

### 3.0 **POLICY APPLICATION**

- 3.1 The Chief of Police shall ensure that procedures are in place to maintain an effective and efficient complaint system and to adhere to all requirements under the *Community Safety and Policing Act* (the Act) and associated Regulations. The procedures shall provide that:

- a. A Professional Standards Unit be maintained, adequately staffed, and trained, to liaise with the Complaints Director, and to receive and investigate public complaints in accordance with the Act;
  - b. Well-defined and comprehensive processes exist for the purpose of investigating public complaints into alleged misconduct by sworn members and Special Constables;
  - c. Adequate training is provided to all members of the Service in respect of the complaints procedures of the Service and relevant Parts of the *Act*.
  - d. The Professional Standards Unit's Inspector or designate co-operate and follow the direction of the Complaints Director in respect of all public complaints; and
  - e. A mechanism is developed and implemented to provide assistance for public complainants who may not be literate, or who may not be fluent in English.
- 3.2 Any complaints received by a Board member against a police officer or a Special Constable shall be forwarded to the Board office. The Board office shall forward a complaint against a police officer to the Complaints Director and shall notify the complainant, in writing, that the complaint has been forwarded to the Complaints Director. The Board shall also provide the complainant with information regarding the role of the Complaints Director. Any complaints received by the Board about a Special Constable shall be referred to the Chief of Police, or, in the case of a Special Constable employed by a Special Constable Employer, to the Special Constable Employer, and the complainant shall be notified that the complaint has been forwarded to the Chief of Police or the Special Constable Employer, as the case may be.
- 3.3 If the Board receives a report from a person or body responsible for reviewing complaints about police officers in another province or territory about a complaint made against an Ontario police officer appointed to act as a police officer in that province or territory, the Board shall forward the report to the Complaints Director.
- 3.4 If a person makes a complaint to the Board, a Board Member, or the Chief of Police, or any member of the Police Service about the conduct of a Board member, the person or entity in receipt of the complaint shall forward the complaint to the Inspector General, inform the person who made the complaint that the complaint has been forwarded, and provide the person with information about the role of the Inspector General.

#### **4.0 POLICY AND PROCEDURE COMPLAINTS**

- 4.1 If a person makes a complaint to the Board, a Board Member, the Chief of Police, or any member of the Police Service about:
- a. The adequacy and effectiveness of policing provided;



- b. A failure of the Board, Chief of Police, Special Constable employer, police service, prescribed policing provider to comply with this *Act* or the regulations, other than misconduct, including a systemic failure; or
  - c. The policies of the Board or the procedures of the Chief of Police, the complaint shall be forwarded to the Inspector General, and the person who made the complaint shall be informed that the complaint has been forwarded, and the person shall be provided with information about the role of the Inspector General.
- 4.2 If the Inspector General refers a complaint to the Board about the Board's policies or the procedures of the Chief of Police, the Board shall:
  - a. Review the complaint as it relates to the policies or procedures referred to;
  - b. Report back to the Inspector General within the time specified by the Inspector General, if any, about any steps taken in response to the complaint; and
  - c. Report to the Minister about any steps taken in response to the complaint.

## **5.0 COMPLAINTS ABOUT SWORN MEMBERS**

- 5.1 The Chief of Police shall investigate all complaints referred to the Chief of Police by the Complaints Director, in the manner directed by the Complaints Director and in accordance with the requirements of the Act and associated Regulations.
- 5.2 In conducting an investigation, the Chief of Police shall endeavour to ensure that the investigation is concluded within 120 days of its commencement, not including any period during which an investigation is postponed or suspended in accordance with the Act.
- 5.3 If the timing requirements above are not met in respect of an investigation, the Chief of Police shall give notice of the status of the investigation to the complainant, the person who is the subject of the investigation, the applicable designated authority and the Complaints Director every 30 days until the investigation is concluded unless, in the opinion of the Chief of Police, doing so might prejudice the investigation.
- 5.4 On concluding an investigation, the Chief of Police shall cause the investigation to be reported on in a written report. The Chief of Police shall promptly give a copy of the report to the Complaints Director. A copy of the report shall be provided to the complainant, the person who was the subject of the investigation, and any applicable designated authority, after the Complaints Director determines that providing a copy of the report will not interfere with a criminal investigation or proceeding.

## **6.0 COMPLAINTS ABOUT SPECIAL CONSTABLES**

- 6.1 If the Chief of Police receives a complaint made in accordance with *Ontario*

*Regulation 411/23* about a Special Constable employed by a Special Constable Employer, the Chief of Police shall forward the complaint to the Special Constable Employer and will notify the complainant that the complaint has been forwarded to the Special Constable Employer.

6.2 If the Chief of Police receives a complaint made in accordance with *Ontario Regulation 411/23* about a Special Constable employed by the Service, the Chief of Police shall provide the complainant with written acknowledgment that the complaint has been received and shall:

- a. Ensure that the complaint is investigated to determine whether the Special Constable's conduct constitutes misconduct, contravened the terms and conditions of the Special Constable's certificate of appointment or contravened any provision of the Act or the regulations;
- b. Ensure that any allegations in the complaint of conduct that may constitute criminal conduct are investigated by a member of the police service or of another police service;
- c. Advise the complainant, in writing, of the outcome of the investigation of the complaint and report on the outcome of the investigation to the Board;
- d. Endeavour to complete any investigation of a Special Constable under this section within 120 days after receiving the complaint, not including any period during which the investigation is postponed or suspended;
- e. If the timing requirements above are not met in respect of an investigation, the chief of police shall give notice of the status of the investigation to the complainant and to the person being investigated every 30 days until the investigation is concluded unless, in the opinion of the chief of police, doing so might prejudice the investigation; and
- f. If the Special Constable is found to have engaged in conduct that constitutes misconduct, contravened the terms and conditions of their certificate of appointment or contravened any provision of this Act or the Regulations, the Chief of Police shall take appropriate action to remedy the contravention.

6.3 Notice to the public about how to make a complaint against a Special Constable shall be published on the Board's web site and the Service's web site.

## **7.0 COMPLAINTS AGAINST THE CHIEF OF POLICE OR A DEPUTY CHIEF OF POLICE**

7.1 If the Board receives a complaint about the Chief of Police or a Deputy Chief of Police, the Board shall forward the complaint to the Complaints Director in accordance with the Act and associated Regulations.

7.2 The Board shall adhere to all requirements of the Act and associated Regulations in executing its responsibilities under this section and shall seek legal counsel as required.

## **8.0 REPORTING**

- 8.1 The Chief of Police shall submit annual reports to the Board. The report shall include comparative data for the previous reporting period.



## GREATER SUDBURY POLICE SERVICE BOARD

<b>SUBJECT:</b> MISCONDUCT AND DISCIPLINE	<b>POLICY NUMBER:</b> PSB043
<b>EFFECTIVE DATE:</b> December 17, 2025	<b>REVISED DATE:</b>
<b>REPORTING REQUIREMENTS:</b> Annually	

### 1.0 LEGISLATIVE AUTHORITY

- 1.1 This policy is set out pursuant to s. 38(1)(e), *Community Safety and Policing Act, 2019*.

### 2.0 POLICY STATEMENT

- 2.1 The Greater Sudbury Police Service Board (the “Board”) acknowledges the pivotal role of community trust in effective policing. To cultivate and safeguard this trust, it's imperative that the public perceives the Greater Sudbury Police Service (the “Service”) as being fully committed to accountability, with unwavering expectations for the highest standards of conduct from all its members.
- 2.2 With a firm dedication to integrity, the Board is steadfast in its commitment to maintaining a comprehensive, impartial, and transparent process for investigating misconduct, and where applicable, issuing discipline. This process ensures that any misconduct allegations against members are addressed with due diligence, guaranteeing fairness and respect for both Service members and the community they serve.

### 3.0 DEFINITIONS

#### MISCONDUCT

Has the same meaning as defined in section 195 of the *Community Safety and Policing Act* (the “Act”)

## SERIOUS OFFENCE

Means any indictable offence under the *Criminal Code* (Canada), the *Controlled Drugs and Substances Act* (Canada) or the *Cannabis Act* (Canada) or any hybrid offence under those statutes for which the Crown elects to proceed by indictment.

### **4.0 MISCONDUCT BY CHIEF AND/OR DEPUTY CHIEF(S)**

- 4.1 Any member or former member of the Service has the right to report misconduct that is alleged to have been engaged in by the Chief and/or the Deputy Chief.
- 4.2 In the event a member of former member of the Service believes that the Chief and/or Deputy Chief(s) have engaged in misconduct, they may make the disclosure pursuant to the Board's Policy PSB044 (Internal Complaints Against Chief or Deputy Chief).
- 4.3 The Board may conduct an investigation in order to determine if the Chief or a Deputy Chief has engaged in conduct that constitutes misconduct or unsatisfactory work performance. Any such investigation will be performed in accordance with sections 198 and 199 of the Act;
- 4.4 If the Board becomes aware that the Chief or a Deputy Chief may have engaged in conduct that constitutes misconduct, whether during the course of an investigation or otherwise, the Board shall provide notice of the misconduct to the Complaints Director where it is reasonably suspected that the conduct was directed at or otherwise directly affected a member of the public who would be authorized to make a complaint about the conduct to the Complaints Director;
- 4.5 If, after an investigation under section 198 or Part X of the Act, the Board has reasonable grounds to believe that the Chief or a Deputy Chief has engaged in conduct that constitutes misconduct or unsatisfactory work performance, the Board may impose any combination of the following discipline (subject to subsections 200(2) - (5) of the Act):
  - a. Suspend the Chief or Deputy Chief without pay for a period not exceeding 30 days or 240 hours, as the case may be;
  - b. Direct that the Chief or Deputy Chief forfeit not more than three days or 24 hours pay, as the case may be;
  - c. Direct that the Chief or Deputy Chief forfeit not more than 20 days or 160 hours off, as the case may be; or
  - d. Reprimand the Chief or Deputy Chief;
  - e. Direct that the Chief or Deputy Chief undergo specified counselling, treatment or training; and
  - f. Direct that the police officer participate in a specified program or activity.

- 4.6 Before imposing a disciplinary measure pursuant to section 4.5 of this Policy and section 200 of the Act, the Board shall:
- a. Provide relevant information concerning the matter, including the written report prepared under subsection 198(6) of the Act, and written notice stating the reasons for imposing the disciplinary measure or measures to the Chief or Deputy Chief, as the case may be;
  - b. Give the Chief or Deputy Chief, as the case may be, an opportunity to respond to the notice provided under clause a., orally or in writing, as the Board may determine; and
  - c. Comply with any other prescribed requirements under the Act.
- 4.7 Upon consideration of the Chief or Deputy Chief's response as provided in section 4.6 of this Policy and subsection 201(1)(b) of the Act, the Board may implement the proposed disciplinary measure or measures, impose a lesser disciplinary measure or combination of disciplinary measures or rescind their intention to implement the disciplinary measure or measures.
- 4.8 Pursuant to subsection 201(6) of the Act, the Chief or Deputy Chief, as the case may be, may apply to the Commission Chair to appoint an adjudicator to hold a hearing regarding the disciplinary measure or measures.
- 4.9 If an investigation under section 198 or Part X of *the Act* gives the Board reasonable grounds to believe that the Chief or Deputy Chief, as the case may be, has engaged in conduct that constitutes misconduct or unsatisfactory work performance and that the appropriate disciplinary measure is demotion or termination of employment, the Board may apply to the Commission Chair to appoint an adjudicator to hold a hearing on the matter, and the Board shall provide notice to:
- a. The Chief or Deputy Chief, as the case may be;
  - b. If the application arose as a result of an investigation under Part X of the Act, the complainant in that investigation, if any; and
  - c. If the Complaints Director directed the Board to initiate the hearing, the Complaints Director.
- 4.10 The Board shall expunge an entry made in the Chief or Deputy Chief's employment record respecting a disciplinary measure in accordance with section 207 of the Act.
- 4.11 Subject to subsection 208(1) of the Act, the Board shall not (i) investigate a matter pursuant to section 198 of the Act, (ii) impose disciplinary measures with respect to the matter under section 200 of the Act, or (iii) make an application with respect to the matter under section 202 of the Act, if any of those actions fall between the following time periods:

- a. The time beginning the day the SIU Director causes the matter to be investigated and ending the day the SIU Director determines that charges will or will not be laid with respect to the matter; or
  - b. The time beginning the day the Board provides notice of the misconduct to the Complaints Director under section 197 of the Act or receives notice from the Complaints Director indicating that he or she will investigate the matter, and ending on the day the Board receives notice that either (i) the Complaints Director will not cause an investigation of the matter, (ii) that the investigation will be discontinued, or (iii) that the Complaints Director does not have reasonable grounds to believe that the conduct of the Chief or Deputy Chief, as the case may be, constitutes misconduct.
- 4.12 Notwithstanding sections 4.5 and 4.6 of this Policy and sections 200 and 201 of the Act, the Board may suspend the Chief or a Deputy Chief without pay in the following circumstances:
- a. The Chief or Deputy Chief, as the case may be, is convicted of an offence and sentenced to a term of imprisonment, even if the conviction or sentence is under appeal;
  - b. The Chief or Deputy Chief, as the case may be, is in custody or is subject to conditions of judicial interim release, or conditions imposed under section 499 of the *Criminal Code (Canada)*, that substantially interfere with the Chief or Deputy Chief's ability to perform the duties of a police officer;
  - c. The Chief or Deputy Chief, as the case may be, is charged with a serious offence, as defined in the regulations, under a law of Canada, and:
    - i. the alleged offence was not committed in relation to the performance of the Chief or Deputy Chief's duties;
    - ii. the Board:
      - 1. has commenced proceedings to seek termination of the Chief or Deputy Chief's employment in relation to the events that led to the charges; or
      - 2. has given notice to the Chief or Deputy Chief, as the case may be, that the Board intends to commence such proceedings but is prevented from doing so by section 208 of the Act;
    - iii. the likely outcome of the proceedings would be, if the events leading to the charges were proven, that the Chief or Deputy Chief's employment would be terminated or the Chief or Deputy Chief would resign in accordance with an order under paragraph 2 of subsection 202(9) of the Act; and
    - iv. a failure to suspend the Chief or Deputy Chief, as the case may be, without pay would bring discredit to the reputation of the Service;
  - d. Sections 210(1) – (12) and 210(14)-(17) of the Act apply with necessary modifications with respect to a suspension without pay issued pursuant to this section.

**5.0 MISCONDUCT BY POLICE OFFICERS OTHER THAN THE CHIEF AND DEPUTY CHIEF(S)**

- 5.1 The Chief of Police shall establish written procedures regarding the disclosure of misconduct that is alleged to have been engaged in by members of the Service, other than the Chief and Deputy Chief(s).
- 5.2 The procedures described in section 5.1 of this part shall, at minimum:
- a. Address how a member or former member of the Service may make disclosures of misconduct, including giving directions as to the person to whom disclosures may be made;
  - b. Establish procedures to protect the identities of persons involved in the disclosure process, including persons who make disclosures, witnesses and persons alleged to be responsible for misconduct; and
  - c. Provide for exceptions to be made to procedures described in clause (b) where the interests of fairness require that a person's identity be disclosed to one or more persons.
- 5.3 The procedure described in section 5.1 of this part shall also include reference to PSB044 –Internal Complaints Against Chief of Deputy Chief, for disclosures of misconduct concerning the Chief and/or Deputy Chief.
- 5.4 The procedure described in section 5.1 of this part shall comply with Part XI of the Act.
- 5.5 The Chief of Police will ensure that members of the Service are familiar with the with the procedures referred to in section 5.1 of this part and section 183(1) of *the Act*, as well as the protections from reprisals for disclosing misconduct as described at sections 190-191 of the Act.
- 5.6 The Chief of Police will establish written procedures for:
- a. The assessment of the work performance of members of the Service; and
  - b. The imposition of disciplinary measures on members of the Service.
- 5.7 The procedures described in section 5.6 of this part shall be reviewed by the Board and made available to members of the Service and any Police Associations representing those members; and
- 5.8 The procedures described in section 5.6 of this part shall comply with Part X of the Act.



## **6.0 REPORTING**

- 6.1 The Chief of Police shall submit a report, in accordance with the regulations, if any, to the Board regarding the aggregate disciplinary measures the Chief has taken under Part X of *the Act*.
- 6.2 The Board shall:
- a. publish the reports on the Internet in accordance with the regulations made by the Minister, if any; and
  - b. forward the reports to the Complaints Director.



## GREATER SUDBURY POLICE SERVICE BOARD

<b>SUBJECT:</b> INTERNAL COMPLAINTS AGAINST CHIEF OF POLICE OR DEPUTY CHIEF OF POLICE	<b>POLICY NUMBER:</b> PSB044
<b>EFFECTIVE DATE:</b> December 17, 2025	<b>REVISED DATE:</b>
<b>REPORTING REQUIREMENTS:</b> Annually	

### 1.0 **LEGISLATIVE AUTHORITY**

- 1.1 Pursuant to Section 183 (2) of the *Community Safety and Policing Act, 2019*, the Board must establish written procedures regarding the disclosure of misconduct that is alleged to have been engaged in by the chief of police or deputy chief of police of the police service.

### 2.0 **POLICY STATEMENT**

- 2.1 The Greater Sudbury Police Service Board (the “Board”) acknowledges the critical importance of addressing complaints against Greater Sudbury Police Service’s (the “Service”) senior leaders with utmost fairness and consistency. Our commitment lies in ensuring the presence of thorough, confidential, and respectful processes to handle allegations of misconduct concerning a Chief of Police or Deputy Chief of Police. This policy outlines the procedures to be followed in the event that a member or former member of the Service wishes to disclose alleged misconduct by the Chief of Police or a Deputy Chief of Police. It is imperative to note that any form of reprisal stemming from making such a disclosure or seeking advice on the process will not be tolerated and will be met with severe repercussions.

### **3.0 POLICY APPLICATION**

- 3.1 A member or former member of the Service may make a disclosure of alleged misconduct by the Chief of Police or a Deputy Chief of Police. The identity of persons involved in the disclosure will be protected unless to do so would be contrary to the interests of fairness.
- 3.2 The member or former member shall report allegations of misconduct against the Chief of Police or a Deputy Chief of Police to the Board.
- 3.3 The complaint shall be in writing, addressed to the Board Chair, and submitted to the Board office. The complaint should include as much detail as possible, including dates, witness names, and any relevant supporting documents.
- 3.4 The Board Chair shall review the complaint and consider whether the Board must address the matter urgently. The Chair shall ensure that legal counsel is consulted in determining how to address the alleged misconduct, including whether the interests of fairness require the disclosure of the identity of those involved in the complaint.
- 3.5 Alternatively, the member or former member may disclose misconduct to the Inspector General if:
  - a. The member or former member has reason to believe that it would not be appropriate to disclose the misconduct in accordance with this policy; or
  - b. The member or former member has already disclosed the misconduct in accordance with this policy and has concerns that the matter is not being dealt with appropriately.
- 3.6 The Board Chair, Board members and Board employees shall take all necessary steps to protect the identity of persons involved in the complaint process. If it is necessary to disclose the identity of any individual involved in the process to ensure fairness, the disclosure will only be made after consultation with the individuals whose identities would be disclosed and only to the extent necessary to achieve fairness.
- 3.7 Any correspondence, including electronic correspondence, concerning the alleged misconduct shall be clearly labelled “confidential”.
- 3.8 No person shall take a reprisal against a member because he or she has:
  - sought advice about making a disclosure about misconduct in accordance with this Policy or under Part XI of the *Community Safety and Policing Act*;
  - a. Made a disclosure about misconduct in accordance with this Policy or under Part XI of the *Community Safety and Policing Act*;

- b. Co-operated in an investigation or other process related to a disclosure of misconduct made in accordance with this Policy or under Part XI of the *Community Safety and Policing Act*, or
- c. Sought enforcement of this Policy or Part XI of the *Community Safety and Policing Act*.

3.9 For the purpose of this Policy, a reprisal is any measure taken against a member of a police service that adversely affects his or her employment or appointment and includes but is not limited to:

- a. Terminating or threatening to terminate the person's employment or appointment;
- b. Disciplining or suspending or threatening to discipline or suspend the person;
- c. Imposing or threatening to impose a penalty related to the employment or appointment of the person; or
- d. Intimidating or coercing the person in relation to his or her employment or appointment.

#### **4.0 REPORTING**

4.1 The Board shall inform the public of any material information related to the application of this policy, while maintaining the confidentiality necessary to protect the integrity of complaint processes and the identity of those who may be involved in the processes.



## **GREATER SUDBURY POLICE SERVICE BOARD BY-LAW BY-LAW NUMBER 2025-001**

A By-Law of the Greater Sudbury Police Service Board to govern the proceedings of meetings of the Board.

**WHEREAS** section 461 of the *Community Safety and Policing Act* provides that a Police Service Board shall establish its own rules and procedures in performing its duties under this *Act*;

**AND WHEREAS** the Board deems it expedient to pass such a By-Law to make rules and regulations governing the orders and procedures of the Board;

**NOW THEREFORE, the Greater Sudbury Police Service Board hereby enacts as follows:**

### **1.0 INTERPRETATION**

#### **ACT**

Means the *Community Safety and Policing Act*, as amended, or any successor legislation.

#### **ACTING CHAIR**

Means the person appointed by the Board to act in the place and stead of the Chair in the absence of the Chair and Vice Chair.

#### **AGENDA**

Means the document prepared for distribution as prescribed by Section 11.3 of this By-Law.

#### **BOARD**

Means the Greater Sudbury Police Service Board.

#### **CHAIR**

Means the Member elected as Chair of the Board, pursuant to Section 36(1) of the Act.

#### **CHIEF**

Means the Chief of Police of the Greater Sudbury Police Service.

COMMITTEE

Means a Standing or Special Committee of the Board.

COUNCIL

Means the Council of the City of Greater Sudbury.

DEPUTATION

Means an address to the Board or its Committees at the request of a person wishing to speak.

BOARD ADMINISTRATOR

Means the Secretary of the Board.

IN CAMERA SESSION

Means a meeting that is closed to the public in accordance with the Act.

MAJORITY VOTE

Means an affirmative vote of more than one-half of the Members present and voting.

MEMBER

Means a Member of the Board and includes the Chair and Vice Chair.

MOTION TO DEFER

Means a motion to delay consideration of a matter until later in the same meeting or to a future meeting of the Board or a Committee.

MOTION TO RECEIVE

Means a motion to acknowledge the particular item, report or recommendation under consideration and to have it placed in the records of the Board with no additional action being taken.

MOTION TO REFER

Means a motion to dispose of a question under consideration, with or without any proposed amendment, in order to seek consideration by, and, if deemed desirable, one or more reports from the Chief of Police, Chief Administration Officer or other official or committee.

MOTION TO TABLE

Means a motion to postpone without setting a definite date as to when the matter will be considered again.

NOTICE OF MOTION

Means an oral notice or written motion received by the Board Administrator, moved by a Member, and seconded by another Member, for inclusion on the agenda of a meeting of the Board or a Committee.

### POINT OF ORDER

Means a question by a Member with the view to calling attention to any issue relating to this By-Law or the conduct of the Board's business or in order to assist the Member in understanding the Board's procedures, making an appropriate motion, or understanding the effect of a motion.

### POINT OF PRIVILEGE OR PERSONAL PRIVILEGE

Means a question by a Member who believes that another Member has spoken disrespectfully towards that Member or another Member or who considers that their integrity or that of a Member or City official has been impugned or questioned by a Member.

### QUORUM

Means a majority of the Members of the Board in accordance with section 43(2) of the Act.

### RECORDED VOTE

Means a written record of the name and vote of every Member voting on any matter or question.

### SPECIAL MEETING

Means a meeting other than a regularly scheduled meeting, called pursuant to section 8.10 of this By-Law.

### VICE CHAIR

Means the Member elected as Vice Chair of the Board, pursuant to Section 36(2) of the Act.

## **2.0 APPLICATION**

- 2.1 Subject to section 22.1 of the By-Law, the rules of procedure set out in this By-Law shall govern all proceedings of the Board, other than disciplinary proceedings conducted pursuant to Part X of the Act.
- 2.2 The rules of procedure contained in this By-Law shall be observed, with necessary modifications, in proceedings of all Committees of the Board.
- 2.3 Should any provision of this By-Law be or become in contravention of any legislation of the Province of Ontario, the provincial legislation shall prevail.
- 2.4 Notwithstanding anything in this By-Law, where the Board or a Committee convenes for the purpose of holding a hearing as required by any statute, the provisions of the statute and the *Statutory Powers Procedure Act* shall govern the proceedings.

### **3.0 ELECTION OF THE CHAIR AND VICE CHAIR**

- 3.1 Pursuant to Sections 36(1) and 36(2) of the Act, the Board shall elect a Chair and Vice Chair from its Members at the first public meeting of the Board in each calendar year. If an In Camera session is held prior to the first public meeting, an Acting Chair shall be appointed by the Board for that meeting.
- 3.2 The election of the Chair and Vice Chair shall only be held at a meeting where the majority of all Members of the Board are present.
- 3.3 The Board Administrator shall conduct the election of the Chair and upon their election the Chair shall conduct the election of the Vice Chair, or as otherwise agreed by the Board.
- 3.4 Each nomination shall be made openly and shall have the consent of the nominee and be seconded by a Member present at the first meeting of the Board in the year.
- 3.5 A nominee is a person whose candidacy for the position of Chair or Vice Chair has been moved and seconded by Members present at the first meeting of the Board in the year.
- 3.6 Where it appears to the Board Administrator, by asking for further nominations and receiving no response, that there are no further nominations, the Board Administrator shall call for a motion declaring nominations closed.
- 3.7 After nominations have been closed, no motion shall be in order except a motion to recess for a specified time period.
- 3.8 After nominations have been closed, each mover of a nominee and each nominee shall, prior to the vote being taken, be permitted to speak to the nomination of the candidate for not more than five (5) minutes in total.
- 3.9 The speakers shall be called upon to address the Board in alphabetical order of the nominees' surnames.
- 3.10 A nominee may withdraw their name at any time prior to a vote being called.
- 3.11 A vote shall be taken regardless of the number of nominations. No vote shall be taken by ballot or any other form of secret voting.
- 3.12 If there are two or more nominees, each Member shall announce their vote and no Member shall abstain from voting.
- 3.13 To be elected as Chair or Vice Chair, a nominee must obtain the vote of a majority of the Members present.



- 3.14 If there are more than two nominees who elect to stand and, if upon the first vote no nominee receives the majority required for election, the name of the nominee receiving the least number of votes shall be dropped and the Board shall proceed to vote again and continue until either:
- a. A nominee receives the majority required for election at which time such nominee shall be declared elected; or
  - b. It becomes apparent by reason of an equal number of votes that no nominee can be elected. In this case, each nominee shall address the Board for a maximum of 5 minutes, followed by a 10-minute recess, and another vote. If no nominee is elected at this time, the Board shall rely on the greatest seniority as a Board Member i.e. from the date of appointment. to elect the Chair.
- 3.15 The Board Administrator shall record the votes of each Member on each vote.
- 3.16 Each of the Chair and the Vice Chair shall hold their position for a one-year term until their successors are elected in accordance with the Act and this By-law, or until they resign.
- 3.17 The Chair and Vice Chair may be elected for more than one term.

#### **4.0 CHAIR**

- 4.1 The Chair shall act as chair of all meetings of the Board. In the absence of the Chair, the Vice Chair shall act in the place and stead of the Chair at that meeting. The Chair shall be entitled to all the rights of a Member of the Board, including the right to vote.
- 4.2 In the absence of the Chair and the Vice Chair, the Members present at a meeting of the Board shall appoint an Acting Chair from Members present and the Acting Chair shall preside in the place and stead of the Chair at that meeting until the arrival of the Chair or the Vice Chair.
- 4.3 It shall be the duty of the Chair to:
- a. Open the meeting by taking the chair and calling the Members to order, as soon as a quorum is present;
  - b. Receive and submit, in the proper manner, all motions presented to the Members;
  - c. Put to a vote all motions, which are moved and seconded, or which necessarily arise in the course of the proceedings, and to announce the result;
  - d. Decline to put to a vote motions which do not comply with this By-Law, or which are not within the jurisdiction of the Board;

- e. To sit ex-officio as a Member of all Committees of the Board and be entitled to vote at the meetings;
  - f. Enforce on all occasions the observance of order and decorum among the Members;
  - g. Receive all reports and other communications directed to the Board by the Chief of Police or others and announce them to the Members;
  - h. Authenticate by signature, when necessary, all by-laws, resolutions, minutes, agreements and other documents authorized by the Board;
  - i. Rule on all procedural matters, without debate or comment;
  - j. Designate the Member who has the floor when two or more Members wish to speak;
  - k. Expel or exclude from any meeting any person whom the Chair determines, in their sole discretion, has exhibited improper conduct at the meeting;
  - l. Adjourn or suspend the meeting if they determine, in their sole discretion, it necessary because of serious disorder; and
  - m. Close the meeting when business is concluded or recess the meeting as required.
- 4.4 The Chair, after three (3) warnings, shall call by name any Member persisting in behavior that is breach of this By-Law and, subject to a majority vote of Members present authorizing it, order them to vacate their seat and leave the meeting forthwith.

## **5.0 ACTING CHAIR**

- 5.1 In case the Chair does not attend within fifteen (15) minutes of the time a quorum is present after the scheduled commencement time for a meeting of the Board, or after the resumption after an adjournment or recess, the Vice Chair shall serve as Acting Chair. In the absence of the Chair and the Vice Chair, the Board Administrator shall call the Members to order, and an Acting Chair shall be appointed from among the Members present and they shall preside until the arrival of the Chair or the Vice Chair.
- 5.2 The Chair may designate the Vice Chair, or in the absence of the Vice Chair, another Member as Acting Chair during any part of a Board meeting when they leave the Chair for any reason.
- 5.3 The Acting Chair shall have and may exercise all the rights, power, and authority of the Chair under this By-Law.

## **6.0 DUTIES OF MEMBERS**

- 6.1 No Member shall:
- a. Speak disrespectfully of any member of the Royal Family, the Governor General, the Lieutenant Governor of any Province, the City Council, any

- member municipality, any member or any official or employee of the City, the Board, or the Greater Sudbury Police Service;
- b. Use offensive words or unparliamentary language;
  - c. Engage in private conversation while in the Board meeting or use electronic devices including mobile phones, laptops, tablets, etc., in a manner which interrupts the proceedings of the Board;
  - d. Leave their seat or make any noise or disturbance while a vote is being taken and until the result of the vote is announced;
  - e. Speak on any subject other than the subject under debate;
  - f. Where a matter has been discussed in an In Camera session, and where the matter remains confidential, disclose the content of the matter or the substance of deliberation of the In Camera session;
  - g. During a Board meeting, challenge any decision of the Board except for the purpose of moving that the question be reconsidered.
  - h. Disobey the rules of the Board or a decision of the Chair or of the Board on questions of order or practice or upon the interpretation of the rules of the Board. In case a Member persists in any such disobedience, after having been called to order by the Chair, the Chair shall not recognize that Member, except for the purpose of receiving an apology from the Member tendered at that meeting or any subsequent meeting.

## **7.0 BOARD ADMINISTRATOR**

- 7.1 The Board Administrator is the person appointed by By-Law of the Board to that position from time to time.
- 7.2 The Board Administrator shall perform all tasks assigned to the Board Administrator under this By-Law, and as assigned by the Board from time to time.
- 7.3 It is the duty of the Board Administrator:
  - a. To serve as the administrative link between the Board, the Chief, the Board's legal counsel and labour negotiator, committees of the Board, the media and members of the community;
  - b. To organize meetings, prepare agendas for the meetings, in consultation with the Chair and the Chief, and ensure their timely distribution;
  - c. To record the minutes of the proceedings at the meetings, in consultation with the Chair and the Chief, and ensure their timely distribution;
  - d. To receive all communications addressed to the Board;
  - e. To prepare and issue all communications arising from the proceedings of the Board;
  - f. To maintain a current record of Board resolutions requiring further or future actions and to keep the Board informed of these matters; and
  - g. To organize and maintain an annual calendar of monitoring and other reports to be received by the Board.

- 7.4 All material being distributed before or during a meeting of the Board will be done so through the Board Administrator at the Chair's direction.
- 7.5 The Board Administrator shall record the minutes of each meeting and present the minutes at the following meeting for adoption. The minutes shall record:
- a. The place, date and time of the meeting;
  - b. The names of the Members and staff present;
  - c. The correction and adoption of the minutes of the previous meeting; and
  - d. All resolutions, decisions and other proceedings of the Board.
- 7.6 Board Minutes shall be posted in a draft form, along with a notice and agenda for the meeting seven (7) days before a meeting in accordance with section 43(5), (6), and (7) of the Act.
- 7.7 The approved public minutes of the Board shall be posted on the Board's web page.

## **8.0 CALLING OF MEETINGS**

- 8.1 The Board Administrator, in consultation with the Chair and the Chief, shall establish the schedule of meeting dates and meeting rooms for the Board's meetings.
- 8.2 The regular meetings of the Board shall be held in a meeting room at Police Headquarters at 190 Brady Street, Sudbury, in accordance with the schedule adopted annually by the Board, except:
- a. When otherwise directed by resolution of the Board; or
  - b. When the Chair advises otherwise upon a minimum of 48 hours (2 days) notice to Members, provided that this notice shall not be required in an emergency.
- 8.3 The Board Administrator, upon the direction of the Chair, may:
- a. Cancel a regularly scheduled meeting; or
  - b. Reschedule a meeting to a date other than as specified on the Notice of Meeting.
- 8.4 The Board shall hold at least four (4) meetings each year as stated under section 43(1) of the Act.
- 8.5 The Board, by its first meeting of the calendar year, shall approve the schedule of regular Board meetings, subject to any amendments approved by the Board.

- 8.6 A Member of the Board may partake in a meeting by videoconference software. If the Member participates in the meeting by such means, the Member shall be deemed to have been present at the meeting for the purposes of the Act.
- 8.7 Notice to Members of all meetings, agendas, agenda items, cancellations and postponements shall be provided by the Board Administrator to a Member's residence or place of business, as directed by the Member. It may be sent by first-class mail, courier, facsimile, or electronic mail as requested by the Member. It may also be provided by telephone or personal contact in the case of an emergency.
- 8.8 Notice of all public meetings, agendas, cancellations and postponements shall be provided to the public and the media by issuing a media release and posting a listing of these items on the Board's web page, seven (7) days before the meeting is to be held. These postings shall be updated as required.
- 8.9 The Board Administrator, in consultation with the Chair and the Chief, shall prepare agendas, with supporting material, to be delivered to the Members no less than 48 hours (2 days) prior to the time set for the meeting. Any item not included on the agendas can only be introduced at the meeting with the consent of the majority of the Members present.
- 8.10 The Chair may at any time, or upon receipt of a petition of the Majority of the Members, call a Special Meeting of the Board by providing written direction to the Board Administrator to issue a Notice of Special Meeting.
- 8.11 Written notice of all Special Meetings of the Board or its Committees, detailing the matters to be considered at the meeting, shall be delivered to all Members not less than 48 hours (2 days) before the time set for the meeting. Notice of all Special Meetings shall be provided in accordance with section 8.7 of this By-Law.
- 8.12 A Special Meeting may be summoned by verbal notice provided that the majority of the Members of the Board consent to the time, the place, the manner and the matter to be considered and that the decision to summon the Special Meeting is later ratified by the Board.
- 8.13 At Special Meetings of the Board, the Board shall not decide upon any matter unless the matter has been specified in the Notice calling the Special Meeting. This provision may be waived only by majority vote of the Board where all Members are present to vote upon the motion.
- 8.14 Meetings shall not be scheduled for a time which conflicts with a regular meeting or a meeting previously called of Council or any of its committees on which Members sit.

- 8.15 The Board Administrator shall use their best efforts to satisfy the notice provisions set out in this section. Failure of the Board Administrator to satisfy any of the notice provisions contained in this section does not invalidate the meeting or any proceedings at the meeting.

## **9.0 MEETING PROCEDURES**

- 9.1 After the Chair has called the meeting to order, the meeting shall proceed as follows under the direction of the Chair. All questions shall be asked through the Chair.
- 9.2 The Chair shall call for any Member of the Board required to do so by the provisions of the *Municipal Conflict of Interest Act*, to disclose any direct or indirect pecuniary interest in accordance with the *Municipal Conflict of Interest Act*. If any such interest is declared, the Member shall:
- a. Prior to any consideration of the matter at the meeting, state the general nature of such interest;
  - b. Not take part in the discussion of, or vote on, any question in respect of the matter; and
  - c. Not attempt in any way, whether before, during or after the meeting, to influence the voting on the matter.
- 9.3 Where a meeting is not open to the public, in addition to complying with the requirements of the *Municipal Conflict of Interest Act*, the Member shall forthwith leave the In Camera session for that part during which the matter is under consideration. The Board Administrator shall record in reasonable detail the particulars of any disclosure of pecuniary interest made by a Member and, if necessary, the time when the Member left and returned to the meeting. The Board Administrator shall also record the time period when the matter was under discussion. This record shall appear in the minutes of the meeting.
- 9.4 Where the interest of a Member has not been disclosed by reason of the Member's absence from a particular meeting, the Member shall disclose their interest at the next meeting at which such Member attends.
- 9.5 The Chair shall ensure that all Members who wish to speak on a matter have spoken and that the Members are ready to vote and shall then put the matter to a vote by a show of hands.
- 9.6 Any Member may propose a motion on the matter then under consideration which the Board Administrator shall record in writing. A motion shall require a seconder.

## **10.0 QUORUM**

- 10.1 A majority of Members of the Board, counting the Chair, constitutes a quorum.
- 10.2 As soon as there is a quorum after the scheduled commencement time of the meeting of the Board, and before thirty (30) minutes have passed after the scheduled commencement time, the Chair shall call the Members to order.
- 10.3 If no quorum is present at a scheduled meeting of the Board thirty (30) minutes after the scheduled commencement time, the Board Administrator shall record the names of the Members present, and the meeting shall stand adjourned until the next regular meeting called by the Board Administrator. If the Members who are present at the time remain until a quorum is present, then the meeting shall proceed.
- 10.4 If a quorum is lost during a meeting of the Board, then the Chair shall, upon determining that a quorum is not present, request the Board Administrator to call for a quorum for a period of fifteen (15) minutes, or until a quorum is present, whichever is sooner.
- 10.5 If there is still no quorum of the Board after fifteen (15) minutes, the meeting shall stand adjourned, and the Board Administrator shall record the names of the Members present. In this case, all unfinished business shall be carried forward to the next meeting of the Board.
- 10.6 If, during the course of a Special Meeting of the Board, a quorum is lost or a quorum is not present when required to enable the Special Meeting to start or resume, then the Meeting will stand adjourned to convene or reconvene at such time and place as the Chair will announce.
- 10.7 A declaration of pecuniary interest does not constitute Lost Quorum.

## **11.0 AGENDAS**

- 11.1 Except as otherwise provided by this By-law, all correspondence, notices of motion, and other communication addressed to the Board which are received by the Board Administrator at least ten (10) days prior to a regular meeting shall be placed on the Agenda and shall be dealt with at the next regular monthly meeting.
- 11.2 Where, in the opinion of the Board Administrator, the subject matter of any communication is properly within the jurisdiction of the Greater Sudbury Police Service, such communication shall be referred to the Chief for the necessary action without prior referral to the Board.

- 11.3 The Board Administrator shall prepare for distribution, under the direction of the Chair, an Agenda with the routine order of business for regular meetings of the Board to be as follows:
- a. In Camera Session;
  - b. Roll Call;
  - c. Declarations of Conflicts of Interest;
  - d. Adoption of Previous Minutes;
  - e. Presentations/Deputations;
  - f. Consent Agenda;
  - g. Discussion Agenda;
  - h. Chiefs Report;
  - i. Other/New Business; and
  - j. Close of Meeting
- 11.4 The Board Administrator shall cause to be delivered to each Member at least 48 hours (2 days) before the scheduled time for a meeting the Agenda and copies of related materials.
- 11.5 Notice and Agenda may be provided to the media, and other persons requesting same, by electronic mail a set number of days prior to the meeting being held; the number of days to be set by the Board in both instances, but not less than 48 hours (2 days).
- 11.6 The business of the Board shall, in all cases, be taken up in the order in which it appears in the Agenda, unless otherwise decided by the Board. Any matter on the Agenda not decided by the Board shall be placed on the Agenda of the next regular meeting of the Board.
- 11.7 As soon as the Agenda information is published and distributed by the Board Administrator to the Members and, the information may be made available to the public except for information relating to matters to be considered in the In Camera session.
- 11.8 Every communication intended to be presented to the Board or its Committees must be typed and must contain the signature and contact address of at least one (1) person and preferably the addresses of all signatories. For all communications submitted, there shall be designated a contact person with whom the Board Administrator can communicate on behalf of the Board or a Committee.
- 11.9 All or several items on the Agenda containing a recommendation to “receive for information” may be adopted in a single motion. Any specific items of business will be provided individual deliberation and debate upon the request of any Member.



- 11.10 No business shall be introduced at a meeting which has not been included on the Agenda for such a meeting unless the person seeking to introduce the business obtains the approval of a majority of the Members of the Board.

## **12.0 OPEN TO PUBLIC**

- 12.1 All meetings of the Board shall be open to the public except as otherwise provided under sections 44(2) and 44(3) of the Act, as these sections may be amended or replaced from time to time, and no person shall be excluded from a meeting open to the public except for improper conduct or for breach of this By-Law.
- 12.2 A meeting may be conducted in a private In Camera session pursuant to section 44(2), (3), or (6) of the Act if the Board is of the opinion that:
- 12.3 A meeting shall not be closed to the public during the taking of a vote in a public meeting.
- 12.4 Meetings which are not closed to the public may be taped, televised or otherwise electronically or mechanically recorded so long as the taping, televising or recording is carried out in a manner that does not interfere with proceedings at the meeting, and provided that the people involved receive the permission of the Chair.
- 12.5 No person, except Members and authorized Board and Greater Sudbury Police Service staff shall be allowed to come within the bar of the Board during a Board meeting without the permission of the Chair or the Board.
- 12.6 Members of the public who constitute the audience at a meeting shall not:
- a. Address the Board without permission;
  - b. Interrupt any speech or action of the Members of the Board or any other person addressing the Board;
  - c. Bring food or beverages into the meeting room unless so authorized; and
  - d. Bring signage, placards or banners into such meetings and shall refrain from any activity or behavior that would interfere with Board deliberations.
- 12.7 The Chair may cause to be expelled and exclude any member of the public who creates any disturbance or acts improperly during a Meeting of the Board. If necessary, the Chair may call upon the Chief to seek the appropriate assistance from security or police officers.

## **13.0 DEPUTATIONS**

- 13.1 Subject to the following provisions of this section, any person may either on their own behalf or as a representative of an organization or group appear at any public meeting of the Board and address the Board with respect to any matter relating to policing under consideration by it or being raised for consideration by such person.

- 13.2 Every person wishing to address the Board shall advise the Board Administrator in writing providing an outline of the nature of the deputation at least seven (7) days prior to the commencement of the meeting. All deputants at the meeting shall only be heard upon the consent of the Board.
- 13.3 Unless otherwise permitted by the Board, deputants shall be limited to a total of fifteen (15) minutes to address the Board, of which ten (10) minutes will be allotted to make a presentation to the Board, and the remaining five (5) minutes will be allotted to a question period. If there is a group of people wishing to address the Board with respect to a particular position on a particular issue, then the Board may determine that the group shall be represented by one (1) person or that the time limit shall be other than as stated above.
- 13.4 At the conclusion of the presentation, the Board may receive the presentation, discuss it at that point or at a later time in the meeting, or defer the matter to a subsequent meeting for the purpose of receiving further information.
- 13.5 No deputant shall:
- a. Speak disrespectfully of any person;
  - b. Use offensive words or unparliamentarily language;
  - c. Speak on any subject other than the subject for which they have received approval to address the Board;
  - d. Disobey this By-Law or a decision of the Chair or the Board.
- 13.6 The Chair may curtail any deputation, any questions of a deputant or debate during a deputation for disorder or any other breach of this By-Law, and, if the Chair rules that the deputation is concluded, the person or persons appearing shall withdraw.

#### **14.0 RULES OF DEBATE**

- 14.1 All Members of the Board shall exercise their right to debate within the framework set out in these rules.
- 14.2 To address the Board, a Member shall raise their hand and be recognized by the Chair and direct all comments through the Chair.
- 14.3 When two or more Members indicate their desire to speak at the same time, the Chair shall designate the order of speakers.
- 14.4 Every Board Member, prior to speaking, must address the Chair, and all remarks must be directed through the Chair.
- 14.5 All remarks and comments must be relevant to the question under consideration and the Chair shall be the judge of such relevancy.

- 14.6 When a Member is speaking, no other Member shall interrupt the Member speaking except to raise a point of order, privilege or personal privilege.
- 14.7 Any Member may require that a motion or question under discussion to be read at any time during the debate but not as a means to interrupt the Member speaking.
- 14.8 No Member shall speak for longer than five (5) minutes on a question without the Board's permission.
- 14.9 A Member may ask a question only for the purpose of obtaining information relating to the matter under discussion, and the question shall be stated succinctly.
- 14.10 After the question has been put to the Chair, no Member shall speak to the question, nor shall any other motion be made until after the vote is taken and the results have been declared.
- 14.11 When a Member rises on a Point of Order, Point of Privilege or Point of Personal Privilege, they shall ask leave of the Chair to raise the point. After leave is granted, the Member shall state the point with a concise explanation to the Chair and then remain silent until the Chair has ruled upon the point.
- 14.12 Thereafter, a Member shall only address the Chair for the purpose of appealing the Chair's decision to the Board.
- 14.13 The Chair's ruling is final unless it is challenged. Any Member may challenge the ruling of the Chair immediately following the ruling.
- 14.14 The Board, if appealed to, shall call a vote, without debate, on the following question: "Shall the Chair be sustained?", and the Board's decision shall be final.

## **15.0 MOTIONS AND NOTICES OF MOTION**

- 15.1 A motion or Notice of Motion in respect of a matter which is not within the jurisdiction of the Board shall not be in order and shall not be considered by the Board.
- 15.2 Whenever the Chair is of the opinion that a motion or resolution is contrary to the Rules of Procedure, the Chair shall rule the motion or resolution out of order.
- 15.3 No Member shall introduce any item to the Board for its consideration unless:
  - a. The item relates to a matter on the Agenda for that meeting; or
  - b. The matter is of an urgent nature; or
  - c. Leave is granted on a majority vote.

15.4 The following may be introduced orally without written notice and without leave of the Board:

- a. A point of order or privilege;
- b. Presentation of petitions;
- c. A motion to waive or suspend the rules of procedure;
- d. A motion to recess;
- e. A motion to adjourn;
- f. A motion to call the question;
- g. A motion to retire into an In Camera Session;
- h. A motion to receive an item;
- i. A motion to table an item;
- j. A motion to refer;
- k. A motion to defer;
- l. A simple amendment;
- m. A motion to adopt a recommendation; or
- n. The motion relates to a report which was distributed with the Agenda.

15.5 Except as provided in Section 15.4 of this By-Law, all motions and Notices of Motion shall be in writing. The Chair may require that any amendment be signed by the mover and the seconder.

15.6 A motion shall be moved and seconded before the Chair shall put the question and the motion is recorded in the minutes of the meeting.

15.7 All motions or notice of motions shall be worded in the affirmative, where possible, and shall express fully and unambiguously the intention of the mover.

15.8 A Member may move a motion in order to initiate discussion and debate and that Member may vote in opposition of the motion. A seconder of a motion may vote against the motion.

15.9 After a motion is moved at the Board meeting or placed on the Agenda as a Notice of Motion, it shall be deemed to be in the possession of the Board and may not be withdrawn without the consent of the mover and seconder and a majority vote.

#### **16.0 SPECIFIC MOTIONS**

16.1 A motion to recess is not debatable, shall specify the length of the recess, and may only be amended with respect to the proposed length of the recess.

16.2 A motion to adjourn:

- a. A motion to adjourn the Board meeting is not debatable and shall always be in order except:
  - i. When another Member is in possession of the floor;

- ii. When a vote has been called;
- iii. When the Members are voting; or
- iv. When a Member has indicated to the Chair their desire to speak on the matter before the Board.

- b. A motion to adjourn and amendments thereto shall take precedence over any other motion and shall be put immediately without debate.

16.3 A motion to call the question:

- a. A motion to call the question is not debatable.
- b. A Member who moved a motion to call the question shall not be allowed to speak to the question again if the motion is decided in the negative.
- c. A motion to call the question shall be put immediately without debate.

16.4 A motion to table:

- a. A Motion to table is not amendable or debatable and shall apply to the motion and any
- b. Amendments under debate when the Motion to table is made.
- c. If the Motion to table carries, in the absence of any direction from the Board, the matter may not be discussed until the Chief, or a Member through a Notice of Motion, brings it forward to a subsequent meeting.

16.5 A Motion to refer and any amendment to it is debatable and shall include:

- a. The name of the official to whom the motion or amendment is to be referred;
- b. The terms upon which it is to be referred and the time or period, if any, within which the matter is to be returned.

16.6 A Motion to defer and any amendment to it is debatable and shall include:

- a. The time to, or period within which, consideration of the matter is to be deferred; and
- b. Whatever explanation is necessary to demonstrate the purpose of the motion to defer.

16.7 A motion to amend:

- a. A motion to amend is debatable; and
- b. Only one motion to amend a motion shall be on the floor at any one time.

16.8 A Motion to receive, moved after the main motion, is debatable and shall be treated as an amendment to the main motion.

- 16.9 An amendment shall be out of order if it is ruled by the Chair to be a substantive motion and not an amendment.
- 16.10 An amendment which, in effect, is nothing more than a rejection of the main motion is not in order.
- 16.11 A motion that the Board consider a matter previously deferred indefinitely or to a time or eventuality which has not yet been reached or occurred, is debatable and shall be presented only if the Board so decides, by a majority vote.
- 16.12 Subject to sections 16.13 and 16.14 of this By-Law, after a question has been decided, it shall not be reconsidered within twelve (12) months following the decision of the Board unless the Board decides to do so by a majority vote. Any reconsideration that occurs after this 12-month period also requires a majority vote.
- 16.13 After any question has been decided, any Member who voted thereon with the majority may make a motion to reconsider the question.
- 16.14 A motion to reconsider may not be introduced without notice, unless the Board, without debate, dispenses with notice on a majority vote.
- 16.15 A motion to reconsider is debatable.
- 16.16 No discussion of the main question shall be allowed until the motion for reconsideration is carried.
- 16.17 Once the question is reopened, it is reopened in its entirety unless the reopening motion specifies otherwise.
- 16.18 If the question is reopened, all previous decisions of the Board remain in force unless the Board decides otherwise.
- 16.19 No motion to reconsider may, itself, be the subject of a motion to reconsider.

## **17.0 NOTICES OF MOTION**

- 17.1 A Notice of Motion shall be in writing and shall include the name of the mover and seconder. It must be received by the Board Administrator prior to 4:00 p.m. on the seventh business day preceding a regular meeting for inclusion in the Agenda for that meeting of the Board and, subject to section 17.3 of this By-Law, for each succeeding meeting until the Motion is considered or otherwise disposed of.
- 17.2 The Board Administrator shall include in the Agenda materials any reports from the Chief relating to the Notice of Motion submitted in accordance with section 17.1 of this By-Law.

- 17.3 All Notices of Motions on the Agenda and not disposed of shall be placed on the Agenda for the next regular meeting of the Board.
- 17.4 When a Notice of Motion has been on the Agenda for two consecutive meetings after notice has been given, and not proceeded with, it shall be dropped from the Agenda and deemed withdrawn unless the Board decides otherwise.

## **18.0 VOTING**

- 18.1 Motions relating to an item under consideration shall be voted on in the following order:
- a. A motion to waive or suspend the rules of procedure;
  - b. A motion to recess;
  - c. A motion to adjourn;
  - d. A motion to call the question;
  - e. A motion to receive an item;
  - f. A motion to table an item;
  - g. A motion to refer;
  - h. A motion to defer;
  - i. A motion to amend the amendment;
  - j. A motion to amend, in reverse order of its being placed; and
  - k. The main motion.
- 18.2 Every Member present at a meeting of the Board where a question is put shall vote on the question, unless prohibited by statute, in which case the Board Administrator shall so record.
- 18.3 A Member shall vote by raising a hand, except where a recorded vote is requested. In the case of a recorded vote, the Board Administrator shall call out the names of the Members and Members shall announce their vote alphabetically in order of their surnames, but beginning with the Member who requested the recorded vote. The Chair shall announce the result of all votes taken.
- 18.4 A request by a Member for a recorded vote shall be made prior to the commencement of the vote being taken or immediately thereafter.
- 18.5 When the Chair calls for the voting on a question,
- a. Each Member shall occupy their seat and shall remain in place until the result of the vote has been declared by the Chair, and
  - b. During this time no Member shall walk across the room or make any other motion or speak to the question or any other Member or make any noise or disturbance.

- 18.6 Upon the request of any Member, and when the Chair is satisfied that a matter under consideration contains distinct proposals, the vote upon each proposal shall be taken separately.
- 18.7 A vote on the main motion, as amended, may be split only for the purpose of complying with the *Municipal Conflict of Interest Act*.
- 18.8 The Chair may vote on any matter before the Board.
- 18.9 Each Member of the Board, including the Chair, has one vote only.
- 18.10 If a Member doubts the results of a vote by a show of hands as announced by the Chair, the Member may call for the vote to be taken again and the Chair may request that the Members shall vote again
- 18.11 A failure to vote shall be deemed to be a negative vote.
- 18.12 All decisions of the Board shall require a majority vote except as otherwise set out in this By-Law.
- 18.13 The following decisions of the Board require a majority vote:
- a. A motion to consider a report or By-Law that does not relate to a matter on the Agenda under section 15.3 of this By-Law;
  - b. A motion to consider a matter previously deferred indefinitely or to a time or eventuality that has not been reached or occurred under section 16.11 of this By-Law;
  - c. A motion to reconsider a question decided within the previous twelve (12) months under section 16.12 of this By-Law;
  - d. A motion to suspend the provisions of this By-Law under section 22.1 of this By-Law.
- 18.14 Any motion that receives a tie vote shall be deemed to have been decided in the negative.

## **19.0 BY-LAWS**

- 19.1 The adoption of every By-Law presented to the Board shall be the subject of a motion.
- 19.2 Every By-Law shall only require one reading to be passed. The actual reading of the By-Law may be dispensed with where the By-Law has been circulated to Members prior to the meeting as part of the Agenda.
- 19.3 By request of any Member, any By-Laws may be discussed or voted on individually.



- 19.4 Every By-Law, when introduced shall be in typewritten form and shall comply with the provisions of any relevant legislation.
- 19.5 No By-Law shall be presented to the Board unless its subject matter has been previously approved by the Board.
- 19.6 All amendments to any By-Laws approved by the Board shall be deemed to be incorporated into the By-Law and if the By-Law is enacted by the Board, the amendments shall be inserted by the Board Administrator.
- 19.7 Every By-Law enacted by the Board shall be signed by the Chair or by the Vice Chair in the Chair's absence, and by Board Administrator. Each By-Law shall be numbered, dated, and deposited in the Office of the Board.

## **20.0 COMMITTEES**

- 20.1 Subject to the provisions of Section 42 of the Act, Committees may be established by the Board at any time as is deemed necessary for the consideration of matters within the jurisdiction of the Board.
- 20.2 The Board shall determine the appropriate number of Committees, their membership, mandates, and reporting practices.
- 20.3 The Board may establish Ad-Hoc Committees of limited duration, to inquire and report on a particular matter or concern. An Ad-Hoc Committee shall dissolve automatically once the matter or issue has been resolved.
- 20.4 The role of Committees shall generally be to:
- a. Make recommendations to the Board on matters which are in their jurisdiction; and
  - b. Guide and request the Chief to provide reports on the direction and nature of policy development, fact finding, analysis, generation of alternatives, and other matters within the Board's jurisdiction.
- 20.5 Committees make recommendations to the Board unless specific authority is delegated to a committee to make a decision.
- 20.6 Each Committee shall appoint a Chair of the Committee.
- 20.7 Members shall be appointed to Committees by the Board for a specific period of time.
- 20.8 Members who are not members of a specific committee may attend meetings of that Committee and may, with consent of the Chair of that Committee, take part in

the discussion, but shall not be counted in the quorum or entitled to make motions or to vote at these meetings.

20.9 No sub-groups of Committees shall be established without approval by the Board.

20.10 The general principles contained in this By-Law apply to any group that is formed by Board action, whether or not it is called a committee and regardless of whether the group includes non-Board members. It does not apply to committees formed under the authority of the Chief.

## **21.0 MEDIA RELATIONS**

21.1 Unless otherwise specified, the spokesperson for the Board is the Chair of the Board. Should the Chair be unavailable, the Vice Chair shall be the spokesperson for the Board.

21.2 On matters of factual information, administration of the Board, or communicating a decision of the Board in response to an enquiry, the Board Administrator may communicate or act as a resource person on behalf of the Board.

21.3 In special circumstances, such as labour relations, or where a Board subcommittee has been established on a specific issue, the Board may designate the Member leading the negotiations, or the Chair of the Committee, to act as spokesperson for the Board.

21.4 The Board Administrator is responsible for informing the local media of the date and time of future Board meetings and news conferences held by the Board. They are also responsible for arranging news conferences and for coordinating joint events with the Police Services Corporate Communications Section when both the Board and the Police Service are affected.

21.5 When required, the Board Administrator will serve as the liaison between the media and the Board spokesperson when requests are received for interviews or comments.

21.6 The Board's spokesperson shall be careful to speak only on matters within the Board's jurisdiction and mandate of the Board and to avoid speaking about matters that fall under the jurisdiction of the Chief or Council.

21.7 When operational matters under the jurisdiction of the Chief are likely to spark significant public interest or debate, the Chief will inform, where practicable, the Board before a public statement is made by the Chief or the Service.

21.8 If warranted by the significance and seriousness of the matter, the Chief and/or the Chair may consult with the Board before information is released to ensure public

release is appropriate and justified, and to receive advice on the format and tone of the communication from Members.

- 21.9 Board Members may communicate a position of the Board; however, should a Board Member publicly disagree with a position of the Board, or should a Board Member comment upon a matter not yet before the Board, they will clearly identify that they are speaking as an individual and not on behalf of the Board. Nor shall a Board Member state that the Board has taken a position on a matter, until the matter has been voted upon.
- 21.10 Media releases shall be approved by the Chair, or the Vice Chair, prior to release. Board Members shall receive a copy of the release as soon as possible once it has been approved.
- 21.11 News conferences on matters within the jurisdiction of the Board shall be called at the discretion of the Chair or the Vice Chair. Whenever possible, Board Members shall be advised of the event prior to it taking place.
- 21.12 Board Members will respect the confidentiality appropriate to issues of a sensitive nature and those items disclosed or discussed during In Camera sessions.

## **22.0 SUSPENSION OR AMENDMENTS TO BY-LAW PROVISIONS**

- 22.1 A motion to suspend, waive, or not to follow a rule of procedure established by this By-Law shall not be passed without a majority vote.
- 22.2 This By-Law shall not be amended or repealed except for a majority vote of the Board.
- 22.3 No amendment or repeal of this By-Law shall be considered at any meeting of the Board unless notice of the proposed amendment or repeal was given at a previous meeting of the Board. The Board may not waive this notice requirement.

## **23.0 OTHER MATTERS**

- 23.1 All procedural matters not specifically addressed in this By-Law shall be decided by the Chair first in accordance with the rules of procedure as set out in By-Law 2025-04 and 2023-04 of the City of Greater Sudbury, being By-Laws to regulate the proceedings of Council of the City of Greater Sudbury, and second in accordance with Robert's Rules of Order.

## **24.0 ENACTMENT**

- 24.1 By-Law 2019-2, as amended, and all By-Laws, sections of By-Laws and procedural policies of the Board inconsistent with the provisions of this By-Law are hereby repealed.

24.2 This By-Law shall come into force on the date of its enactment.

BY-LAW passed by the Greater Sudbury Police Service Board, this 17<sup>th</sup> day of December 2025.

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Chair

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Board Administrator



## **GREATER SUDBURY POLICE SERVICE BOARD BY-LAW BY-LAW 2025-002**

A By-Law to establish governance standards relating to Equipment and Use of Force as mandated by *O. Reg 391/23: Use of Force and Weapons* under the *Community Safety and Policing Act, 2019*.

**WHEREAS** Section 261(1) 2 of the *CSPA* provides that the Lieutenant Governor in Council may make regulations prescribing policing standards, including the policing standards that must be met in providing adequate and effective policing.

**AND WHEREAS** Section 261(1) 37 of the *CSPA* provides that the Lieutenant Governor in Council may make regulations governing the use of any equipment by a police service or any of its members.

**AND WHEREAS** Section 261(1) 40 of the *CSPA* also provides that the Lieutenant Governor in Council may make regulations governing the use of force by members of the police services and governing reports on the use of force.

**AND WHEREAS** Section 261(2) 18 of the *CSPA* also provides that the Minister may make regulations governing training for police officers and special constables.

**AND WHEREAS** *O. Reg 391/23* was enacted under the *CSPA* which prescribes certain standards related to equipment and use of force;

**AND WHEREAS** it is the responsibility of a Chief of Police, in accordance with Section 79(3)(a) of the *CSPA* in his or her capacity of chief law enforcement officer to administer the police services and oversee its operation in accordance with the board's policies and strategic plan;

**AND WHEREAS** it is deemed expedient for the Board to establish guidelines for compliance with the *CSPA*;

**AND WHEREAS** Section 41(6) of the *CSPA* authorizes the Board, by By-Law, to make rules for the effective management of the police service;

**NOW THEREFORE**, the Greater Sudbury Police Service Board hereby enacts as follows:

## **1.0 DEFINITIONS**

### **ACT**

Means the *CSPA* as amended.

### **BOARD**

Means the Greater Sudbury Police Service Board.

### **CHIEF**

Means the Chief of Police of the Greater Sudbury Police Service.

### **MEMBER**

Means an employee of the Greater Sudbury Police Service.

### **MINISTRY**

Means the Ministry of Public Safety and Security.

### **OFFICER**

Means a sworn member of the Greater Sudbury Police Service.

### **SERVICE**

Means the Greater Sudbury Police Service.

## **2.0 USE OF FORCE**

- 2.1 *O. Reg 391/23* made under the Act sets out the requirements of the Board, the Chief and Members relative to the use of force.

## **3.0 USE OF FORCE OPTIONS**

The Chief shall ensure that members use approved use of force options set out in the *O. Reg 391/23* and the *Ontario Public Police Interaction Training Aid (2023)*.

## **4.0 INCIDENT PROCEDURES**

- 4.1 The Chief shall establish written procedures to ensure that all of the following incidents involving the use of force, except those involving training, maintenance or administrative purposes, are documented, whenever a member:
- a. Draws a handgun in the presence of a member of the public, excluding a member of the police service, while on duty, or discharges a firearm;
  - b. Uses a weapon other than a firearm on another person; or
  - c. Uses force on another person that results in an injury requiring medical attention.

- 4.2 The written report shall be in accordance with the use of force reporting guidelines outlined in *O. Reg 391/23* and shall be for the purposes of obtaining information to guide training and procedures within the Service.

## **5.0 USE OF FORCE REPORT**

- 5.1 In respect of use of force reports prepared pursuant to *O. Reg 391/23*, the Chief shall ensure:
- a. That Part A of the use of force report is retained in accordance with the Board By-Law 2025-006 Retention and Destruction of Records; and
  - b. That Part B of the use of force report is destroyed not later than thirty days after the report is submitted, unless, in the opinion of the Board, that it is necessary that the reports be retained for an additional period for the purposes of determining whether members of the Service should receive additional training. The additional period shall not extend past the second anniversary of the date the report is submitted.

## **6.0 TRAINING REQUIREMENTS**

- 6.1 The Chief shall ensure that all members receive appropriate training, refresher training and re-qualification, in respect of use of force and such required training shall, at a minimum, meet the standards set by the Ministry.
- 6.2 All use of force training provided to members shall include training on:
- a. Legal requirements;
  - b. Exercise of judgement;
  - c. Safety;
  - d. Theories relating to the use of force; and
  - e. Practical proficiency.
- 6.3 The Chief shall maintain training records for each member on the use of force and the use of firearms which shall include the members name, training dates, training content, competency, all pertinent documentation on a failure to qualify and the instructor's signature.
- 6.4 The Chief shall ensure that the appropriate additional training and support is provided to any member who is unsuccessful in re-qualification on any use of force option, and rendered unqualified to utilize that use of force option.
- 6.5 The Chief shall ensure that a member who has not successfully completed required training within the time required to do so, shall not be deployed to any position which may reasonably require the member to use force on another person until the member fulfils the appropriate training requirements.

## **7.0 DISCHARGE OF FIREARMS**

- 7.1 The Chief shall ensure that all reports from the Special Investigations Unit on an investigation of death or injury resulting from the discharge of a firearm made pursuant to section 9(1) of *O. Reg 391/23* are submitted to the Board.
- 7.2 The Chief shall ensure that all instances of the Chief and Deputy Chief's discharge of a firearm in the course of their duties are reported to the Board pursuant to Section 9(5) of *O. Reg 391/23*.

## **8.0 SPECIAL INVESTIGATIONS UNIT**

- 8.1 The Chief shall ensure that incidents of serious injury or death are reported as required to the Special Investigations Unit and shall ensure the provision of ongoing cooperation with Special Investigations Unit investigators and employees.

## **9.0 CRITICAL INCIDENT TRAUMA AFTERCARE**

- 9.1 The Chief shall ensure that members are provided with satisfactory support and assistance following a critical incident.

## **10.0 EQUIPMENT**

- 10.1 Pursuant to Section 37 of the Act, the Board is responsible for providing adequate equipment for the Service.
- 10.2 The Chief shall ensure that all members receive adequate training in respect of the use of equipment provided to them by the Service, including, but not limited to, body armour, secure holsters, impact weapons, aerosol weapons, firearms and traffic radar equipment in accordance with Ministry guidelines.
- 10.3 The Chief shall ensure that accurate records are maintained detailing all equipment issued to each member, equipment that is relinquished to the Service when no longer used by the member or relinquished when the member has terminated employment with the Service.

## **11.0 REPORTS TO THE BOARD**

- 11.1 The Chief shall provide an annual report to the Board, or more frequently, if requested by the Board, containing:
  - a. Data on use of force training and reporting for the Service;
  - b. Comparative data for the same time period in the preceding year;



- c. The number of members who did not successfully complete required training, the reasons for not doing so and the remedial action taken; and
- d. Recommendations, if any, for amendments to the Use of Force Policy.

## **12.0 DUTIES OF THE BOARD**

12.1 Upon notification from the Chief that a member has failed to qualify in firearms after remedial training, the Board shall:

- a. Determine whether adequate support and assistance has been provided to the member to aid the member in achieving proficiency in firearms training; and
- b. Consider if the member should be accommodated in an alternate position without undue hardship on the Service.

12.2 In this By-law words imparting singular include the plural and vice versa.

12.3 This By-Law supersedes all policies and/or by-laws previously adopted by the Board pursuant to *O. Reg 391/2*.

## **13.0 EFFECTIVE DATE**

13.1 By-Law 2015-1, as amended, sections of By-Laws and procedural policies of the Board inconsistent with the provisions of this By-Law are hereby repealed.

13.2 This by-law shall come into effect on passage.

BY-LAW passed by the Greater Sudbury Police Service Board, this 17<sup>th</sup> day of December 2025.

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Chair

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Board Administrator



## **GREATER SUDBURY POLICE SERVICE BOARD BY-LAW BY-LAW 2025-003**

A By-Law of the Greater Sudbury Police Service Board to authorize a grant for the Greater Sudbury Police Pipes and Drums.

**WHEREAS** section 46(1) of the *Community Safety and Policing Act, 2019*, authorizes the Board to establish its own rules and procedures in performing its duties under the Act and the regulations; and

**WHEREAS** the Board supports the Greater Sudbury Police Pipes and Drums financially; and

**WHEREAS** the Greater Sudbury Police Service Board wishes to make a grant to the Greater Sudbury Police Service Pipes and Drums; now

**NOW THEREFORE, the Greater Sudbury Police Service Board hereby enacts as follows:**

- 1.0** The Board authorizes a grant in the amount up to \$30,000 to the Greater Sudbury Police Services Pipes and Drums with funds to be drawn from the Capital Financing Reserve Fund.
- 2.0** The Chief of Police is hereby authorized to execute any agreement, amendment or other related document to set out the terms on which the grant will be provided.
- 3.0** The City's Chief Financial Officer/Treasurer may advance all or part of the grant from time to time in accordance with a written request by the Chief of Police.
- 4.0** **EFFECTIVE DATE**
  - 4.1** By-Law 2007-1, as amended, and all By-Laws, sections of By-Laws and procedural policies of the Board inconsistent with the provisions of this By-Law are hereby repealed.
  - 4.2** This By-Law shall come into force and take effect immediately upon the final passing hereof.

BY-LAW passed by the Greater Sudbury Police Service Board, this 17<sup>th</sup> day of December 2025.

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Chair

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Board Administrator



## **GREATER SUDBURY POLICE SERVICE BOARD BY-LAW BY-LAW 2025-004**

A By-Law to establish fees for certain services provided by the Greater Sudbury Police Service.

**WHEREAS** section 46(1) of the *Community Safety and Policing Act* (CSPA) authorizes the Board, by by-law, to make rules for the effective management of the police service;

**AND WHEREAS** Section 391(1.1) of the *Ontario Municipal Act*, S.O. 2001, c. 25, as amended, allows local boards, including Police Service Boards, to impose fees or charges on persons for services or activities provided or done on behalf of the Board;

**AND WHEREAS** the Board has determined that it is appropriate to charge fees in respect of certain services provided by the Police Service in order to recover part of the costs expended by the Police Service in the provision of the service;

**NOW, THEREFORE, the Greater Sudbury Police Service Board hereby enacts as follows:**

### **1.0 DEFINITIONS**

#### **BOARD**

Means the Greater Sudbury Police Service Board.

#### **CHIEF FINANCIAL OFFICER/TREASURER**

Means the Chief Financial Officer/Treasurer for the City of Greater Sudbury.

#### **CHIEF OF POLICE**

Means the Chief of the Greater Sudbury Police Service.

#### **SERVICE**

Means the Greater Sudbury Police Service.

### **2.0 FEES FOR SERVICES**

2.1 All applications or requests for services made to the Service shall be accompanied by the appropriate fee as set out in Schedule “A” to this By-Law.

2.2 In appropriate circumstances, an invoice may be sent out following the completion

of the requested service in which case the fee shall be due and payable.

2.3 The Chief of Police may reduce the amount of, or waive the requirement for the payment of a fee where the Chief is satisfied it would be unreasonable to require payment in accordance with Schedule "A".

2.4 Fees included in Schedule "A" attached to this By-Law are subject to Goods and Services Tax and Provincial Sales Tax where applicable.

### **3.0 ANNUAL INFLATIONARY INCREASE**

3.1 The fees provided for in this By-Law shall be automatically adjusted for inflation on January 1, 2010, and on January 1 in every year thereafter by the Chief Financial Officer/Treasurer in the amount the Chief Financial Officer/Treasurer deems appropriate based on the greater of 3% and the September Statistics Canada Consumer Price Index for all items and provided further that the Chief Financial Officer/Treasurer may consider previous index changes, and previous fee adjustments or non-adjustments in making his or her determination.

3.2 The Chief of Police shall inform the Board of these annual adjustments, and this By-Law shall be deemed to have been amended accordingly.

### **4.0 SCHEDULES**

4.1 The Schedule attached and entitled as follows, forms part of this By-Law:

Schedule "A" – Greater Sudbury Police Service Fee Schedule

5.0 In the By-Law and the attached Schedule words imparting singular include the plural and vice versa.

6.0 This By-Law amends and repeals By-Law 2009-3 being a By-Law to Establish Fees for Certain Services Provided by the Greater Sudbury Police Service.

### **7.0 EFFECTIVE DATE**

7.1 By-Law 2009-3, as amended, and all By-Laws, sections of By-Laws and procedural policies of the Board inconsistent with the provisions of this By-Law are hereby repealed.

7.2 This By-Law shall come into effect on passage.

BY-LAW passed by the Greater Sudbury Police Service Board, this 17<sup>th</sup> day of December 2025.

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Chair

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Board Administrator

Effective January 1st 2025, the fees for services provided by the Greater Sudbury Police Service as approved by the Police Services

Board will be as follows:

Service	Subtotal	HST	Total
<b>Records Check &amp; Fingerprints</b>			
Record Check (CRC/CRJMC/VSC)	\$ 43.00	\$	43.00
Record Check - Student (for school purposes)	\$ 28.00	\$	28.00
Record Check - VSC Volunteer	\$ 28.00	\$	28.00
Record Check - CRC/CRJMC Volunteer with organization letter (PRCRA Bill 13)-no charge	\$ -	\$	-
<b>Record Check - Extra Copies</b>	<b>\$ 5.00</b>	<b>\$</b>	<b>5.00</b>
Record Check - Expedited	\$ 37.00	\$	37.00
Broad Record Checks (Adoption/Parent Custody) & /Name Change RC-Includes fingerprints	\$ 71.00	\$	71.00
Non-Parent Custody/Access (CLRA)- Includes fingerprints	\$ 71.00	\$	71.00
Record Suspension, Local Police Record Check	\$ 43.00	\$	43.00
<b>Report Requests</b>			
Occurrence List	\$ 65.49	\$ 8.51	\$ 74.00
General Occurrence Reports (GOR)	\$ 65.49	\$ 8.51	\$ 74.00
GOR - Other Related Reports	\$ 30.09	\$ 3.91	\$ 34.00
Witness Statement (per statement)	\$ 30.97	\$ 4.03	\$ 35.00
Officer's Notebook Notes (per officer)	\$ 65.49	\$ 8.51	\$ 74.00
Photographs, Electronic Reproduction (up to 10 photos)	\$ 27.43	\$ 3.57	\$ 31.00
Photographs - Additional Cost per Image	\$ 4.42	\$ 0.58	\$ 5.00
<b>Recordings, Electronic Reproduction (Audio/Video)</b>	<b>\$ 66.37</b>	<b>\$ 8.63</b>	<b>\$ 75.00</b>
<b>Body Worn Camera/In Car Camera Video Footage**New</b>	<b>\$ 66.37</b>	<b>\$ 8.63</b>	<b>\$ 75.00</b>
Motor Vehicle Collision Report (MVCR)	\$ 55.75	\$ 7.25	\$ 63.00
Reconstruction Report	\$ 2,618.75	\$ 340.44	\$ 2,959.19
Reconstruction Supplementary Report (Hourly Charge)	\$ 32.74	\$ 4.26	\$ 37.00
Executive Summary Report (Hourly Charge)	\$ 32.74	\$ 4.26	\$ 37.00
Scene Measurements, Map Overlay and Data	\$ 861.06	\$ 111.94	\$ 973.00
Motor Vehicle Inspection Report (per vehicle)	\$ 176.99	\$ 23.01	\$ 200.00
<b>Other services</b>			
Destruction of Fingerprints and Photograph Application	\$ 39.82	\$ 5.18	\$ 45.00
Statistical Information (Fee per hour - 1/2 hour minimum)	\$ 105.00	\$ -	\$ 105.00
Project LIFESAVER Annual Fee	\$ 245.00	\$ -	\$ 245.00
<b>Verified Security Alarm Response Program</b>			
False Alarm Dispatch Fee	\$ 160.00	\$ 20.80	\$ 180.80
Cancelled Accepted False Alarm Dispatch Fee	\$ 80.00	\$ 10.40	\$ 90.40
<b>Paid Duty fees - 01 January 2025</b>			
Paid Duty Hourly Rate - Constable*	\$ 80.09	\$ 10.41	\$ 90.50
Paid Duty Hourly Rate - Sergeant*	\$ 91.62	\$ 11.91	\$ 103.53
Paid Duty Hourly Rate - Staff Sergeant*	\$ 101.03	\$ 13.13	\$ 114.16
Paid Duty Cruiser Fee Per Hour	\$ 34.64	\$ 4.50	\$ 39.14
Paid Duty Boat, Trailer & Tow Vehicle Fee Per Hour (Minimum 3 hour charge)	\$ 84.77	\$ 11.02	\$ 95.79
Paid Duty Administration Fee - fee equals 20% of total contract	\$ -	\$ -	\$ -
<b>Paid Duty fees - 01 July 2025</b>			
Paid Duty Hourly Rate - Constable*	\$ 80.09	\$ 10.41	\$ 90.50
Paid Duty Hourly Rate - Sergeant*	\$ 91.62	\$ 11.91	\$ 103.53
Paid Duty Hourly Rate - Staff Sergeant*	\$ 101.03	\$ 13.13	\$ 114.16
Paid Duty Cruiser Fee Per Hour	\$ 34.64	\$ 4.50	\$ 39.14
Paid Duty Boat, Trailer & Tow Vehicle Fee Per Hour (Minimum 3 hour charge)	\$ 84.77	\$ 11.02	\$ 95.79
Paid Duty Administration Fee - fee equals 20% of total contract	\$ -	\$ -	\$ -

\*Notwithstanding Section 4 of By-Law 2009-3, paid duty rates shall be adjusted in accordance with the collective agreement between the Board and the Sudbury Police Association in effect at the time of the paid duty assignment and not the Consumer Price Index. **A minimum three (3) hour charge shall apply.**



## **GREATER SUDBURY POLICE SERVICE BOARD BY-LAW BY-LAW 2025-005**

A By-Law to establish governance standards to comply with the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56.

**WHEREAS** Section 3 (2) of the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56 provides that the Board may designate from among its members, a person to act as Head of the Institution for the purposes of the *Act*;

**AND WHEREAS** Section 49 (1) of that *Act* provides that a Head may delegate a power or duty as vested in the Head to officers or employees of the Institution subject to such limitations, restrictions, conditions or requirements as the Head may set out in the delegation;

**AND WHEREAS** the Board desires to establish guidelines for compliance with the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56 for the disclosure of information;

**AND WHEREAS** section 46 (1) of the *Community Safety and Policing Act* authorizes the Board, by by-law, to make rules for the effective management of the police service;

**NOW THEREFORE, the Greater Sudbury Police Service Board hereby enacts as follows:**

### **1.0 DEFINITIONS**

#### **ACT**

Means the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56.

#### **BOARD**

Means the Greater Sudbury Police Service Board.

#### **CHAIR**

Means the Chair of the Greater Sudbury Police Service Board.

#### **CHIEF OF POLICE**

Means the Chief of the Greater Sudbury Police Service.



## HEAD

Means in respect of the Institution, the Individual determined to be Head under this By-Law.

## INSTITUTION

Means the Greater Sudbury Police Service.

### **2.0 DESIGNATION OF HEAD OF THE INSTITUTION**

- 2.1 Pursuant to Section 3(2) of the *Act*, the Board designates the Chair as the Head of the Institution for the purposes of the *Act*.

### **3.0 DELEGATION OF POWERS**

- 3.1 Pursuant to Section 49(1) of the *Act*, the Chair delegates the powers and duties vested in the Head under the *Act* to the Chief of Police and/or his designate with respect to all records in the custody or under the control of the Institution.

### **4.0 CHIEF OF POLICE**

- 4.1 The Chief of Police shall develop written procedures to ensure compliance with the requirements of the *Act* including provisions which ensure right of access to information under control of the Institution as well as the protection of personal information.
- 4.2 The Chief of Police shall ensure that all members who receive delegation of the duties under Section 3 of this By-Law receive the appropriate training on the *Act* and its administration.

### **5.0 REPORTING REQUIREMENTS**

- 5.1 The Chief of Police or designate shall ensure that an annual report is filed with the Ontario Information Privacy Commission in the format required by the Commission.
- 5.2 The Chief shall provide an annual statistical report to the Board which shall contain, at a minimum, the following information:
- a. The total number of personal information requests;
  - b. The total number of general information requests;
  - c. The sources of the requests;
  - d. The Disposition of requests;
  - e. Exemptions claimed; and
  - f. Total fees collected.

- 6.0 In this By-law words imparting singular include the plural and vice versa.

**7.0 EFFECTIVE DATE**

7.1 By-Law 2015-2, as amended, and all By-Laws, sections of By-Laws and procedural policies of the Board inconsistent with the provisions of this By-Law are hereby repealed.

7.2 This By-Law shall come into effect on passage.

BY-LAW passed by the Greater Sudbury Police Service Board, this 17<sup>th</sup> day of December 2025.

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Chair

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Board Administrator



## **GREATER SUDBURY POLICE SERVICE BOARD BY-LAW BY-LAW 2025-006**

A By-Law to establish governance standards relating to the retention and destruction of records directly related to any law enforcement activity with respect to a person or body and those other records that come into the possession and use of the Greater Sudbury Police Service.

**WHEREAS** Section 254(1) of the *Ontario Municipal Act*, S.O. 2001, c. 25 states that;

*“A municipality shall retain and preserve the records of the municipality and its local boards in a secure and accessible manner...”*

**AND WHEREAS** Section 255(1) of the *Ontario Municipal Act*, S.O. 2001, c. 25 states that;

*“Except as otherwise provided, a record of a municipality or local board may only be destroyed in accordance with this section.”*

**AND WHEREAS** Section 255(6) of the *Ontario Municipal Act*, S.O. 2001, c. 25 states that;

*“In this section “record” does not include a record of a police Service Board that is directly related to any law enforcement activity with respect to a person or a body.”*

**AND WHEREAS** the Board is authorized by Section 46 (1) of the *Community Safety and Policing Act*, as amended, to create Bylaws so as to make rules for the effective management of the police force;

**AND WHEREAS** the Greater Sudbury Police Service (the “Service”) has been retaining and destroying records in accordance with Greater Sudbury Police Service Board By-Law 2020-1;

**AND WHEREAS** Section 30 of the *Municipal Freedom of Information and Protection of Privacy Act* requires that Personal Information be retained by the Board for a period prescribed by the Regulation;

**AND WHEREAS** *O. Reg. 395/23: Investigations* requires the submission and updating of ViCLAS crime analysis reports;

**AND WHEREAS** *O. Reg. 391/23: Use of Force and Weapons* requires the retention of Use of Force Reports for a period prescribed by the Regulation;

**AND WHEREAS** the Ministry's designated Ontario Major Case Management Manual establishes procedures for the management of records relating to major case investigations;

**AND WHEREAS** Section 46(1) of the *Community Safety and Policing Act* authorizes the Board, by bylaw, to make rules for the effective management of the police service;

**AND FURTHER WHEREAS** the Greater Sudbury Police Service Board deems it prudent as a matter of best practices and in accordance with the *Community Safety and Policing Act*, and the *Policing Standards Manual* that a Records Retention and Destruction Schedule be maintained to address the records of the Greater Sudbury Police Service that directly relate to law enforcement activity with respect to a person or a body;

**NOW THEREFORE, the Greater Sudbury Police Service Board hereby enacts as follows:**

## **1.0 DEFINITIONS**

### **ACT**

Means the *Community Safety and Policing Act* as amended.

### **ACTIVE or A**

Means retained until the end of event, investigation, employment

### **BOARD**

Means the Greater Sudbury Police Service Board.

### **CHIEF OF POLICE**

Means the Chief of the Greater Sudbury Police Service.

### **CURRENT**

Means records in general circulation or use.

### **CURRENT YEAR or CY**

Means until December 31 of the current year

### **DORMANT**

Means records that are no longer current, but have not reached their destruction date.

### **HISTORICAL RECORD**

Means records of historical or noteworthy value after their administrative value expires. A record is of historical value if it concerns:

- a. The policies followed by the Greater Sudbury Police Service, and the various reasons for their adoption;
- b. The organization and administrative history of the Greater Sudbury Police Service;
- c. A specific individual transaction which established a legal status of any kind;
- d. Documents that may be presume to have a general or continuing interest;
- e. Major changes concerning the issuing of clothing, equipment, or the opening of new buildings; or
- f. Major criminal cases which may be of interest in the future.

#### INDEFINITE

Means records with unlimited retention subject to disposal when no longer required.

#### MEMBER

Means an employee of the Greater Sudbury Police Service.

#### PERMANENT

Means records that are to be retained as long as possible in the format used.

#### RECORDS

Means any record of information however recorded, whether in printed form, on film, by electronic means or otherwise, and includes:

- a. Correspondence, memorandum, book, plan, map, drawing, diagram, pictorial or graphic work, photograph, film, microfilm, sound recording, video tape, machine readable record, electronic messages any other documentary material, regardless of physical form or characteristics, and any copy thereof;
- b. Any record that is capable of being produced from a machine readable record under the control of the Service, by means of computer hardware and software, or any other information storage equipment and technical expertise normally used by the Service; and
- c. Records that are maintained in the computerized Records Management System utilized by the Greater Sudbury Police Service which shall be retained and destroyed in accordance with the retention periods as established by the Ontario Police Technology Information Cooperative.

#### RECORD OF DESTRUCTION

Means a schedule that is maintained for each record series that is destroyed which shall include:

- a. Brief description of records;
- b. Period of time the records span;
- c. Date, location and method of destruction;
- d. Signature of individual authorizing destruction; and
- e. A notation of any transfer of historical records.

### RECORDS GROUPING

Means when a record is attached or grouped together to form an information bank, file or dossier whereas the retention period for the group is ascertained by the longer period scheduled for any of the contents the grouping contains.

### SERVICE

Means the Greater Sudbury Police Service.

### SELECTIVE PURGING

Means no legal requirement to retain, keep until of no further use.

### TRANSITORY RECORDS

Records including e-mail, voice mail, text messages and working papers etc. that have temporary usefulness and are not required to meet statutory obligations, set policy, establish guidelines or procedures, certify a transaction, become a receipt or provide evidence of a legal, financial or operational decision. Could also include administrative documents including rough notes, preliminary drafts, calculations, etc. used in the preparation of other records.

### UNTIL SUPERSEDED

Means until a newer version is created replacing older version.

### VICLAS REPORTABLE OFFENCE

Means any offence that is reportable under the *O. Reg. 395/23: Investigations*.

### WORKING PAPERS

Included in TRANSITORY RECORDS.

## **2.0 SECURITY, RETENTION AND DESTRUCTION OF RECORDS**

- 2.1 All documents that come into the possession of the Greater Sudbury Police Service that are directly related to a law enforcement activity with respect to a person or a body, while in the possession of this Service shall be retained in a secure and accessible manner at all times.
- 2.2 All documents referred to in Section 2.1 shall be retained by the Greater Sudbury Police Service for a period of no less than those retention periods set out in Schedule “1” to this Bylaw, and thereafter those documents shall be destroyed in accordance with Schedule “1”.
- 2.3 The responsibility to ensure the retention and destruction of records shall be in accordance with Schedule “1” to this Bylaw.
- 2.4 The Chief of Police shall ensure that the Governing Authority Tables contained in Schedule “2” to this Bylaw is maintained on an annual basis to ensure those time periods set out in Schedule “1” remain valid and appropriate.

- 2.5 The Chief of Police is hereby authorized to make appropriate updates and changes to Schedules “1” as required by Schedule “2” or otherwise and is directed to report any such changes to the Board to ensure this Bylaw is properly updated on an annual basis or more frequently as the case might be.
- 2.6 Copies of all documents that do not fall within the description set out in Section 2.1 but which come into the possession of the Service be retained in accordance Schedule “1”.
- 2.7 All original documents describe in Article 2.6 shall be retained and destroyed in accordance with the retention periods set out in Schedule “1”.

### **3.0 METHOD OF DESTRUCTION**

- 3.1 Records of the Greater Sudbury Police Service that are to be destroyed shall be destroyed by means of shredding, burning or erasure.
- 3.2 All destroyed records shall be reduced to such a state as to be deemed totally destroyed.
- 3.3 Records shall not be disposed of by sale as waste or salvage.
- 3.4 The Chief of Police shall ensure the destruction of records is adequately supervised.
- 3.5 Personal information shall be disposed of in accordance with regulations of the *Municipal Freedom of Information and Protection of Privacy Act* and in accordance with any directions or guidelines issued by the Ministry responsible for the *Municipal Freedom of Information and Protection of Privacy Act*.
- 3.6 Outside suppliers of transportation and disposal services shall be bonded with security provisions included in the service contract.

### **4.0 SCHEDULES**

- 4.1 The Schedules attached and entitled as follows, form part of this bylaw:

Schedule “1” - Records Retention Periods/Records Responsibility  
Schedule “2” - Governing Authorities for Groups of Records

- 5.0 In this Bylaw and the attached Schedules words imparting singular include the plural and vice versa.

**6.0 EFFECTIVE DATE**

6.1 By-Law 2020-1 as amended, and all By-Laws, sections of By-Laws and procedural policies of the Board inconsistent with the provisions of this By-Law are hereby repealed.

6.2 This By-Law shall come into effect on passage.

BY-LAW passed by the Greater Sudbury Police Services Board, this 17<sup>th</sup> day of December 2025.

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Chair

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Board Administrator



# GREATER SUDBURY POLICE SERVICE

## RECORDS RETENTION BY-LAW – 2020 - SCHEDULE 1



# **GREATER SUDBURY POLICE SERVICES BOARD**

## **BY-LAW NO. 2020 -1**

### **Definitions:**

In this By-Law and the attached Schedules:

- (a) “Act” means the Police Services Act, R.S.O. 1990, c. P.15 as amended.
- (b) “Active” or “A” means retained until the end of event, investigation, employment
- (c) “Board” means the Greater Sudbury Police Services Board.
- (d) “Chief of Police” means the Chief of the Greater Sudbury Police Service.
- (e) “Current” means records in general circulation or use.
- (f) “Current Year” or “CY” means until December 31 of the current year
- (g) “Dormant” means records that are no longer current, but have not reached their destruction date.
- (h) “Historical Record” means records of historical or noteworthy value after their administrative value expires. A record is of historical value if it concerns:
  - (i) The policies followed by the Greater Sudbury Police Service, and the various reasons for their adoption;
  - (ii) The organization and administrative history of the Greater Sudbury Police Service;
  - (iii) A specific individual transaction which established a legal status of any kind;
  - (iv) Documents that may be presumed to have a general or continuing interest;
  - (v) Major changes concerning the issuing of clothing, equipment, or the opening of new buildings;
  - (vi) Major criminal cases which may be of interest in the future.
- (i) "Indefinite" means records with unlimited retention subject to disposal when no longer required.
- (j) “Member” means an employee of the Greater Sudbury Police Service.
- (k) “Permanent” means records that are to be retained as long as possible in the format used.

- (l) "Records" means any record of information however recorded, whether in printed form, on film, by electronic means or otherwise, and includes:
- (i) Correspondence, memorandum, book, plan, map, drawing, diagram, pictorial or graphic work, photograph, film, microfilm, sound recording, video tape, e-mail, machine readable record, any other documentary material, regardless of physical form or characteristics, and any copy thereof;
  - (ii) Any record that is capable of being produced from a machine readable record under the control of the Service, by means of computer hardware and software, or any other information storage equipment and technical expertise normally used by the Service; and
  - (iii) Records that are maintained in the computerized Records Management System utilized by the Greater Sudbury Police Service which shall be retained and destroyed in accordance with the retention periods as established by the Ontario Police Technology Information Cooperative.
- (m) "Record of Destruction" means a schedule that is maintained for each record series that is destroyed which shall include:
- (i) Brief description of records;
  - (ii) Period of time the records span;
  - (iii) Date, location and method of destruction;
  - (iv) Signature of individual authorizing destruction; and
  - (v) A notation of any transfer of historical records.
- (n) "Records Grouping" means when a record is attached or grouped together to form an information bank, file or dossier whereas the retention period for the group is ascertained by the longer period scheduled for any of the contents the grouping contains.
- (o) "Service" means the Greater Sudbury Police Service.
- (p) "Selective Purging" means no legal requirement to retain, keep until of no further use.
- (q) "Transitory Records" are records including e-mail, voice mail, text messages and working papers etc. that have temporary usefulness and are not required to meet statutory obligations, set policy, establish guidelines or procedures, certify a transaction, become a receipt or provide evidence of a legal, financial or operational decision. Could also include administrative documents including rough notes, preliminary drafts, calculations, etc. used in the preparation of other records.
- (r) "Until Superseded" means until a newer version is created replacing older version
- (s) "ViClas Reportable Offence" means any offence that is reportable under the *ViClas Regulation*.
- (t) "Working Papers" included in "Transitory Records"

RECORD	DESCRIPTION	RETENTION	BRANCH/ DIVISION
Auxiliary Program	<b>Attendance records per member</b> <b>Minutes of Meetings</b> <b>Notebooks</b> <b>Personnel files - <i>See Human Resources</i></b> <b>Promotional results - <i>See Human Resources</i></b> <b>Requests for Auxiliary presence</b> <b>Training records - <i>See Training Branch</i></b>	<ul style="list-style-type: none"> <li>• CY + 6Y</li> <li>• CY + 2Y</li> <li>• A + CY + 28Y</li> <li>• CY + 6Y</li> </ul>	Specialized Operations
Awards & Honours	<ul style="list-style-type: none"> <li>• Awards and Honours (non-member)</li> <li>• Personnel (police &amp; civilian members) – <i>See Human Resources</i></li> </ul>	<ul style="list-style-type: none"> <li>• CY + 25Y</li> <li>• Permanent</li> </ul>	Administration
BEAR Unit Records	<ul style="list-style-type: none"> <li>• Includes informant, surveillance and intelligence information.</li> </ul>	<ul style="list-style-type: none"> <li>• Until superseded or obsolete</li> </ul>	Criminal Investigations Integrated Crime
Bulletins	<ul style="list-style-type: none"> <li>• (Daily Bulletin-original in records) Including circulars received for other agencies, Parolee release and travel information, Trespass to Property Act Notices</li> </ul>	<ul style="list-style-type: none"> <li>• A + 3M</li> </ul>	Records & Customer Service
By-Laws	<ul style="list-style-type: none"> <li>• Issued by City of Greater Sudbury</li> <li>• Issued by the Police Services Board - <i>See Police Services Board</i></li> </ul>	<ul style="list-style-type: none"> <li>• Until Superseded</li> </ul>	Administration
Chief's Office	<ul style="list-style-type: none"> <li>• Chief's General Correspondence</li> <li>• Chief's Memorandums Issued by the office of the Chief of Police</li> <li>• Directives Issued by the office of the Chief of Police</li> <li>• Meetings Minutes - Chief's Aboriginal Community/Police Advisory Committee</li> </ul>	<ul style="list-style-type: none"> <li>• CY +2Y</li> <li>• CY + 25Y</li> <li>• CY + 25Y</li> <li>• CY + 25Y</li> </ul>	Administration Administration Administration Administration





RECORD	DESCRIPTION	RETENTION	BRANCH/ DIVISION
	<ul style="list-style-type: none"> <li>• VTRAS (Violence Threat Risk Assessment) –referrals</li> <li>• VTRAS – focused patrols</li> <li>• Youth referrals and engagement – focused patrols</li> </ul>	<ul style="list-style-type: none"> <li>• CY + 3Y</li> <li>• CY + 3Y</li> <li>• CY + 3Y</li> </ul>	
Community Sexual Assault Case Review Committee	• Recommendations and Review Documentation	• CY + 25Y	Criminal Investigations (Sexual Assault)
Complaints	<i>See Professional Standards</i>		
Conferences	<i>See Training</i>		
Confidential Crown Briefs	<ul style="list-style-type: none"> <li>• Briefs corresponding to outstanding arrest warrants</li> <li>• Federal Statutes</li> <li>• Municipal By-Laws</li> <li>• Provincial Statutes</li> </ul>	<ul style="list-style-type: none"> <li>• Until Warrant Executed or withdrawn by the Crown</li> <li>• CY + 2Y</li> <li>• CY + 2Y</li> <li>• CY + 2Y</li> </ul>	Specialized Operations (Courts)
Corporate Communications	<ul style="list-style-type: none"> <li>• Marketing Manual</li> <li>• News Releases</li> <li>• Public Relations Photographs</li> </ul>	<ul style="list-style-type: none"> <li>• Until Superseded</li> <li>• CY + 4Y</li> <li>• Selective Purging</li> </ul>	Strategic Operations (Corporate Com)
Counterfeit Money	• Counterfeit Money – summary	• CY + 7Y	Criminal Investigations (Fraud)

RECORD	DESCRIPTION	RETENTION	BRANCH/ DIVISION
Court Dockets	<ul style="list-style-type: none"> <li>Copies of Provincial Dockets</li> </ul>	<ul style="list-style-type: none"> <li>CY + 1Y</li> </ul>	Specialized Operations (Courts)
Court Exhibits	<i>See G.S.P.S. Property –Retention Bylaw</i> <ul style="list-style-type: none"> <li><i>Pertaining to all physical property and related documentation</i></li> </ul>		
CPIC	<ul style="list-style-type: none"> <li>Automatic Purge Report</li> <li>Executed committal warrant cards</li> <li>Missing persons entries – located</li> <li>Missing persons entries – outstanding</li> <li>Missing Persons - hard copy occurrence reports on outstanding missing persons retained in CPIC (Pre OMPPAC/Niche)</li> <li>Monthly Validation Lists</li> <li>Monthly Validation Report – Cover page</li> <li>Narrative Messages</li> <li>Occurrence Report - Any hard copy occurrence report where a matching record exists in CPIC, retained in CPIC (Pre OMPPAC/Niche)</li> <li>(QAR) Quality Assurance Report</li> <li>RCMP CPIC Audit Report</li> <li>Recognizance/Undertaking</li> </ul>	<ul style="list-style-type: none"> <li>CY + 2Y</li> <li>CY + 2Y</li> <li>3M</li> <li>Until Located</li> <li>While Outstanding</li> <li>CY + 2Y</li> <li>CY + 2Y</li> <li>A + 3M</li> <li>While Outstanding</li> <li>Permanent</li> <li>Permanent</li> <li>Until court Case completed + 3M</li> </ul>	Records & Customer Service
CPIC (cont.)			



RECORD	DESCRIPTION	RETENTION	BRANCH/ DIVISION
	<ul style="list-style-type: none"> <li>• <b>Stolen Guns</b> - hard copy occurrence reports on outstanding stolen guns retained in CPIC (Pre OMPPAC/Niche)</li> <li>• <b>Stolen vehicle entries – located</b></li> <li>• <b>Stolen vehicle entries – outstanding</b></li> <li>• <b>Zone/Provincial Alerts</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>While Outstanding</b></li> <li>• <b>3M</b></li> <li>• <b>CY + 5Y</b></li> <li>• <b>A + 3M</b></li> </ul>	
<b>Crime Analysis</b>	<ul style="list-style-type: none"> <li>• <b>Analytical Reports</b></li> <li>• <b>Requests for Analysis</b> and/or assistance Files contain information such as Niche printouts, drafts, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Until superseded or obsolete</b></li> <li>• <b>Until superseded or obsolete</b></li> </ul>	<b>Strategic Operations</b>
<b>Crime Prevention</b>	<ul style="list-style-type: none"> <li>• <b>CPTED Audits</b></li> <li>• <b>Police Week etc.-</b> Correspondence and related files, initiatives and events, including parades, bike rodeos, walkathons, displays, V.I.P. visits, etc.</li> <li>• <b>Statistics</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>CY + 5Y</b></li> <li>• <b>CY + 5Y</b></li> <li>• <b>CY + 5Y</b></li> </ul>	<b>Integrated Operations (PCRC)</b>
<b>Criminal Files</b>	<ul style="list-style-type: none"> <li>• <b>Criminal File Packages</b> - containing all court documents, confidential record, RCMP form, etc. maintained by hard copy.</li> <li>• <b>Criminal File Packages</b> re: Young Persons</li> </ul>	<ul style="list-style-type: none"> <li>• <b>CY + 15Y or until deceased or age 75, unless active</b></li> <li>• <b>As per YCJA</b></li> </ul>	<b>Specialized Operations (Courts)</b>
<b>Criminal Files (cont.)</b>	<ul style="list-style-type: none"> <li>• <b>Criminal Record Database</b> – file numbers from 1980 to current maintained electronically</li> </ul>	<ul style="list-style-type: none"> <li>• <b>50D</b></li> </ul>	

RECORD	DESCRIPTION	RETENTION	BRANCH/ DIVISION
	<ul style="list-style-type: none"> <li>• <b>Prior to 1989 Pre OMPPAC/NICHE</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>50D</b></li> </ul>	
<b>Dailey Arrest Sheets</b>	<ul style="list-style-type: none"> <li>• <b>Charged and Arrested persons</b> - (Listing of All) maintained electronically</li> </ul>	<ul style="list-style-type: none"> <li>• <b>CY + 2Y</b></li> </ul>	<b>Records &amp; Customer Service</b>
<b>Digital Video</b>	<ul style="list-style-type: none"> <li>• <b>Perimeter and Internal Security Video</b></li> <li>• <b>Prisoner Care and Control</b> - recorded onto internal DVR recording system.</li> <li>• <b>Recordings seized for court purposes or investigative purposes.</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>30 days</b></li> <li>• <b>CY + 1Y</b></li> <li>• <b>Until court case is complete + Appeal Period</b></li> </ul>	<b>Communications Information Technology</b>
<b>Document Evidence</b>	<ul style="list-style-type: none"> <li>• <b>Documents – for court</b> <ul style="list-style-type: none"> <li>• cheques, invoices, software, search warrants (held on site until examined, after examination either returned to owner or held as evidence in crown brief)</li> <li>• When matter is unfounded or a civil matter documents are returned to owner</li> </ul> </li> <li>• <b>Documents – obtained during an Investigations</b> <ul style="list-style-type: none"> <li>○ Solved Cases – no court</li> <li>○ Unsolved Cases -</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>Until completion of Court Case + Appeal period</b></li> <li>• <b>CY + 5Y</b></li> <li>• <b>Retained until solved + 5Y</b></li> </ul>	<b>Specialized Operations (Courts)</b>
<b>E-Mail</b>	<i>See Transitory Records</i>		
<b>Emergency Plans</b>  <b>Emergency Plans (cont.)</b>	<b>All Emergency Plans – (includes Liaison Team/Labour)</b> <ul style="list-style-type: none"> <li>• GSPS Emergency Management Plan – Current plan and earlier version of plan</li> <li>• Operational Plans (SMEAC)</li> <li>• Situational Awareness Response Report (SARR)</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Until superseded</b></li> <li>• <b>CY + 1Y</b></li> <li>• <b>CY + 1Y</b></li> </ul>	<b>Patrol Operations (Emergency Management and Preparedness)</b>

RECORD	DESCRIPTION	RETENTION	BRANCH/ DIVISION
	<ul style="list-style-type: none"> <li>Warnings and Awareness Email to Officers – 1 year</li> </ul>	<ul style="list-style-type: none"> <li><b>CY + 1Y</b></li> </ul>	
<b>Equipment/Supplies</b>	<ul style="list-style-type: none"> <li><b>Employee issued</b> – Includes O.C. spray, handcuffs, body armour. Record of quantities, type of clothing and equipment issued to personnel and quantities of service returned when employment is terminated.               <ul style="list-style-type: none"> <li><b>Body Armour</b> Log of Issued Body Armour Log of Body Armour disposal</li> <li><b>Handcuffs</b> Log of issued or defective handcuffs including serial numbers</li> <li><b>Lockers</b> Log of Issued Locker numbers</li> <li><b>O.C. Spray</b> Log of empty or defective O.C. spray disposal</li> </ul> </li> <li><b>Key Maintenance Log</b></li> <li><b>Requisitions</b> For Equipment and Supplies</li> <li><b>Specialty Branches</b> Record of anything issued specifically to a branch. (i.e.; bicycle, tactical equipment, dirt bike uniform/equipment, etc.)</li> </ul>	<ul style="list-style-type: none"> <li><b>A + CY + 5Y</b></li> <li><b>Permanent</b></li> <li><b>CY + 1Y</b></li> <li><b>Permanent</b></li> <li><b>Until Superseded</b></li> <li><b>CY + 4Y</b></li> <li><b>Permanent</b></li> <li><b>CY + 2Y</b></li> <li><b>A + CY + 5Y</b></li> </ul>	<b>Finance (Equipment/ Supplies)</b>
<b>Exhibits (Drug Vault)</b>	<i>See G.S.P.S. Property –Retention Bylaw</i> <ul style="list-style-type: none"> <li><i>Pertaining to all physical property and related documentation</i></li> </ul>		
<b>False Alarm Reduction Program</b>	<ul style="list-style-type: none"> <li><b>Includes records</b> - regarding the management of private home alarm systems as well as business alarm systems which includes the registration and the history involved with the registration. (Records are maintained on Cry Wolf software)</li> </ul>	<ul style="list-style-type: none"> <li><b>Current</b></li> </ul>	<b>Finance</b>
<b>False Alarm Reduction Program (cont.)</b>	<ul style="list-style-type: none"> <li><b>Financial Documents</b> - Payment Tally Sheet with attached bank deposit slip and receipt books</li> </ul>	<ul style="list-style-type: none"> <li><b>CY + 7Y</b></li> </ul>	

RECORD	DESCRIPTION	RETENTION	BRANCH/ DIVISION
	<ul style="list-style-type: none"> <li>• <b>Registration Forms and Invoices</b> – hardcopy</li> </ul>	<ul style="list-style-type: none"> <li>• <b>CY + 1Y</b></li> </ul>	
<b>Finance</b>	<ul style="list-style-type: none"> <li>• <b>Budget (General) Preparation</b></li> <li>• <b>Budget (Final) Documents</b></li> <li>• <b>Building and Fire Extinguisher</b> - inspection reports</li> <li>• <b>Building Plans</b> - Final Drafts</li> <li>• <b>Committee Files</b></li> <li>• <b>Damage to Private Property</b> Files pertaining to claims for restitution.</li> <li>• <b>Facilities</b> - Tenders, Projects, Assessments</li> <li>• <b>Financial Documents</b> Source Documents - All original documents, cheque requests, statements, procurement card receipts, etc. related to Finance transactions. (Including receipts)</li> <li>• <b>Grants</b> (financial back-up files) Any documentation regarding grants for special programs</li> <li>• <b>Inventory of Fixed Assets</b> (records kept by Purchase Orders) while active</li> <li>• <b>Lost/stolen/damaged equipment</b> – notifications</li> </ul>	<ul style="list-style-type: none"> <li>• <b>CY + 7Y</b></li> <li>• <b>Permanent</b></li> <li>• <b>CY + 3Y</b></li> <li>• <b>Permanent</b></li> <li>• <b>Until superseded or obsolete</b></li> <li>• <b>CY + 7Y</b></li> <li>• <b>Permanent</b></li> <li>• <b>CY + 7Y</b></li> <li>• <b>A + CY + 7Y from conclusion of grant</b></li> <li>• <b>Permanent</b></li> <li>• <b>CY + 3Y</b></li> </ul>	<b>Finance</b>
<b>Finance (cont.)</b>	<ul style="list-style-type: none"> <li>• <b>Monthly Financial Statements</b> (Computer print-outs)</li> </ul>	<ul style="list-style-type: none"> <li>• <b>CY + 5Y</b></li> </ul>	

RECORD	DESCRIPTION	RETENTION	BRANCH/ DIVISION
	<ul style="list-style-type: none"> <li>• <b>Petty Cash</b> – Receipts, cancelled cheques etc.</li> <li>• <b>Project Files</b> (financial back-up files)</li> <li>• <b>Purchase Orders</b> Purchase Orders and quotations as well as all related files.</li> <li>• <b>Receipts</b> - for Committal Warrants, Insurance Requests, Police Clearances, Record Cheques, Cruiser Rentals etc.</li> <li>• <b>Supply Requisition</b> (Duplicate Copy) For alteration work, purchase authority</li> <li>• <b>Tenders/Request for Proposal</b> - Originals are kept on file at the City (files may include working papers) – including vehicles</li> <li>• <b>Travel Expense/Claim Forms</b> – records</li> <li>• <b>Vendor Files</b> – Invoices</li> <li>• <b>Warranties</b> and special product information</li> <li>• <b>Working papers</b> for current and capital budgets (Files of requirement, costs and quotes)</li> </ul>	<ul style="list-style-type: none"> <li>• <b>CY + 7Y</b></li> <li>• <b>A + CY + 7Y from conclusion of project</b></li> <li>• <b>CY + 20Y</b></li> <li>• <b>CY + 7Y</b></li> <li>• <b>CY + 2Y</b></li> <li>• <b>Active for term of tender/request proposal + CY + 7Y</b></li> <li>• <b>CY + 7Y</b></li> <li>• <b>CY + 7Y</b></li> <li>• <b>Until superseded or obsolete</b></li> <li>• <b>Permanent</b></li> </ul>	
<b>Fingerprints</b>	<ul style="list-style-type: none"> <li>• <b>Charged Persons</b> (Adult - Convicted)</li> <li>• <b>Charged Persons</b> (Adults – non convictions)</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Permanent</b></li> <li>• <b>Destroyed upon</b></li> </ul>	<b>Criminal Investigations (Forensics)</b>

RECORD	DESCRIPTION	RETENTION	BRANCH/ DIVISION
	<ul style="list-style-type: none"> <li>• <b>Charged Persons</b> (YCJA)</li> <li>• <b>Consent Prints</b> (for elimination purposes)</li> <li>• <b>Employment</b> - Officer/Civilian Personnel/ Auxiliary Officers, Students, Volunteers</li> <li>• <b>Record Suspension Persons</b></li> <li>• <b>Scenes of Crime</b> <ul style="list-style-type: none"> <li>○ (Unsolved)</li> <li>○ (Solved)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• request</li> <li>• As per YCJA</li> <li>• <b>Destroyed once Eliminated</b></li> <li>• A + CY + 28Y</li> <li>• <b>Sealed upon confirmation of record suspension and/or destroyed upon request</b></li> <li>• <b>Permanent</b></li> <li>• <b>Permanent</b></li> </ul>	
<b>Fleet</b>	<ul style="list-style-type: none"> <li>• <b>Accidents</b> - Cruiser (Vehicles) - Traffic reports, memos, insurance letters, correspondence, estimates.</li> <li>• <b>Fleet</b> - A file is maintained on every vehicle which contains records pertaining to each specific vehicle (including work orders, maintenance records and invoices)</li> <li>• <b>Fleet Equipment Inventory and Authorized Access Codes:</b> Stop Sticks, Parking Compound Gate Cards, City Parking Gate Transponders, Access Pegs, Fuel Pins, 407 ETR Transponders</li> <li>• <b>Gas Consumption Reports</b>, Fleet facts, GM &amp; Ford information and buying guides</li> </ul>	<ul style="list-style-type: none"> <li>• A – <b>During Investigation + CY + 10Y</b></li> <li>• A - <b>Life of vehicle + CY + 2Y</b></li> <li>• <b>Active until superseded or obsolete</b></li> <li>• <b>CY + 2Y</b></li> </ul>	<b>Finance (Fleet Services)</b>
<b>Fleet (cont.)</b>	<ul style="list-style-type: none"> <li>• <b>NAFA-LEG</b> (National Association of Fleet Administrators-Law Enforcement Group) and Police Co-operative Purchasing Group meeting information and fleet managers list. Various other fleet</li> </ul>	<ul style="list-style-type: none"> <li>• <b>CY + 2Y</b></li> </ul>	

RECORD	DESCRIPTION	RETENTION	BRANCH/ DIVISION
	books, guides and pamphlets		
	<ul style="list-style-type: none"> <li>• <b>Vehicle Mileage Log Books</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>A + CY + 2Y</b></li> </ul>	
<b>Forensic Unit</b>	<ul style="list-style-type: none"> <li>• <b>Daily Fingerprint Schedule</b> List of persons (date and time) being printed</li> <li>• <b>I.D. File</b> - file generated when an ID officer attends at a scene and may include, photographs, latents from scene, charts, film negatives, CFS submission forms and paperwork. It also includes video recordings</li> </ul>	<ul style="list-style-type: none"> <li>• <b>A + 3M</b></li> <li>• <b>Permanent</b></li> </ul>	<b>Criminal Investigations (Forensic Unit)</b>
<b>Fraud Documents</b>	<i>See Document Evidence</i>		
<b>Freedom of Information</b>	<ul style="list-style-type: none"> <li>• <b>Access Requests</b></li> <li>• <b>Privacy Investigations</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>CY + 6Y</b></li> <li>• <b>CY + 6Y</b></li> </ul>	<b>Records &amp; Customer Service</b>
<b>Grievances</b>	<i>See Labour Relations</i>		
<b>Health &amp; Safety (Joint Committee)</b>	<ul style="list-style-type: none"> <li>• <b>Awareness Training</b> (personnel file)</li> <li>• <b>Complaints</b></li> <li>• <b>Critical Injury/Death Investigations</b></li> <li>• <b>Inspection</b> - documentation</li> <li>• <b>Meeting</b> - minutes.</li> <li>• <b>Supervisor Report of Injury</b> – Non- Critical</li> </ul>	<ul style="list-style-type: none"> <li>• <b>A + CY + 28Y</b></li> <li>• <b>A + CY + 25Y</b></li> <li>• <b>Permanent</b></li> <li>• <b>CY + 5Y</b></li> <li>• <b>CY + 25Y</b></li> <li>• <b>A + CY + 28Y</b></li> </ul>	<b>Human Resources and Professional Development</b>
<b>Health and Wellness</b>	<ul style="list-style-type: none"> <li>• <b>Initiatives</b></li> <li>• <b>Meeting</b> - minutes</li> </ul>	<ul style="list-style-type: none"> <li>• <b>CY + 25Y</b></li> <li>• <b>CY + 25Y</b></li> </ul>	<b>Human Resources and Professional</b>

RECORD	DESCRIPTION	RETENTION	BRANCH/ DIVISION
			<b>Development Administration</b>
<b>Historical Documents</b>	<ul style="list-style-type: none"> <li>• <b>Historic Document</b> - Any form of record deemed to have historical value</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Permanent</b></li> </ul>	
<b>Honours</b>	<i>See Awards and Honours</i>		
<b>Human Resources Professional Development</b>	<ul style="list-style-type: none"> <li>• <b>Accessibility for Ontarians Act Accessibility Plan</b></li> <li>• <b>Accommodation Request</b> – Family Status/ Medical</li> <li>• <b>Applicants Tested</b> <ul style="list-style-type: none"> <li>• Civilian Applicants – (including Auxiliaries/Students) <ul style="list-style-type: none"> <li>• Unsuccessful</li> <li>• Successful</li> </ul> </li> </ul> </li> <li>• <b>Attendance Records</b> – Record of absences, STD/LTD</li> <li>• <b>Background Clearance Requests</b> <ul style="list-style-type: none"> <li>• Ride-alongs - application/ oath/liability/consent/record of attendance</li> <li>• Vendors/Contractors</li> </ul> </li> <li>• <b>Background Files</b> <ul style="list-style-type: none"> <li>• Civilian Applicants in Background – (Including Students) <ul style="list-style-type: none"> <li>• Unsuccessful</li> <li>• Successful (Pre-employment file)</li> </ul> </li> <li>• <b>Sworn Applicants in Background</b> (including Experienced) <ul style="list-style-type: none"> <li>○ Unsuccessful</li> <li>○ Successful (Pre-employment file)</li> </ul> </li> </ul> </li> <li>• <b>Employee Personnel Files</b> - (Including Civilian/Sworn/</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Permanent</b></li> <li>• <b>A + 28Y</b></li> <li>• <b>CY + 1Y</b></li> <li>• <b>CY + 1Y</b></li> <li>• <b>A + CY + 28Y</b></li> <li>• <b>Active till ride-along completed + CY + 5Y</b></li> <li>• <b>Active while valid + CY + 5Y</b></li> <li>• <b>CY + 4Y</b></li> <li>• <b>A + CY + 28Y</b></li> <li>• <b>CY + 7Y</b></li> <li>• <b>A + CY + 28Y</b></li> <li>• <b>A + CY + 28Y</b></li> </ul>	
<b>Human Resources Professional Development</b>			



RECORD	DESCRIPTION	RETENTION	BRANCH/ DIVISION
(cont.)	<p>Auxiliary/Volunteers/Students) -Employment History, Commendations, Performance Appraisals, Attendance Records, Training Records, Awards and Honours, Oath of Office/Secrecy</p> <ul style="list-style-type: none"> <li>• <b>Interviews</b> <ul style="list-style-type: none"> <li>○ Civilian Applicants – (including Auxiliaries/Students) <ul style="list-style-type: none"> <li>▪ Unsuccessful</li> <li>▪ Successful</li> </ul> </li> <li>• Sworn Applicants Interviewed</li> </ul> </li> <li>• <b>Job Descriptions</b> <ul style="list-style-type: none"> <li>○ Current</li> <li>○ Older versions</li> </ul> </li> <li>• <b>Resumes/Applications</b> <ul style="list-style-type: none"> <li>• Civilian (including Auxiliaries/Students)</li> <li>• Sworn (including Experienced Officers)</li> </ul> </li> <li>• <b>Ontario Human Rights Complaint Investigations</b></li> <li>• <b>Post-Traumatic Stress Disorder Prevention Plan</b></li> <li>• <b>Workplace Harassment Investigation</b></li> <li>• <b>Workplace Safety and Insurance (W.S.I.B.)</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>CY + 1Y</b></li> <li>• <b>CY + 1Y</b></li> <li>• <b>CY + 7Y</b></li> <li>• <b>Until updated</b></li> <li>• <b>Permanent</b></li> <li>• <b>CY + 2Y</b></li> <li>• <b>CY + 7Y</b></li> <li>• <b>Permanent</b></li> <li>• <b>Permanent</b></li> <li>• <b>Permanent</b></li> <li>• <b>A + CY + 28Y</b></li> </ul>	
<b>Initiatives</b>	<ul style="list-style-type: none"> <li>• <b>Files/Reports on Service Initiatives</b> <ul style="list-style-type: none"> <li>○ Mobilization and Engagement /Community Response/Statistics</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>Until superseded or obsolete</b></li> </ul>	<b>Administration</b>
<b>Inquests</b>	<ul style="list-style-type: none"> <li>• <b>Coroners Inquests</b> Documents pertaining to all Coroners Inquests</li> </ul>	<ul style="list-style-type: none"> <li>• <b>CY + 10Y</b></li> </ul>	<b>Criminal Investigations</b>

RECORD	DESCRIPTION	RETENTION	BRANCH/ DIVISION
<b>Intelligence Files</b>	<ul style="list-style-type: none"> <li>• <b>Activities</b> Files to accumulate information pertaining to Intelligence activities</li> <li>• <b>Informant</b> Files on Informant, surveillance and Intelligence Information</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Until superseded or obsolete</b></li> <li>• <b>Until superseded or obsolete</b></li> </ul>	<b>Criminal Investigations</b>
<b>Internet Child Exploitation</b>	<ul style="list-style-type: none"> <li>• <b>Investigations</b> <ul style="list-style-type: none"> <li>○ Solved</li> <li>○ Unsolved</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>CY + 25Y</b></li> <li>• <b>A + CY + 25Y</b></li> </ul>	<b>C.I.D. (Internet Child Exploitation)</b>
<b>Labour Liaison</b>	<ul style="list-style-type: none"> <li>• <b>Strike Demonstrations</b> – related documentation</li> </ul>	<ul style="list-style-type: none"> <li>• <b>CY + 3Y</b></li> </ul>	<b>Patrol Operations</b>
<b>Labour Relations</b>	<ul style="list-style-type: none"> <li>• <b>Collective Bargaining Agreements</b>, Arbitrations, (Original) Letters of Understanding, Memorandum of Agreements</li> <li>• <b>Grievances</b> (Appeals) by or regarding Police Personnel</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Permanent</b></li> <li>• <b>CY + 10Y</b></li> </ul>	<b>Administration</b>
<b>License Suspensions</b>	<ul style="list-style-type: none"> <li>• <b>Copies of Notices</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>CY + 2Y</b></li> </ul>	<b>Records &amp; Customer Service</b>
<b>Licenses and Permits</b>	<ul style="list-style-type: none"> <li>• <b>Specific licences</b>, including software issued to the Police Service</li> <li>• <b>Special Occasion Permits</b>, Parades correspondence etc.</li> <li>• <b>Vehicle licences</b> and permits</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Until Superseded</b></li> <li>• <b>While valid + 2M</b></li> <li>• <b>Until Superseded</b></li> </ul>	<b>C.I.T.</b>  <b>Patrol Operations</b>  <b>Fleet</b>
<b>Lion's Eye in the Sky</b>	<ul style="list-style-type: none"> <li>• Log book Entries</li> <li>• Meeting minutes - <i>See Volunteers</i></li> </ul>	<ul style="list-style-type: none"> <li>• <b>CY + 10Y</b></li> </ul>	<b>Specialized Operations (C.M.U.)</b>
<b>Major Case Investigations</b>	All major case occurrences defined in Ontario Major Case Management Manual (homicides, sexual assaults and all attempts,		<b>Criminal Investigations</b>

RECORD	DESCRIPTION	RETENTION	BRANCH/ DIVISION
	<p>non-familial abductions and attempts, criminal harassment cases in which the offender is not known to the victim, found human remains, or any case deemed major case by the MCM Executive Board) and all documentation related to the investigation of major case occurrences which may include, but are not limited to officer notes, statements, coroner reports, canvass documents, composites, tip forms, surveillance reports, physical evidence/exhibits.</p> <ul style="list-style-type: none"> <li>• <b>Case Concluded</b> – Solved - Hard copy documents and documents stored electronically</li> <li>• <b>Case not concluded</b> – Unsolved - Hard copy documents and documents stored electronically</li> </ul>	<ul style="list-style-type: none"> <li>• <b>CY + 25Y</b></li> <li>• <b>A + CY + 25Y</b></li> </ul>	
Maps & Charts	<ul style="list-style-type: none"> <li>• <b>Master Copies</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>While valid</b></li> </ul>	Patrol Operations
Master Index	<ul style="list-style-type: none"> <li>• <b>Spreadsheet tracking all Items stored off-site</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Permanent</b></li> </ul>	Records & Customer Service
Motor Vehicle Collision Investigations	<i>See Traffic</i>		
News Releases	<i>See Corporate Communications</i>		
NICHE	<i>See RMS</i>		
Officer Notebooks	<ul style="list-style-type: none"> <li>• <b>Officers Notebooks</b> are kept for 40 years from date of last entry (or longer if the notebook relates to an unsolved threshold major case)</li> </ul>	<ul style="list-style-type: none"> <li>• <b>A + CY + 39Y</b></li> </ul>	Records & Customer Service
OPTIC The Ontario Police	The purpose of the Co-operative is to provide state of the art information technology and data management systems, including but		Records & Customer Service

RECORD	DESCRIPTION	RETENTION	BRANCH/ DIVISION
<b>Technology Information Co-operative</b>	not limited to, Records Management (RMS), Computer Aided Dispatch (CAD) and data networks for Approved Agencies. <ul style="list-style-type: none"> <li>• OPTIC updates/General correspondence – maintained electronically</li> </ul>	<ul style="list-style-type: none"> <li>• <b>CY + 1Y</b></li> </ul>	
<b>Parade Permits</b>	<i>See Licenses and Permits</i>		
<b>Paid Duty</b>	<i>See Payroll</i>		
<b>Parolee</b>	<ul style="list-style-type: none"> <li>• Reporting Records and documents detailing conditions</li> </ul>	<ul style="list-style-type: none"> <li>• <b>While Valid</b></li> </ul>	<b>Patrol Operations</b>
<b>Pay Equity</b>	<ul style="list-style-type: none"> <li>• Plans, Terms of Reference etc.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Permanent</b></li> </ul>	<b>Human Resources and Professional Development</b>
<b>Payroll</b>	<ul style="list-style-type: none"> <li>• <b>OSL</b> <ul style="list-style-type: none"> <li>○ Exception Reports</li> <li>○ Pay rate adjustments</li> <li>○ Reports, Training, Requests for Changes, New Releases</li> </ul> </li> <li>• <b>Pay Requests</b> <ul style="list-style-type: none"> <li>○ <b>Authorization for time Off</b> (Banked time, stat time, holiday time and acting rank)</li> <li>○ to City for Statutory <b>Holiday Pay</b></li> <li>○ for <b>Overtime</b></li> <li>○ for <b>Paid Duty</b></li> </ul> </li> <li>• Requests for <b>Paid Duty/</b> Administration</li> </ul>	<ul style="list-style-type: none"> <li>• <b>CY + 7Y</b></li> <li>• <b>A + CY + 28Y</b></li> <li>• <b>Permanent</b></li> <li>• <b>A + 28Y</b></li> <li>• <b>CY + 7Y</b></li> <li>• <b>A + CY + 28Y</b></li> <li>• <b>A + CY + 28Y</b></li> <li>• <b>CY + 7Y</b></li> </ul>	<b>Finance</b>
<b>Performance Appraisals</b>	<i>See Human Resources</i>		

RECORD	DESCRIPTION	RETENTION	BRANCH/ DIVISION
Personnel Updates	<ul style="list-style-type: none"> <li>Personnel Orders, Transfers, Name changes maintained electronically</li> </ul>	<ul style="list-style-type: none"> <li>Permanent</li> </ul>	Administration
Petty Cash	<i>See Finance</i>		
Photographs (Corporate Communications)	<ul style="list-style-type: none"> <li>Consent Forms</li> <li>Public Relations</li> </ul>	<ul style="list-style-type: none"> <li>Permanent</li> <li>Permanent</li> </ul>	Corporate Communications
Photographs (Forensics)	<ul style="list-style-type: none"> <li>Charged Persons <ul style="list-style-type: none"> <li>Adult convicted</li> <li>Adult not convicted</li> <li>YCJA</li> </ul> </li> <li>Crimes Scenes, Industrial Accidents, Fatals</li> <li>Record Suspension Persons</li> </ul>	<ul style="list-style-type: none"> <li>Permanent</li> <li>Destroyed upon request</li> <li>As per YCJA</li> <li>CY + 25Y</li> <li>Sealed upon confirmation of pardon granted and/or destroyed upon request</li> </ul>	Forensics
Photographs (Human Resources)	<ul style="list-style-type: none"> <li>Officer/Civilian Personnel (Including Students/Volunteers)</li> </ul>	<ul style="list-style-type: none"> <li>A + CY + 28Y</li> </ul>	Human Resources
Photographs (Patrol Operations)	<ul style="list-style-type: none"> <li>Prisoner Injuries – taken by S/Sgt on Duty</li> </ul>	<ul style="list-style-type: none"> <li>CY + 3Y</li> </ul>	Patrol Operations
Police Community Response Centre (PCRC)	<ul style="list-style-type: none"> <li>COPLOGIC Quarterly Reports</li> <li>Annual Report</li> </ul> <p>Tow Book (within PCRC)</p> <ul style="list-style-type: none"> <li>Log book Entries</li> </ul>	<ul style="list-style-type: none"> <li>CY + 5Y</li> <li>Permanent</li> <li>CY + 5Y</li> </ul>	Integrated Operations
Police Services Board	<ul style="list-style-type: none"> <li>Annual Reports</li> </ul>	<ul style="list-style-type: none"> <li>Permanent</li> </ul>	Administration

RECORD	DESCRIPTION	RETENTION	BRANCH/ DIVISION
	<ul style="list-style-type: none"> <li>• <b>Board Books</b> - agendas, documentation, minutes</li> <li>• <b>Board Policies</b> -Issued by the Police Services Board with any amendments</li> <li>• <b>Board By-Laws</b> - Issued by the Police Services Board with any amendments</li> <li>• <b>Business Plans</b>- Completed</li> <li>• <b>Financial Documents</b></li> <li>• <b>Property &amp; Service Contracts</b> - agreements</li> </ul>	<ul style="list-style-type: none"> <li>• <b>CY + 10Y</b></li> <li>• <b>Permanent</b></li> <li>• <b>Permanent</b></li> <li>• <b>Permanent</b></li> <li>• <b>CY + 7Y</b></li> <li>• <b>CY + 7Y</b></li> </ul>	
<b>Policing Services Division</b>	<ul style="list-style-type: none"> <li>• <b>Guidelines and Memo's (maintained Chiefs' Office)</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Active until superseded + CY + 8Y</b></li> </ul>	<b>Administration</b>
<b>Policy, Procedure, Research Development and Analytics</b>	<ul style="list-style-type: none"> <li>• <b>G.S.P.S. Procedures</b></li> <li>• <b>Reports, Special projects, studies, surveys, research, internal forms</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Until Superseded + CY + 25Y</b></li> <li>• <b>Until Superseded + CY + 25Y</b></li> </ul>	<b>Administration</b>
<b>Polygraph Cases</b>	<b>All related documents, charts, reports and tapes</b> <ul style="list-style-type: none"> <li>• Cases such as Homicide, Robbery, Sexual Assault – as determined by the investigator</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Until superseded or obsolete</b></li> </ul>	<b>Criminal Investigations</b>
<b>Powercase Management</b>	<ul style="list-style-type: none"> <li>• <b>Audit results and recommendations</b> – service improvement plan</li> </ul>	<ul style="list-style-type: none"> <li>• <b>CY + 7Y</b></li> </ul>	<b>Criminal Investigations</b>
<b>Prisoner Documentation</b>	<ul style="list-style-type: none"> <li>• <b>Escorts</b> – record of travel expenses</li> </ul>	<ul style="list-style-type: none"> <li>• <b>CY + 7Y</b></li> </ul>	<b>Patrol Operations</b>

RECORD	DESCRIPTION	RETENTION	BRANCH/ DIVISION
	<ul style="list-style-type: none"> <li>• <b>Property and Injury Reports</b> – maintained in RMs</li> <li>• <b>Prisoner LOG</b> – maintained in RMS</li> <li>• <b>Strip Search</b> – forms</li> </ul>	<ul style="list-style-type: none"> <li>• <b>CY + 10Y</b></li> <li>• <b>CY + 10Y</b></li> <li>• <b>CY + 7Y</b></li> </ul>	
<b>Professional Standards</b>	<ul style="list-style-type: none"> <li>• <b>Civil Actions</b> – against Police Service</li> <li>• <b>Employee Discipline File (Police Act Hearing and Documents)</b> <ul style="list-style-type: none"> <li>○ Withdrawn</li> <li>○ Not Guilty</li> <li>○ Found Guilty</li> </ul> </li> <li>• <b>Letters of Inquiry</b></li> <li>• <b>Private Criminal Code charges</b> – against police officers</li> <li>• <b>Public/Chief's Complaints</b> – no disciplinary action taken</li> <li>• <b>Public/Chief's Complaints</b> – disciplinary action taken</li> <li>• <b>Public/Chief's Complaints</b> – resulting in charge under the Police Services Act – Code of Conduct</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Permanent</b></li> <li>• <b>CY + 7Y</b></li> <li>• <b>CY + 7Y</b></li> <li>• <b>CY + 7Y</b></li> <li>• <b>CY + 1Y</b></li> <li>• <b>As per Criminal Code</b></li> <li>• <b>CY + 2Y</b></li> <li>• <b>CY + 2Y</b></li> <li>• <b>CY + 7Y</b></li> </ul>	<b>Strategic Operations</b>
<b>Project Lifesaver</b>	<ul style="list-style-type: none"> <li>• <b>Client contracts</b> (any other related documents uploaded into NICHE)</li> </ul>	<ul style="list-style-type: none"> <li>• <b>A + CY + 7Y</b></li> </ul>	<b>Criminal Investigations</b>
<b>Promotional Process</b>	<ul style="list-style-type: none"> <li>• <b>Details of Promotion (phase 1, 2, 3)</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>CY + 7Y</b></li> </ul>	<b>Human Resources and</b>

RECORD	DESCRIPTION	RETENTION	BRANCH/ DIVISION
	<ul style="list-style-type: none"> <li>Members Promotional results – personnel file</li> <li>Promotional Appeals</li> <li>Promotional Competition Results – spreadsheet</li> <li>Promotional Examination – Marks (OPC and Local)</li> </ul>	<ul style="list-style-type: none"> <li>A + CY + 28Y</li> <li>CY + 7Y</li> <li>CY + 7Y</li> <li>CY + 5Y</li> </ul>	Professional Development
Property	<i>See G.S.P.S. Property –Retention Bylaw</i> <ul style="list-style-type: none"> <li><i>Pertaining to all physical property and related documentation</i></li> </ul>		
Public Order Unit	<i>See Training</i>		
Purchase Orders	<i>See Finance</i>		
Quality Assurance	<ul style="list-style-type: none"> <li>Reviews/recommendations</li> </ul>	<ul style="list-style-type: none"> <li>Permanent</li> </ul>	Strategic Operations
Record Suspensions	<ul style="list-style-type: none"> <li>Record Suspension – card file spreadsheet</li> <li>Sealed Packages – all related documents</li> </ul>	<ul style="list-style-type: none"> <li>Permanent</li> <li>Permanent</li> </ul>	Records & Customer Service
Records & Customer Service	<ul style="list-style-type: none"> <li>Customer Service Disclosure – spreadsheet</li> <li>Digital fingerprint Schedule – spreadsheet</li> <li>Family Court Motions – Court orders</li> <li>Insurance/Lawyer/General Public – requests</li> <li>Ledger of Occurrence Numbers and corresponding info (Pertaining to MVC reports)</li> <li>Letter of Destruction - of Fingerprints/Photographs</li> </ul>	<ul style="list-style-type: none"> <li>CY + 2Y</li> <li>CY + 2Y</li> <li>CY + 2Y</li> <li>CY + 2Y</li> <li>CY + 10Y</li> <li>CY + 2Y</li> </ul>	Records & Customer Service



RECORD	DESCRIPTION	RETENTION	BRANCH/ DIVISION
(cont.)	<ul style="list-style-type: none"> <li>• <b>Meeting Minutes</b></li> <li>• <b>Notification of Insurance</b> - pay outs</li> <li>• <b>Office of the Children's Lawyer</b> – request for Information</li> <li>• <b>Police Record Check</b> – application from member of public <ul style="list-style-type: none"> <li>▪ Results with all scanned documentation</li> <li>▪ Hard copy retained</li> </ul> </li> <li>• <b>Police Record Check</b> – results not picked up</li> <li>• <b>Police Record Check</b> – statistics</li> <li>• <b>Provincial Offence/By-law Tickets</b> – control list for 72 hour notice</li> <li>• <b>Provincial Offence Statistics</b></li> <li>• <b>Requests from Probation and Parole</b> – for information</li> <li>• <b>Suspension Notices Served</b></li> <li>• <b>Subpoena/Summons</b> – requesting records to court</li> <li>• <b>WAGG Motions and Court Orders</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>CY + 2Y</b></li> <li>• <b>CY + 2Y</b></li> <li>• <b>CY + 2Y</b></li> <li>• <b>CY + 2Y</b></li> <li>• <b>3M</b></li> <li>• <b>3M</b></li> <li>• <b>CY + 2Y</b></li> <li>• <b>CY + 2Y</b></li> <li>• <b>CY + 7Y</b></li> <li>• <b>CY + 2Y</b></li> <li>• <b>CY + 1Y</b></li> <li>• <b>CY + 2Y</b></li> <li>• <b>CY + 2Y</b></li> </ul>	
<b>Recruiting</b>	<i>See Human Resources and Professional Development</i>		
<b>Records</b>	Occurrence/Incident Reports are maintained electronically and include		<b>Records &amp;</b>

RECORD	DESCRIPTION	RETENTION	BRANCH/ DIVISION
<b>Management System (R.M.S.)</b>	but not limited to persons details & physical descriptors, general occurrence reports, arrest reports, witness statements, supplementary reports, stolen property lists etc. <ul style="list-style-type: none"> <li>2002 to Present – maintained on NICHE</li> <li>1989 to 2002 – maintained in OMPPAC</li> </ul>	<ul style="list-style-type: none"> <li><b>In accordance to NICHE Retention Bylaw</b></li> <li><b>In accordance to OMPPAC Retention Bylaw</b></li> </ul>	<b>Customer Service</b>
<b>Reporting Records</b>	<ul style="list-style-type: none"> <li>Federal Parole Reporting Document – input by Information Desk Officer</li> <li>Recognizance of Bail Report Cards – input by Information Desk Officer</li> </ul>	<ul style="list-style-type: none"> <li><b>CY + 1Y</b></li> <li><b>While active</b></li> </ul>	<b>Criminal Investigations</b> <b>Patrol Operations</b>
<b>Receipts</b>	<i>See Finance</i>		
<b>Resumes</b>	<i>See Human Resources and Professional Development</i>		
<b>School Resource</b>	<ul style="list-style-type: none"> <li><b>School Initiatives</b> – and all related materials and lesson plans</li> </ul>	<ul style="list-style-type: none"> <li><b>Until superseded + CY + 10Y</b></li> </ul>	<b>C.R.U.</b>
<b>Search and Rescue (SAR)</b>	<i>See Training</i>		
<b>Sex Offender Registration</b>	Includes records regarding the registration of sex offenders pursuant to Christopher’s Law. Includes but is not limited to notifications of duty to register, registration receipts, offender reports, CPIC printouts on offenders, and related correspondence	<ul style="list-style-type: none"> <li><b>A + CY + 25Y</b></li> </ul>	<b>Criminal Investigations</b>
<b>Special Projects – C.I.D.</b>	<b>Special Projects</b> - All files, documentation, correspondence, etc. - pertaining to Special Projects investigated by the Criminal Investigations Division	<ul style="list-style-type: none"> <li><b>Until superseded or obsolete</b></li> </ul>	<b>Criminal Investigations</b>
<b>Standard Operating</b>	Step-by-step instructions compiled by a Unit/Branch to assist workers	<ul style="list-style-type: none"> <li><b>Until superseded</b></li> </ul>	<b>Originator</b>

RECORD	DESCRIPTION	RETENTION	BRANCH/ DIVISION
Procedures	carry out complex/routine <b>operations</b> . SOPs aim to achieve efficiency, quality output and uniformity of performance, while reducing miscommunication and failure to comply with service regulations.	or obsolete	
Stores and Supplies	<i>See Equipment and Supplies</i>		
Suspensions Served	<i>See Records and Customer Service</i>		
Tactical	<ul style="list-style-type: none"> <li>Basic Tactical Orientation/course Evaluations</li> <li>Training Records</li> </ul>	<ul style="list-style-type: none"> <li>A + CY + 28Y</li> <li>A + CY + 28Y</li> </ul>	Integrated Operations
Telephone Messages	<i>See Transitory Records</i>		
Timekeeping	<i>See Payroll</i>		
Traffic	<ul style="list-style-type: none"> <li>Breath Screening Device Roadside – maintenance</li> <li>Breath Test Equipment – maintenance for evidentiary</li> <li>Fail to Stop Reports – involving indictable offence</li> <li>Fatal Collision/Major Accident Investigations – briefs</li> <li>Ledger of Occurrence Numbers and corresponding <i>See Records and Customer Service</i></li> <li>Motor Vehicle Collision reports (includes all reportable injury non-reportable and service related Motor Vehicle collisions)</li> <li>Speed Measurement Device – maintenance</li> <li>Statistical Information – files related to enforcement stats, spot-checks, accident stats, impaired stats <ul style="list-style-type: none"> <li>Motor Vehicle Collisions</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>A + CY + 10Y</li> <li>A + CY + 10Y</li> <li>Permanent</li> <li>Permanent</li> <li>CY + 10Y</li> <li>A + CY + 10Y</li> <li>CY + 10Y</li> <li>CY + 10Y</li> </ul>	Integrated Operations
Training	Training Records for all members (including POU, SAR)		Human

RECORD	DESCRIPTION	RETENTION	BRANCH/ DIVISION
	<ul style="list-style-type: none"> <li>• <b>Attendance at Conferences</b></li> <li>• <b>Course Application</b> – applications for courses for OPC, CPC, Intelligence and others (i.e. seminars and workshops), cheque request, expense account</li> <li>• <b>Course Attendance</b> - including any and all records pertaining to a members training (i.e. OPC, CPC, Firearms, Use of Force, First Aid etc.)</li> <li>• <b>Invoices</b> - proof of payment including costings for (Revolver club, Gun Range, CPC, OPC etc.)</li> <li>• <b>Lesson plans</b> –</li> <li>• <b>Video's, DVD's CD's etc.,</b> - used in delivering training</li> </ul>	<ul style="list-style-type: none"> <li>• <b>A + CY + 28Y</b></li> <li>• <b>CY + 5Y</b></li> <li>• <b>A + CY + 28Y</b></li> <li>• <b>CY + 7Y</b></li> <li>• <b>Until superseded + CY + 10Y</b></li> <li>• <b>Until superseded + CY + 10Y</b></li> </ul>	<b>Resources and Professional Development (Training Branch)</b>
<b>Transitory Records</b>	<p><b>Records including e-mail, voice mail text messages that have <u>temporary usefulness</u> and are not required to meet statutory obligations, set policy, establish guidelines or procedures, certify a transaction, become a receipt or provide evidence of a legal, financial or operational decision – <b>Do not need to be retained</b></b></p> <ul style="list-style-type: none"> <li>• <b>Telephone messages</b> - recorded on paper or electronic voice mail which do not record official decisions or future financial, operational, administrative, investigative, legal, vital or archival</li> <li>• <b>E-mails (sent or received)</b> - which do not record official decisions or future financial, operational, administrative, investigative, legal, vital or archival</li> <li>• <b>Working Papers/Anecdotal Notes</b> – includes but not limited to rough notes, work preparation material, drafts, research notes, statistical tables that do not contain significant data on the preparation of a final document or do not record final decisions of financial, operational, administrative, investigative, legal, vital or archival value</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Destroy</b></li> <li>• <b>Once Deleted (retained on server for 6M)</b></li> <li>• <b>Destroy</b></li> </ul>	<b>Administration</b>
<b>Travel Claim</b>	<i>See Finance</i>		

RECORD	DESCRIPTION	RETENTION	BRANCH/ DIVISION
Forms			
Trespass Notices	<i>See Records and Customer Service</i>		
Uniform Crime Reporting	<ul style="list-style-type: none"> <li>• <b>Crime Statistics</b></li> <li>• <b>Domestic Violence</b> -statistics</li> <li>• <b>Homicide Survey</b> - solved</li> <li>• <b>Homicide Survey</b> – unsolved</li> <li>• <b>Miscellaneous</b> - statistics</li> </ul>	<ul style="list-style-type: none"> <li>• <b>CY + 10Y</b></li> <li>• <b>Permanent</b></li> <li>• <b>CY + 10Y</b></li> <li>• <b>Permanent</b></li> <li>• <b>CY + 10Y</b></li> </ul>	<b>Records &amp; Customer Service</b>
ViClas Reports	<ul style="list-style-type: none"> <li>• <b>Violent Incident Crime Linkage Analysis System</b> - All reports</li> </ul>	<ul style="list-style-type: none"> <li>• <b>A + CY + 25Y</b></li> </ul>	<b>Criminal Investigations</b>
Victim Referral	<ul style="list-style-type: none"> <li>• <b>Referrals by Victim Referral Coordinator sent to SAVS and collected on stat sheet</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>A + CY + 25Y</b></li> </ul>	<b>Specialized Operations</b>
Victim Services	<ul style="list-style-type: none"> <li>• <b>Consent Forms</b> – Release of Information forms signed by clients authorizing Victim Services Branch to contact/intervene with other agencies on the client’s behalf</li> </ul>	<ul style="list-style-type: none"> <li>• <b>A + CY + 25Y</b></li> </ul>	<b>Specialized Operations</b>
Volunteers	<ul style="list-style-type: none"> <li>• <b>Event Attendance Logs</b></li> <li>• <b>Event and Project Files</b></li> <li>• <b>Lion’s Eye in the Sky</b> – recordings onto internal DVR</li> <li>• <b>Minutes</b> – Committee Meetings (Citizen on Patrol, Lion’s Eye in the Sky, etc.)</li> <li>• <b>Personnel Folders</b> – for all volunteers – with training certificates, uniform tracking etc. <i>See Human Resources</i></li> </ul>	<ul style="list-style-type: none"> <li>• <b>CY + 4Y</b></li> <li>• <b>CY + 7Y</b></li> <li>• <b>72 hours</b></li> <li>• <b>CY + 25Y</b></li> <li>• <b>A + CY + 28Y</b></li> </ul>	<b>Specialized Operations</b>
Volunteers			

RECORD	DESCRIPTION	RETENTION	BRANCH/ DIVISION
(cont.)	<ul style="list-style-type: none"> <li>• <b>Program Description</b> – including Job Descriptions , SOP's, Reference Material</li> <li>• <b>Resumes/Applications</b></li> <li>• <b>Storefront</b> – check in calendars, program files etc.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Until superseded + CY + 25Y</b></li> <li>• <b>CY + 2Y</b></li> <li>• <b>CY + 4Y</b></li> </ul>	
Wanted Posters	<ul style="list-style-type: none"> <li>• <b>Reward Posters etc.</b> – issued from other departments,</li> </ul>	<ul style="list-style-type: none"> <li>• <b>While valid</b></li> </ul>	Patrol Operations
Warrants	<p><b>Arrest Warrants</b></p> <ul style="list-style-type: none"> <li>• <b>Executed or rescinded Arrest warrants</b></li> <li>• <b>Index Cards</b> – created for arrest warrants received</li> <li>• <b>Outstanding warrants</b></li> </ul> <p><b>Committal Warrants</b></p> <ul style="list-style-type: none"> <li>• <b>Executed Committal warrants</b></li> <li>• <b>Index Cards</b> – created for committal warrants received</li> <li>• <b>Outstanding warrants</b></li> </ul> <p><b>Search Warrants</b></p> <ul style="list-style-type: none"> <li>• <b>Outstanding</b></li> <li>• <b>Executed</b></li> </ul> <ul style="list-style-type: none"> <li>• <b>Executed arrest and committal warrant cards - <i>see CPIC</i></b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Returned to Court</b></li> <li>• <b>Filed with Warrant</b></li> <li>• <b>Until Executed or rescinded or withdrawn</b></li> <li>• <b>Returned to Court</b></li> <li>• <b>Filed with Warrant</b></li> <li>• <b>Until Executed or recalled or withdrawn</b></li> <li>• <b>Until Executed or expired</b></li> <li>• <b>Filed at Courts with Information</b></li> </ul>	Specialized Operations (Courts)
Weapons – Service	<ul style="list-style-type: none"> <li>• <b>Carbine Allocation Index</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Permanent</b></li> </ul>	Integrated

RECORD	DESCRIPTION	RETENTION	BRANCH/ DIVISION
<b>Inventory and Inspection</b>	<p>This is a list of all department Carbines by serial number that provides the status, assignment and the date the annual service was performed on each Carbine, as well as any re-service dates.</p> <ul style="list-style-type: none"> <li>• <b>Deployment Reports</b></li> <li>• <b>Firearm Allocation Index</b> This is a list of all department firearms by serial number that provides the status, assignment and the date the annual service was performed on each firearm, as well as any re-service dates.</li> <li>• <b>Taser Allocation Index</b> This is a list of all department Tasers by serial number that provides the status, assignment and the date the annual service was performed on each Taser, as well as any re-service dates.</li> </ul>	<p>(until Carbine is disposed)</p> <ul style="list-style-type: none"> <li>• A + CY + 28Y</li> <li>• Permanent (until firearm is disposed)</li> <li>• Permanent (until Taser is disposed)</li> </ul>	<b>Operations (Armourer)</b>
<b>Wide Load Escorts</b>	<ul style="list-style-type: none"> <li>• <b>Permits</b> - copies</li> </ul>	<ul style="list-style-type: none"> <li>• A + 6M</li> </ul>	<b>Integrated Operations Traffic Unit</b>
<b>Wire Taps</b>	<ul style="list-style-type: none"> <li>• <b>Authorization</b> – and related documents</li> </ul>	<ul style="list-style-type: none"> <li>• A + CY + 25Y</li> </ul>	<b>Criminal Investigations</b>
<b>Witness Assistance and Re-location Program</b>	<ul style="list-style-type: none"> <li>• <b>All files</b> - documentation, correspondence, maintained by the Witness Protection officer in a secured drawer.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Until superseded or obsolete</b></li> </ul>	<b>Criminal Investigations</b>
<b>Working Papers (Anecdotal Notes)</b>	<i>See Transitory Records</i>		
<b>Work Place Safety and Insurance Board (W.S.I.B.)</b>	<i>See Human Resources and Professional Development</i>		
<b>Youth Referral</b>	<b>Youth Referral</b> - files directly related to Youth Referral containing		<b>Specialized</b>

RECORD	DESCRIPTION	RETENTION	BRANCH/ DIVISION
<b>Program</b>	warning forms, 3 month contract forms, mediation and case note forms. <ul style="list-style-type: none"> <li>○ Warnings and 3 month contracts</li> <li>○ Case notes</li> <li>○ Community Engagement/Events (outreach) through our internal stat sheet</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Destroyed upon completion</b></li> <li>• <b>CY + 5Y</b></li> <li>• <b>CY + 3Y</b></li> </ul>	<b>Operations C.M.U.</b>
<b>Youth/School Liaison</b>	<ul style="list-style-type: none"> <li>• <b>Presentations- Electronic and Focused patrols</b></li> <li>• <b>VTRAS (Violence Threat Risk Assessment) –referrals</b></li> <li>• <b>VTRAS – focused patrols</b></li> <li>• <b>Youth engagement – Focused Patrols</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>CY + 3Y</b></li> <li>• <b>CY + 3Y</b></li> <li>• <b>CY + 3Y</b></li> <li>• <b>CY + 3Y</b></li> </ul>	<b>Specialized Operations C.M.U.</b>



**SCHEDULE 2 TO BY-LAW 2020 - 1**  
**GOVERNING AUTHORITIES FOR GROUPS OF RECORDS**

<b>RECORDS MAINTAINED BY</b>	<b>AUTHORITIES</b>
<b>Alarm Registrations</b>	<b>Greater Sudbury Police Services Board</b> <b>False Alarm Reductions</b> <b>Bylaw 2002-01</b>  <b>Greater Sudbury Police Service</b> <b>Procedures</b>
<b>CPIC</b>	<b>CPIC Manuals – Canadian Police</b> <b>Information Centre (A National Police</b> <b>Service of the RCMP)</b>  <b>CPIC Advisory Committee</b>  <b>Ministry of Community and</b> <b>Correctional Services (Policing Services</b> <b>Division)</b>  <b>Ontario Police Civilian Commission</b>  <b>Greater Sudbury Police Service</b> <b>Procedures</b>
<b>Central Records</b>	<b>Municipal Freedom of Information &amp;</b> <b>Protection of Privacy Act</b>  <b>Criminal Records Act</b>  <b>Income Tax Act</b>  <b>Ontario Policing Standards Manual</b>  <b>Police Services Act and Regulations</b>  <b>Police Record Checks Reform Act</b>  <b>OACP LEARN Committee</b>  <b>Greater Sudbury Police Service</b> <b>Procedures</b>
<b>Criminal Investigations Division</b>	<b>Police Services Act and Regulations</b>

**SCHEDULE 2 TO BY-LAW 2020 - 1**  
**GOVERNING AUTHORITIES FOR GROUPS OF RECORDS**

	<p><b>Christopher's Law (Sex Offender Registry)</b></p> <p><b>Ontario Policing Standards Manual</b></p> <p><b>Ontario Major Case Management Regulation and MCM Manual</b></p> <p><b>Greater Sudbury Police Service Procedures</b></p>
<b>Forensic Identification</b>	<p><b>Criminal Code of Canada</b></p> <p><b>Youth Criminal Justice Act</b></p> <p><b>Criminal Records Act</b></p> <p><b>Identification of Criminals Act</b></p>
<b>Human Resources &amp; Professional Development</b>	<p><b>Employment Standards Act</b></p> <p><b>Worker's Compensation Act</b></p> <p><b>Ministry of Labour Act</b></p> <p><b>Greater Sudbury Police Service Procedures</b></p> <p><b>Police Services Act and Regulations</b></p> <p><b>Greater Sudbury Police Service Collective Agreements</b></p> <p><b>Pay Equity Act</b></p> <p><b>Municipal Freedom of Information &amp; Protection of Privacy Act</b></p> <p><b>Accessibility for Ontarians with Disabilities Act</b></p> <p><b>Workplace Safety and Insurance Act</b></p> <p><b>Ontario Human Rights Code</b></p> <p><b>Occupational Health and Safety Act</b></p>

**SCHEDULE 2 TO BY-LAW 2020 - 1**  
**GOVERNING AUTHORITIES FOR GROUPS OF RECORDS**

<b>Materials &amp; Resources</b>	<b>Fire Code</b>  <b>Income Tax Act</b>  <b>Ministry of Labour Act</b>  <b>Police Services Act and Regulations</b>  <b>Greater Sudbury Police Service Procedures</b>  <b>City of Greater Sudbury Purchasing By-Law</b>  <b>Reserve Funds By-law</b>  <b>Financial City By-laws as passed from time to time</b>
<b>Planning &amp; Research</b>	<b>Police Services Act and Regulations</b>  <b>Ontario Policing Standards Manual</b>  <b>Provincial and Federal Statutes</b>  <b>Greater Sudbury Police Services Collective Agreements</b>  <b>Greater Sudbury Police Service Procedures</b>
<b>Professional Standards</b>	<b>Police Services Act and Regulations</b>  <b>Greater Sudbury Police Services Collective Agreements</b>  <b>Greater Sudbury Police Service Procedures</b>  <b>Provincial and Federal Statutes</b>

**SCHEDULE 2 TO BY-LAW 2020 - 1**  
**GOVERNING AUTHORITIES FOR GROUPS OF RECORDS**

<b>Property/Exhibits</b>	<b>Police Services Act and Regulations</b> <b>Ontario Policing Standards Manual</b> <b>Firearms Act</b> <b>Controlled Drugs and Substances Act</b> <b>Greater Sudbury Police Service Procedures</b>
<b>Training and Professional Development Branch</b>	<b>Police Services Act and Regulations</b> <b>Occupational Health and Safety Act</b> <b>Ontario Policing Standards Manual</b>
<b>Greater Sudbury Police Services Board</b>	<b>Police Services Act and Regulations</b> <b>Municipal Freedom of Information &amp; Protection of Privacy Act</b> <b>Municipal Act</b> <b>Occupational Health and Safety Act</b> <b>Public Sector Salary Disclosure</b>



## **GREATER SUDBURY POLICE SERVICE BOARD BY-LAW BY-LAW 2025-007**

A By-Law to establish governance standards relating to the provision of adequate and effective police services pursuant to the *Community Safety and Policing Act, 2019, S.O. 2019, c.1, Sched. 1*.

**WHEREAS** subsection 37 (1) of the *Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1*, ("CSPA") provides that a Board shall provide adequate and effective policing in the area for which it has policing responsibility as required by Section 10 of the CSPA;

**AND WHEREAS** subsection 38 (2) of the CSPA provides that a Police Service Board may establish policies respecting matters related to the Police Service or the provision of policing;

**AND WHEREAS** *O. Reg. 392/23: Adequacy and Effective Policing (General)* ("the Adequacy Regulation") prescribes standards for adequacy and effectiveness of police services;

**AND WHEREAS** the Board deems it expedient to enact this By-law to ensure that the delivery of policing services by the Greater Sudbury Police Service complies with the said Act, and Regulations.

**NOW THEREFORE** THE Greater Sudbury Police Service Board enacts as follows:

### **1.0 DEFINITIONS**

**ACT or CSPA**

Means the *Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1*, and amendments thereto.

**BOARD**

Means the Greater Sudbury Police Service Board.

**CHIEF**

Means the Chief of the Greater Sudbury Police Service.

**MEMBER**

Means a member of the Greater Sudbury Police Service.

**MINISTRY**

Means the Ministry of the Solicitor General;

**MUNICIPALITY**

Means the City of Greater Sudbury.

**SERVICE**

Means the Greater Sudbury Police Service.

**2.0 BOARD POLICY**

- 2.1 The Board is dedicated to upholding a standard of excellence in the delivery of policing services by Greater Sudbury Police Service. By implementing robust processes and mechanisms for adherence, review, and continuous enhancement, we strive to achieve improved policing outcomes and foster a safer community. The Board is committed to ensuring that all provisions outlined in *Ontario Regulation 392/23: Adequate and Effective Policing (General)* are adhered to, in order to promote accountability, enhance public confidence, provide superior policing, and to meet the evolving needs of our community.

**3.0 DIRECTION TO THE CHIEF**

- 3.1 The Chief of Police shall ensure that the Service complies with all provisions of *Ontario Regulation 392/23: Adequate and Effective Policing (General)*, and will establish, communicate and operate within the scope of the procedures in the areas described below. These procedures shall be reviewed and updated consistently and regularly to ensure that they are effective and efficient, reflect current best practices and incorporate improvements where it is determined that changes are required.
- a. Crime prevention, including:
    - i. Community-based crime prevention initiatives that seek to address the root causes of crime and involve stakeholders, consistent with the Strategic Plan and the policing needs of the community.
  - b. Law enforcement, including:
    - i. Community patrol that addresses when and where directed patrol is considered necessary or appropriate, based on the policing needs of the community;
    - ii. Traffic direction and enforcement, including traffic patrol;
    - iii. Situations when more than one police officer must respond to an occurrence or call for service;
    - iv. Internal task forces;
    - v. Joint forces operations;

- vi. Undercover operations;
- vii. Criminal intelligence, addressing the collection, use, disclosure, retention, disposal, correction and dissemination of, and access to, criminal intelligence information, as well as related audit procedures;
- viii. Crime, call for service and public disorder analyses;
- ix. Informants and agents;
- x. Witness protection and security;
- xi. Police response to persons who are in crisis, regardless of whether those persons appear to have a mental illness or a neurodevelopmental disability;
- xii. Search of the person;
- xiii. Search of premises;
- xiv. Arrest;
- xv. Bail and violent crime;
- xvi. Detainee care and control;
- xvii. Detainee transportation;
- xviii. Property and evidence control;
- xix. Investigative supports; and
- xx. The provision of law enforcement in respect of all navigable bodies and courses of water within the service's area of responsibility
- c. Maintaining the public peace, including:
  - i. Functions, responsibilities and reporting relationships of a public order unit and its members, including in relation to the role of a public order commander and, if any, to a police liaison team;
  - ii. The deployment of a public order unit for planned and unplanned public order incidents, and debriefing following deployment, including the preparation of a summary and analysis of the outcome and recommendations for improvement;
  - iii. Police action in respect of labour disputes; and
  - iv. Police action in respect of protests, demonstrations and occupations;
- d. Emergency response, including:
  - i. The functions and deployment of any tactical unit, hostage rescue team, incident commander, crisis negotiator, explosives disposal, and containment team;
  - ii. Preliminary perimeter control and containment;
  - iii. Extreme incidents that are consistent with the extreme incident response plan;
  - iv. The functions and provisions of any mobile mental health and addictions crisis team;
  - v. Explosive forced entry and explosive disposal;
  - vi. Responses to a chemical, biological, radiological, nuclear or explosive incident;
  - vii. Emergency ground search, rescue and recovery;
  - viii. Emergency waterways search, rescue and recovery, including underwater search and recovery; and
  - ix. Canine units

- e. Providing assistance to victims of crime, including
    - i. Referrals to, as appropriate in the circumstances, emergency services, health care professionals, victim support agencies, social service agencies and other appropriate governmental, non-governmental or community organizations; and
    - ii. Responsibilities of members of the police service in providing assistance to victims
  - f. Additional policing functions, including:
    - i. Communications and dispatch services; and
    - ii. Supervision in accordance with *Ontario Regulation 392/23*
- 3.2 The Chief of Police shall prepare an emergency plan for the Service setting out the roles and responsibilities of the Service during an emergency and the procedures to be followed during an emergency. In developing the emergency plan, the Chief of Police shall consult with the City of Greater Sudbury and any other applicable emergency service providers.
- 3.3 The Chief of Police shall ensure that members of the Service, or persons performing a policing function under the direction of a member, are capable of performing the functions assigned to them.
- 3.4 The Chief of Police shall ensure that the equipment and other resources provided to members of the Service for the purpose of providing a policing function shall include at least the equipment and resources set out in Schedule 1 of *O. Reg. 392/23*.
- 3.5 The Chief of Police shall develop an Operational Plan for the following incidents:
- a. An incident that requires multiple members of a Chief of Police's Service to provide emergency response or maintain the public peace policing functions outside of the Service's area of policing responsibility; and
  - b. The provision of policing functions by the Service in relation to the incident is anticipated to continuously last, or has already continuously lasted, longer than the duration of a normal shift for the involved members of the Service.
- 3.6 The Operational Plan shall have regard to the collective agreements with members, and address, without limitation, breaks and meals for members of the Police Service who are deployed in relation to the incident.
- 3.7 The Chief of Police shall comply with the requirements in the Operational Plan.
- 3.8 The Chief of Police shall implement a quality assurance process relating to the provision of adequate and effective policing in accordance with the Act and Regulations and any Board policies in respect of quality assurance.



- 3.9 The Chief of Police shall ensure that members have the necessary training, knowledge, skills and abilities to perform the duties required by the Act and its Regulations.

#### **4.0 REPORTING REQUIREMENTS**

- 4.1 The Chief of Police shall provide the Board with an annual report on crime analysis, call analysis and public disorder analysis data, and of information on crime trends, and shall ensure that the report is published on the Internet.
- 4.2 In accordance with the *Missing Persons Act, 2018*, the Chief of Police shall ensure an annual report on missing persons is provided to the board before April 1 each year that includes:
- a. The total number of urgent demands made in the previous calendar year and the number of missing persons investigations to which they related; and
  - b. A description of the types of records specified in the urgent demands for records made in that year

#### **5.0 EFFECTIVE DATE**

- 5.1 By-Law 2003-1, as amended, and all By-Laws, sections of By-Laws and procedural policies of the Board inconsistent with the provisions of this By-Law are hereby repealed.
- 5.2 This By-Law shall come into force on the date of its passage.

BY-LAW passed by the Greater Sudbury Police Service Board, this 17<sup>th</sup> day of December 2025.

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Chair

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Board Administrator



## **GREATER SUDBURY POLICE SERVICE BOARD BY-LAW BY-LAW 2025-008**

A By-Law to establish a system for the Verified Security Alarm Response Program and reduction of false alarms.

**WHEREAS** the Police Service Board is responsible for the provision of police services within the City of Greater Sudbury;

**AND WHEREAS** the Police Service Board may, by by-law, make rules for the effective management of the police force, pursuant to section 46(1) of the *Community Safety and Policing Act*;

**AND WHEREAS** the Police Service Board may pass by-laws imposing fees or charges for services or activities provided by or on behalf of it, pursuant to section 391 (1.1) of the *Municipal Act*;

**AND WHEREAS** the number of false alarms in The City of Greater Sudbury has been identified as consuming a significant quality of police resources which could be better directed to enhancing the police presence in the community;

**AND WHEREAS** the Verified Security Alarm Response Program is an integral part of the strategy to reduce the number of false alarms in the City of Greater Sudbury;

**NOW THEREFORE** the Greater Sudbury Police Service Board enacts as follows:

### **1.0 DEFINITIONS**

#### **ALARM COORDINATOR**

A member appointed by the Chief of Police who has been designated to administer the Verified Security Alarm Response Program to monitor the response of the Police Service.

#### **ALARM COMPANY**

Means any business which engages in the monitoring of alarm systems and notifies the police when an alarm system has been activated.

### ALARM MONITORING SERVICE

Means an independent company which can supply 24 hour security alarm monitoring for residential and commercial clients and who notifies police when an alarm system has been activated.

### BOARD

Means the Greater Sudbury Police Service Board.

### CANCELLED ACCEPTED ALARM

Means a request received from alarm company, alarm monitoring service or home/business owner to cancel police response to an alarm signal after the police have been dispatched to the premises but prior to the arrival of the police at the premises.

### CANCELLED ALARM

Means a request is received from an alarm company, alarm monitoring service or home/business owner to cancel police response to an alarm signal prior to police being dispatched.

### CHIEF OF POLICE

Means the Chief of Police of Greater Sudbury Police Service, or his or her designate.

### FALSE ALARM

Means an alarm which police determine resulted from anything other than an unauthorized entry or unlawful act, imminent threat to personal safety, medical or fire emergency including:

- a. An alarm system activated unnecessarily, improperly or for a purpose other than for which the alarm device or system was installed, carried or worn;
- b. The alarm company or alarm system user were testing an alarm without prior knowledge of the police service;
- c. Where no evidence exists of criminal activity or imminent threat to personal safety, which the system was installed or used to warn of;
- d. An alarm system actually or apparently activated by mechanical failure, malfunction or faulty equipment;
- e. An alarm activated by negligence or carelessness; or
- f. An alarm system actually or apparently activated by atmospheric conditions, excessive vibrations or power failure.

### POLICE SERVICE

Means the Greater Sudbury Police Service.

### SECURITY ALARM SYSTEM

An assembly of mechanical and/or electronical devices which are designated or used for the detection of unauthorized entry or damage to any building, structure or premises or for alerting others to the commission of an unlawful act, or both, which emits a sound

or transmit a signal or message when activated. It also means a panic alarm, which is activated by an individual, whose primary purpose is the protection of the person.

AUTOMATED TELLER MACHINE (ATM)

Means a stand- alone device used to dispense or receive cash.

**2.0 VERIFIED SECURITY ALARM RESPONSE PROGRAM**

- 2.1 The Chief of Police shall establish a Verified Security Alarm Response Program.
- 2.2 There shall be an Alarm Coordinator who shall be appointed by the Chief of Police who shall maintain and administer the Verified Security Alarm Response Program and carry out such other duties in respect of this By-Law as assigned by the Chief of Police.
- 2.3 It shall be recommended that every owner or occupant of premises on which is installed a security alarm system subscribe with an alarm company or alarm monitoring service and provide current keyholder information to the alarm company or alarm monitoring service. to ensure an appropriate response and prevent alarm system owners from incurring unnecessary fees.
- 2.4 The alarm company or alarm monitoring service or persons who names are provided pursuant to subsection 2.3 shall be:
  - a. Available to receive telephone calls from the police in the event of an alarm incident;
  - b. Able to attend at the address of the alarm incident within 30 minutes of being requested to do so by the police;
  - c. Capable of affording police access to the premises where the security alarm system is installed; and
  - d. Capable of operating the security alarm system and able to safeguard the premises.
- 2.5 Alarm companies and alarm monitoring services (where alarms are monitored) shall be required to sign a Service Agreement with the Greater Sudbury Police Service Board.
- 2.6 The alarm company or alarm monitoring service shall provide the Board with a Certificate of Insurance evidencing coverage from January 1<sup>st</sup> of each year for the duration of the agreement.
- 2.7 If an alarm system is installed by an individual tenant in a multiple dwelling unit which is monitored by an alarm company or alarm monitoring service, the tenant must provide the name of the owner or property manager to the alarm company or alarm monitoring service.

- 2.8 For the purposes of this By-Law the tenant is responsible for any false alarms emitted from the alarm system in the tenant's residential unit.
- 2.9 All ATMs must be registered separately from any other alarm system located at an alarm site.
- 2.10 Alarm companies, alarm monitoring services and home/business owners of premises where unmonitored residential or business alarms will be required to verify any alarm signal and verify a criminal offence has occurred or is occurring or there is an imminent threat to personal safety, medical or fire emergency through a verified response such as:
- a. Audio signal (confirmation of criminal activity by sounds detected within the premises);
  - b. Video signal (confirmation of criminal activity through visual images);
  - c. On-scene witnesses;
  - d. Multiple alarm activation points (at a minimum 2 separate/different sensors in a manner or sequence which indicates suspected criminal activity).
- 2.11 If a panic, hold-up or duress alarm is received, verification will not be required and emergency response will be initiated.
- 2.12 An audible alarm called in by a third party with no suspicious circumstances shall be considered a noise complaint.

### **3.0 FALSE ALARM FEES**

- 3.1 Where the Police Service attends at a building, structure or premises as a result of an Alarm Incident that is a False Alarm, a fee as set out in Schedule "A" alarm company, alarm monitoring service or home/business owner if alarm is not monitored. A partial fee shall be charged as set out in Schedule "A" for alarm calls which are cancelled after officers have been dispatched but have not yet attended on scene.
- 3.2 Any collection costs for fees or charges imposed pursuant to this By-Law that are due and unpaid shall be added to the outstanding amount.
- 3.3 Any fees or charges imposed pursuant to this By-Law and may be collected in like manner as municipal taxes, or by a collection agency.
- 3.4 Schedule "A" is attached to and forms part of this By-Law.
- 3.5 The requirements of this By-Law are severable. If any requirements of this By-Law are held invalid, the application of such requirements to other circumstances and the remainder of this by-law shall not be affected.

- 3.6 This By-Law is not to be constructed at any time in such a fashion as to hold the Police Service or its officers liable for failing to ensure that persons comply with the provisions of this By-Law.
- 3.7 This By-Law shall come into force and take effect on the date upon approval by the City Council.
- 3.8 Information collected as a result of the operation of this by-law shall be governed by the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*.

#### **4.0 EFFECTIVE DATE**

- 4.1 By-Law 2002-1, as amended, and all By-Laws, sections of By-Laws and procedural policies of the Board inconsistent with the provisions of this By-Law are hereby repealed.
- 4.2 This By-Law shall come into effect on passage.

BY-LAW passed by the Greater Sudbury Police Service Board, this 17<sup>th</sup> day of December 2025.

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Chair

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Board Administrator

**SCHEDULE A**

**VERIFIED SECURITY ALARM RESPONSE PROGRAM**  
**FALSE ALARM FEES – EFFECTIVE JANUARY 1, 2025**

False Alarm Attendance Fee	\$160.00 plus H.S.T
Cancelled Accepted False Alarm Fee	\$80.00 plus H.S.T



## **GREATER SUDBURY POLICE SERVICE BOARD BY-LAW BY-LAW NO. 2025-009**

A By-Law to establish governance standards relating to the disclosure of secondary activities pursuant to the *Community Safety and Policing Act*.

**WHEREAS** Section 38(1) of the *Community Safety and Policing Act*, provides that the Board may establish guidelines consistent with Section 89 for disclosure of secondary activities and for decisions whether to permit such activities;

**AND WHEREAS** Section 89(6) of the *Community Safety and Policing Act* provides that the Board shall receive regular reports from the Chief of Police on disclosures and decisions made under Section 89;

**AND WHEREAS** it is deemed expedient for the Board to establish guidelines for compliance with the *Community Safety and Policing Act*,

**AND WHEREAS** 46(1) of the *Community Safety and Policing Act* authorized the Board, by By-Law, to make rules for the effective management of the police service;

**NOW THEREFORE, the Greater Sudbury Police Service Board hereby enacts as follows:**

### **1.0 DEFINITIONS**

#### **ACT**

Means the *Community Safety and Policing Act* as amended.

#### **BOARD**

Means the Greater Sudbury Police Service Board.

#### **CHIEF**

Means the Chief of Police of the Greater Sudbury Police Service.

#### **CONFLICT OF INTEREST**

Means a conflict between the private interests and the official responsibilities of a member, either real or perceived.

#### **MEMBER**

Means an employee of the Greater Sudbury Police Service.



### SECONDARY ACTIVITY

Means a paid or unpaid secondary activity.

### PAID SECONDARY ACTIVITY

Means any business, undertaking or calling that involves financial gain or other benefit or consideration in which a member participates while not on duty.

### UNPAID SECONDARY ACTIVITY

Means engaging in an activity that is not a paid secondary activity.

## **2.0 PROCEDURES**

2.1 The Chief shall develop and maintain a procedure for the disclosure of all secondary activities pursuant to Section 89(1) of the Act which shall include, at a minimum that:

- a. All members of the Service engaged directly or indirectly in a secondary activity shall comply with Section 89 of the Act;
- b. All members shall submit their request to engage in secondary activity to the Chief for consideration;
- c. All members shall, upon becoming aware of an activity that they have already undertaken that may contravene the Act, disclose full particulars of the situation to the Chief; and
- d. Where a member makes application to engage in a secondary activity or discloses an activity they have already undertaken, the Chief shall ensure that the secondary activity does not contravene Section 89(1) of the Act and that the Chief has the sole discretion to determine whether the member is permitted to engage in the activity.

2.2 The Chief may rescind an approval to engage in a secondary activity where:

- a. It is determined that the secondary activity has become a contravention of the Act;
- b. The secondary activity has adversely affected the performance of the member; or
- c. The member refuses to comply with a restriction imposed on the secondary activity, which is in contravention of the Act.

2.3 Members shall request approval to continue to engage in a secondary activity while off duty due to sickness or injury.

## **3.0 CHIEF OF POLICE**

Where the Chief proposes to engage in a secondary activity or becomes aware that an activity that he or she has already undertaken may contravene the Act,

the Chief shall disclose full particulars to the Board for approval consistent with Section 2 of this By-Law.

**4.0 REPORTS TO THE BOARD:**

- 4.1 The Chief shall provide an annual report to the Board outlining applications, disclosures and decisions made pursuant to Section 89(6) of the Act for the preceding year.
- 4.2 The report shall contain, at a minimum, the following information for both civilian and sworn members:
- a. The total number of applications to engage in secondary activities;
  - b. The total number of disclosures of secondary activities made;
  - c. The nature of each secondary activity applied for or disclosed;
  - d. The total number of secondary activities approved by the Chief;
  - e. The total number of secondary activities denied by the Chief;
  - f. The reasons for each of the denials; and
  - g. Any pending applications or disclosures.

5. In this By-law words imparting singular include the plural and vice versa.

**6. EFFECTIVE DATE**

- 6.1 By-Law 2003-2, as amended, and all By-Laws, sections of By-Laws and procedural policies of the Board inconsistent with the provisions of this By-Law are hereby repealed.

- 6.2 This By-Law shall come into effect on passage.

BY-LAW passed by the Greater Sudbury Police Service Board, this 17<sup>th</sup> day of December 2025.

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Chair

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Board Administrator



## **GREATER SUDBURY POLICE SERVICE BOARD BY-LAW BY-LAW 2025-010**

A By-Law to establish governance standards relating to the disclosure by the Chief of Police of personal information about individuals pursuant to the *Community Safety and Policing Act*.

**WHEREAS** Section 261(1) 2 of the *Community Safety and Policing Act* provides that the Lieutenant Governor in Council may make regulations prescribing policing standards, including the policing standards that must be met in providing adequate and effective policing;

**AND WHEREAS** O. Reg. 412/23: *Disclosure of Personal Information* was enacted in accordance with Section 261(1) 2 of the *Community Safety and Policing Act* to prescribe standards for the disclosure of personal information;

**AND WHEREAS** the Board desires to establish guidelines for compliance with Section 80 the *Community Safety and Policing Act* for the disclosure of personal information by the Chief of Police;

**AND WHEREAS** Section 46(1) of the *Community Safety and Policing Act* authorizes the Board to establish its own rules and procedures in performing its duties under the Act and the regulations;

**NOW THEREFORE, The Greater Sudbury Police Services Board hereby enacts as follows:**

### **1.0 DEFINITIONS**

#### **ACT**

Means the *Community Safety and Policing Act*, as amended.

#### **BOARD**

Means the Greater Sudbury Police Service Board.

#### **CHIEF OF POLICE**

Means the Chief of the Greater Sudbury Police Service.

#### **HIGH RISK OFFENDER**

Means an individual as described in Section 5 of *Ontario Regulation 412/23*.

## SERVICE

Means the Greater Sudbury Police Service.

## VICTIM

Means an individual described in Section 7(1) of *Ontario Regulation 412/23*.

### **2.0 AUTHORITY TO DISCLOSE PERSONAL INFORMATION:**

2.1 The Chief of Police, or designate, may disclose personal information in accordance with *Ontario Regulation 412/23* and any other provincial or federal legislation and in accordance with this By-law, for one or more of the following purposes:

- a. Protection of the public;
- b. Protection of victims of crime;
- c. Keeping victims of crime informed of the law enforcement, judicial or correctional processes relevant to the crime that affected them;
- d. Law enforcement;
- e. Correctional purposes;
- f. Administration of justice;
- g. Enforcement of and compliance with any federal or provincial Act, regulation or government program; and
- h. Keeping the public informed of the law enforcement, judicial or correctional processes respecting any individual.

### **3.0 RELEASE OF INFORMATION TO THE PUBLIC:**

3.1 The Chief of Police, or designate, shall ensure that all releases of personal information are in accordance with Sections 5 or 6 of *Ontario Regulation 412/23*.

3.2 Further, when assessing to disclose personal information in accordance with *Ontario Regulation 412/23*, the Chief of Police, or designate, shall consider, at a minimum, the following:

- a. The victim(s) needs and/or the community interests;
- b. Alternative measures available; and
- c. The breadth of the public notification that is required to be made.

3.3 The Chief of Police, or designate, shall ensure that the Board is notified as soon as practicable of a decision to release personal information of a high-risk offender to the public.

### **4.0 RELEASE OF INFORMATION TO A VICTIM:**

The Chief of Police, or designate, may disclose personal information to a victim about the individual who committed the offence if the victim requests the information. Disclosure shall be in accordance with Section 7 of *Ontario Regulation 412/23*.

## **5.0 SHARING INFORMATION WITH OTHER AGENCIES**

In accordance with Section 8 of *Ontario Regulation 412/23*, the Chief of Police, or designate, may share certain information with other agencies. The Chief of Police is allowed to enter into a Memorandum of Understanding for the purposes of Subsection 8(3) of *Ontario Regulation 412/23*.

## **6.0 PROCEDURES**

- 6.1 The Chief of Police shall develop and maintain a procedure for the disclosure of personal information which shall include, at a minimum,
- a. The process for the assessment of high-risk offenders whose release is pending;
  - b. Alternative measures available without a public notification being made;
  - c. The process for the release of personal information where it is determined to be warranted to ensure compliance with the *Community Safety and Policing Act*, *Ontario Regulation 412/23*, the *Municipal Freedom of Information and Protection of Privacy Act* and this By-Law.

## **7.0 DESIGNATIONS**

- 7.1 The Chief of Police shall establish appropriate designations within the Service in relation to the disclosure of personal information pursuant to *Ontario Regulation 412/23*.
- 7.2 In this By-law and the attached Schedules words imparting singular include the plural and vice versa.

## **8.0 EFFECTIVE DATE**

- 8.1 By-Law 2003-3, as amended, and all By-Laws, sections of By-Laws and procedural policies of the Board inconsistent with the provisions of this By-Law are hereby repealed.
- 8.2 This By-Law shall come into effect on passage.

BY-LAW passed by the Greater Sudbury Police Service Board, this 17<sup>th</sup> day of December 2025.

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Chair

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Board Administrator



## **GREATER SUDBURY POLICE SERVICE BOARD BY-LAW BY-LAW 2025-011**

A By-Law to establish and regulate promotions to the Rank of Sergeant, Staff Sergeant, and Inspector within the Greater Sudbury Police Service pursuant to the *Community Safety and Policing Act*.

**WHEREAS** the Greater Sudbury Police Service Board deems it desirable to establish a process to regulate promotions to the Rank of Sergeant, Staff Sergeant, and Inspector within the Greater Sudbury Police Service;

**NOW THEREFORE, the Greater Sudbury Police Service Board enacts as follows:**

- 1.0** The Promotional Process as described in Service Procedure HR007, or any succeeding procedure is hereby adopted as the Process to govern promotions to the Rank of Sergeant, Staff Sergeant, and Inspector, to remain in effect for a period of one (1) year.
- 2.0** This By-Law shall be reviewed annually to ensure the Promotional Process as noted in this By-Law is current. The Chief of Police will provide the Board with a report verifying the status of the procedure.
- 3.0** This By-Law amends, rescinds, and supersedes all policies, by-laws, or portions of policies and/or by-laws previously adopted by the Board pursuant to the Promotional Process.
- 4.0** **EFFECTIVE DATE**
  - 4.1** By-Law 2-94, as amended, and all By-Laws, sections of By-Laws and procedural policies of the Board inconsistent with the provisions of this By-Law are hereby repealed.
  - 4.2** This By-Law shall come into effect on passage.

BY-LAW passed by the Greater Sudbury Police Service Board, this 17<sup>th</sup> day of December 2025.

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Chair

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Board Administrator



## **GREATER SUDBURY POLICE SERVICE BOARD BY-LAW BY-LAW 2025-012**

A By-Law of the Greater Sudbury Police Service Board authorizing the Chief of Police or their designate to execute agreements with independent contractors requiring adherence to the *Occupational Health and Safety Act* and its Regulations.

**WHEREAS** the Greater Sudbury Police Service Board deems it desirable from time to time to execute Agreements with independent contractors for the performance of certain work, and the Board wishes to require adherence to the *Occupational Health and Safety Act* and its Regulations;

**NOW THEREFORE the Greater Sudbury Police Service Board hereby enacts as follows:**

**1.0** That the Chief of Police or their designate are hereby authorized to execute Agreements between the Greater Sudbury Police Service Board and independent contractors requiring adherence to the *Occupational Health and Safety Act* and its Regulations.

### **2.0 EFFECTIVE DATE**

**2.1** By-Law 1-93, any other By-Laws, amendments to By-Laws, sections of By-Laws, and policies of the Board inconsistent with the provisions of this By-law are hereby repealed.

**2.2** This By-Law shall come into effect on passage.

BY-LAW passed by the Greater Sudbury Police Service Board, this 17<sup>th</sup> day of December 2025.

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Chair

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Board Administrator