Northumberland OPP Detachment Board Policy

Protocol for Information Sharing

Policy No: 2024-9

Effective Date: April 1, 2024

Rescinds all other Policies and Procedures relating to this subject.

Whenever reference is made to "Detachment Commander" ("DC"), the term is intended to include the Ontario Provincial Police ("OPP") more generally to the extent the actual responsibility/authority relating to the establishment of policies, procedures and processes lies at more senior levels within OPP management or as otherwise may be required under the *Community Safety and Policing Act, 2019* and regulations (collectively the "CSPA").

1. Policy Statement

1.1. The Board desires to establish a protocol with the County of Northumberland (the "County") that addresses:

(a) the sharing of information with the County, including the type of information and the frequency for sharing this information; and

(b) the dates by which reports will be provided to the Participating Municipality Councils.

1.2. In addition,

(a) CSPA s.70 requires the DC to consult with the Board, Participating Municipality Councils, community school boards, community organizations and groups, businesses, and members of the public in the municipality it serves during the development of the local Action Plan.

(b) The Board's Policy on Sharing Crime, Call and Public Disorder Analysis requires the DC to provide crime, call and public disorder analysis data and information on crime trends (collectively "Crime Information") as requested to the Board and periodically throughout the year at Board public meetings and this information is included in the Board's Annual Report required under CSPA s.68(1)(f) (see paragraph 7 below).

(c) The Board also shares the Crime Information with Participating Municipality Councils, school boards, community organizations and groups, businesses, and members of the public in the municipality served by the Northumberland OPP Detachment by posting the information on its website and by including periodic Crime Information in its public meetings agenda materials and minutes which are also posted on the Board's website.

2. Statutory Authority or References

See above.

3. Purpose

3.1. The Board desires to establish an information sharing protocol with the Participating

Municipality Councils.

4. Scope

4.1. This Policy will apply to the DC, Board Members, and the Executive Assistant in the conduct of their duties.

5. Applicable Definitions

5.1. As defined herein.

6. Information Sharing Protocol

6.1. The Executive Assistant and the Participating Municipality Clerks shall jointly undertake to:
(a) create a schedule in December of each year of the dates, times, and locations of each public meeting of the Board for the forthcoming year, and to circulate this schedule to Board members and members of Participating Municipality Councils and to post the schedule on the Board's website prior to January 1st;
(b) circulate copies of the Board's public meeting agenda sheet on or before the Friday prior to each such meeting to Board members and to members of Participating Municipality Councils; and
(c) provide copies of the Board's public meeting minutes at the first meeting of Participating Municipality Councils following the Board's approval of such minutes.

6.2. The Board and the DC may host such public information sessions on the current policing issues in the community as the Board deems necessary.

6.3. The Board shall:
(a) provide to Participating Municipality Councils, through the office of the Participating Municipality Councils Clerk:
(i) a copy of the Strategic Plan upon publication by the Minister;
(ii) the draft local Action Plan submitted to the Board by the DC under CSPA ss.70(5) and (6) for input the Board may incorporate into its comments back to the DC under CSPA s.70(4);
(iii) notice of the DC's publication of the final local Action Plan per CSPA s.70(7);
(iv) Crime Information, including:
- CSPA ss.68(2) DC reports to the Board, as requested, regarding the policing provided by the detachment; and
- CSPA ss.68(1)(f) Board Annual Report to the Participating Municipality Councils, by June 30, regarding the policing provided by the detachment (see paragraph 7 below),

(v) all other reports which are received by the Board at a public meeting.

7. Board Annual Report

7.1. Under ss.68(1)(f) of the Community Safety Policing Act, 2019 (CSPA), most of which came into force on April 1, 2024, the Board is required to provide an annual report to Participating Municipality Councils regarding the policing provided by the Northumberland Detachment of the OPP in our community.

7.2. This report is composed of two main parts:

(a) **Part 1** - an operation portion prepared by the Detachment Commander which will consist of the following:
   (i) a copy of the most recent Strategic Plan issued by the Minister under CSPA s.61;
   (ii) a copy of the most recent Local Action Plan prepared by the Detachment Commander in consultation with the Board under CSPA s.70;
   (iii) a copy of the most recent annual Progress Report prepared by the Northumberland Detachment of the OPP relative to the most recent Local Action Plan;
   (iv) copies of the Detachment Commander's reports received by the Board at its meetings;
   (v) a copy of the OPP Commissioner's Annual Report issued under CSPA s.58; and
   (vi) a copy of Relevant Reports Required under the CSPA to permit Participating Municipality Councils to request the Board to provide any additional CSPA report available to the public.

(b) **Part 2** - any local initiatives that the Board has added in consultation with the Detachment Commander, including, for example, budgeting and community engagement activities of the Board, Crime Information not included in Part 1 and any additional information of any of the Participating Municipality Councils would like to see in the report.

7.3. To the extent the latest Local Action Plan/Progress Report is not available from the DC by June 30th in any year, the Board should, nevertheless, prepare and submit the most recent available copy of such document with an explanation for the delay, a partial Annual Report to Participating Municipality Councils containing whatever Part 2 information is available, and an undertaking to forward any missing Part 1 information when received by the Board in final form from the Detachment Commander.

8. Review and Revision History

Revision Date	Description of Changes
September 19, 2023	Updated as part of the Board's governance reform project
April 1, 2024	Updated to reflect new CSPA

Approved and ratified by the Northumberland OPP Detachment Board effective April 1, 2024.

John Davison

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Chair

Lou Rinaldi

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Vice Chair