



The Corporation of the Town of LaSalle

Police Services Board Public Meeting

Agenda

Monday, January 19, 2026, 5:00 PM

Council Chambers, LaSalle Civic Centre, 5950 Malden Road

Secretary's Note: A live recording of the meeting can be viewed by watching the live stream at: www.youtube.com/@TownofLaSalleON. Accessible formats or communication supports are available upon request. Contact the Board Secretary, tmailloux@lasalle.ca, 519-969-7770 extension 1233.

Pages

A. Opening Business

1. Call to Order
2. Land Acknowledgement Statement
3. Election of Chair and Vice-Chair

In accordance with sections 36(1) and 36(2) of the *Community Safety and Policing Act*, 2019 which provides that the Board is required to elect a Chair and Vice-Chair at its first meeting each year, the Board members will elect a Chair and Vice-Chair of the LaSalle Police Services Board.

The Board Secretary will begin with the election of Chair for 2026 followed by the new Chair holding the election for Vice-Chair for 2026.

B. Adoption of Agenda

Recommendation

That the January 19, 2026 LaSalle Police Services Board public agenda be adopted as presented.

C. Disclosures of Pecuniary Interest and the General Nature Thereof

D. Adoption of Minutes

Recommendation

That the minutes of the LaSalle Police Services Board committee and public meetings held December 15, 2025 be adopted as presented.

E. Presentations/Delegations

1.	New Member Introduction to the Board - Vaikla	11
	Recommendation	
	That the memorandum from Chief Pearce dated January 19, 2026 regarding the New Member Introduction to the Board - Vaikla, be received; and	
	That the LaSalle Police Services Board recognize the newest member of the LaSalle Police Service, Constable Nathaniel Vaikla.	
2.	Deputy Chief Letter of Recognition - Bartlett	12
	Recommendation	
	That the memorandum from Deputy Chief Woods dated January 7, 2026 regarding the Deputy Chief Letter of Recognition for Constable Jack Bartlett be received for information.	
F.	Reports/Correspondence for Action	
1.	LaSalle Police Services Board Governing Rules Review and Update	13
	Recommendation	
	That the memorandum from the Board Secretary dated January 6, 2026 regarding an update to the LaSalle Police Services Board Governing Rules By-law be received; and	
	That the Board approves the changes to its Governing Rules and adopt the implementing By-law during the By-law section of the agenda.	
2.	Political Activity & Use of Board Resources During an Election Policy	35
	Recommendation	
	That the report from the Board Secretary dated January 7, 2026 regarding Political Activity & Use of Board Resources During an Election Policy be received; and	
	That the Board adopt the attached policy GP-021 Political Activity & Use of Board Resources During an Election for the 2026-2030 municipal election campaign period.	
3.	LaSalle Police Services Board 2026 Committee Assignments	40
	Recommendation	
	That the memorandum from the Board Secretary dated January 7, 2026 regarding the 2026 LaSalle Police Services Board committee assignments be received; and	
	That the 2026 LaSalle Police Services Board committee assignments be approved.	

G. Consent Agenda**Recommendation**

That items G1 through G6 on the Consent Agenda for January 19, 2026 be received for information.

1.	King Charles III Coronation Medal - Davies	42
2.	IoP Memo 8 - Public Release of the first Decisions by the Inspector General of Policing with accompanying Findings Reports	45
3.	LaSalle Police Service Training Update	47
4.	LaSalle Police Service Community Focus 2025: July 1, 2025 to December 31, 2025	49
5.	LaSalle Police Service Procedure Updates	52
6.	Crime Stoppers Coordinator & Statistical Report (December 2025)	55

H. Questions/Statements by Board Members**I. By-laws****Recommendation**

That the following By-laws be given a first, second, and third reading and finally passed:

- 2026-01, Being a By-law to amend By-law #FOUR, being a By-law to provide Rules Governing the Proceedings of the LaSalle Police Services Board

J. Schedule of Upcoming Meetings/Events

- March 16, 2026 - LaSalle Police Services Board Committee and Public meetings:
 - 4:15 p.m. Committee, 5:00 p.m. Public

K. Adjournment



**The Corporation of the Town of LaSalle
Minutes of a Committee meeting of the Town of LaSalle Police Services Board**

December 15, 2025 at 4:15 p.m.
LaSalle Room, LaSalle Civic Centre, 5950 Malden Road

Board Members Present: Mayor Crystal Meloche, Councillor Anita Riccio-Spagnuolo, Morris Brause, Marie Campagna

Administration Present: Chief of Police Michael Pearce, Deputy Chief of Police Jason Woods, Tanya Mailloux, Board Secretary

Additional Present: Ron LeClair, Zone 6 Advisor

A. Call to order

Mayor Meloche presides as Chair and calls the meeting to order at 4:20 p.m.

B. Disclosure of pecuniary interest and the general nature thereof

There are no declarations of conflict of interest on the committee agenda.

C. Closed session

4906/25

Moved By: M. Brause

Seconded By: Councillor Riccio-Spagnuolo

That the LaSalle Police Services Board move into closed session at 4:20 p.m. in accordance with Section 44(2) of the *Community Safety and Policing Act, 2019*, to consider the following:

1. Personal matters about identifiable individuals and potential litigation matter affecting the board, being correspondence regarding allegations, s.44(2)(b)(e);
2. Personal matters about identifiable individuals and labour relations matters, being a LaSalle Police Service Administrative Update, S.44(2)(b)(d);
3. Labour relations matters, being a Request for Special Olympics Ontario, s.44(2)(d); and
4. Information explicitly supplied in confidence to the board, being a notice from the Ministry of the Solicitor General, s.44(2)(g).

Carried.

D. Consideration of business items on the agenda

Board member M. Campagna enters the meeting at 4:21 p.m. during discussion of item C1 of the committee agenda and does not declare a conflict of interest.

E. Motion to move into public session

4907/25

Moved By: M. Campagna
Seconded By: M. Brause

That the Board move into public session at 4:35 p.m.

Carried.

F. Motion on business items

1. Personal matters about identifiable individuals and potential litigation matter affecting the board, being correspondence regarding allegations, s.44(2)(b)(e)

4908/25

Moved By: Councillor Riccio-Spagnuolo
Seconded By: M. Brause

That the confidential memorandum and attachment from the Board Secretary dated November 20, 2025 regarding the LaSalle Police Inaction Email and verbal update from Mayor Meloche, Board Chair, be received for information.

Carried.

2. Personal matters about identifiable individuals and labour relations matters, being a LaSalle Police Service Administrative Update, S.44(2)(b)(d)

4909/25

Moved By: Councillor Riccio-Spagnuolo
Seconded By: M. Campagna

That the confidential memorandum and attachments from the Chief Pearce dated December 1, 2025 regarding a LaSalle Police Service Administrative Update be received for information.

Carried.

3. Labour relations matters, being a Request for Special Olympics Ontario, s.44(2)(d)

4910/25

Moved By: M. Campagna
Seconded By: M. Brause

That the confidential memorandum from Chief Pearce dated November 19, 2025 regarding the request for Special Olympics Ontario be approved.

Carried.

4. Information explicitly supplied in confidence to the board, being a notice from the Ministry of the Solicitor General, s.44(2)(g)

4911/25

Moved By: M. Brause
Seconded By: M. Campagna

That the confidential correspondence received from the Ministry of the Solicitor General dated December 9, 2025 regarding NG911 be received for information.

Carried.

G. Next meeting

Monday, January 19, 2026 at 4:15 p.m. – LaSalle Police Services Board
Committee Meeting

H. Adjournment

There being no further business, the committee meeting is adjourned at the call
of the Chair at 4:36 p.m.

Chair: Mayor Crystal Meloche

Recording Secretary: Tanya Mailloux



**The Corporation of the Town of LaSalle
Minutes of a Public Meeting of the Town of LaSalle Police Services Board**

December 15, 2025, 5:00 p.m.
Council Chambers, LaSalle Civic Centre, 5950 Malden Road

Board Members Present: Mayor Crystal Meloche, Councillor Anita Riccio-Spagnuolo, Morris Brause, Marie Campagna

Administration Present: Chief of Police Michael Pearce, Deputy Chief of Police Jason Woods, Tanya Mailloux, Board Secretary

Additional Present: Ron LeClair, Zone 6 Advisor

Secretary's Note: A recording of the meeting can be viewed at the following link: www.youtube.com/@TownofLaSalleON

A. Opening Business

1. Call to Order

Mayor Meloche presides as Chair and calls the meeting to order at 5:00 p.m.

2. Land Acknowledgement Statement

Mayor Meloche reads the Land Acknowledgement statement.

B. Adoption of Agenda

4912/25

Moved By: M. Brause
Seconded By: M. Campagna

That the December 15, 2025 LaSalle Police Services Board public agenda be adopted as presented.

Carried.

C. Disclosures of Pecuniary Interest and the General Nature Thereof

There are no declarations of conflict of interest on the public agenda.

D. Adoption of Minutes

4913/25

Moved By: M. Campagna
Seconded By: Councillor Riccio-Spagnuolo

That the minutes of the LaSalle Police Services Board committee and public meetings held October 27, 2025 be adopted as presented.

Carried.

E. Presentations/Delegations

1. Deputy Chief Letter of Recognition

4914/25

Moved By: Councillor Riccio-Spagnuolo
Seconded By: M. Campagna

That the memorandum from Deputy Chief Woods dated December 1, 2025 regarding the Deputy Chief Letters of Recognition be received.

Carried.

2. Chief of Police Commendation

4915/25

Moved By: M. Brause
Seconded By: M. Campagna

That the memorandum from Chief Pearce dated November 20, 2025 regarding the Chief of Police commendation be received.

Carried.

3. LaSalle Police Service Retirements

The Board takes a recess at 5:44 p.m. to take pictures. The Board resumes the public meeting at 6:00 p.m.

4916/25

Moved By: M. Campagna
Seconded By: Councillor Riccio-Spagnuolo

That the memorandum from Chief Pearce dated December 1, 2025 regarding the LaSalle Police Service Retirements be received.

Carried.

F. Reports/Correspondence for Action

1. LaSalle Police Service Appointment of Officer

4917/25

Moved By: M. Brause
Seconded By: Councillor Riccio-Spagnuolo

That the memorandum from Chief Pearce dated December 1, 2025 regarding the Appointment of Officer be received; and

That the Board appoint Cadet Nathaniel Vaikla as a Police Officer effective Monday, December 22, 2025, contingent upon their successful graduation from the Ontario Police College (OPC), pursuant to s.85 of the *Community Safety and Policing Act*, 2019 (the "Act"); and

That the Board authorize the Chair of the Board to sign and issue a Certificate of Appointment to Cadet Nathaniel Vaikla on behalf of the Board, pursuant to s.83(4) of the Act, upon confirmation of their successful completion from the OPC.

Carried.

2. LaSalle Police Services Board 2026 Proposed Meeting Dates

4918/25

Moved By: Councillor Riccio-Spagnuolo
Seconded By: M. Brause

That the memorandum from the Board Secretary dated November 17, 2025 regarding the LaSalle Police Services Board 2026 proposed meeting dates be received; and

That the proposed 2026 meeting schedule be approved as presented.

Carried.

3. 2026 Annual Membership Fees (OAPSB & OAPSB Zone 6)

4919/25

Moved By: M. Campagna
Seconded By: Councillor Riccio-Spagnuolo

That the memorandum from the Board Secretary dated November 18, 2025 regarding the 2026 Ontario Association of Police Services Boards (OAPSB) and OAPSB Zone 6 annual membership fees be received; and

That the 2026 OAPSB and OAPSB Zone 6 annual fees be approved for payment.

Carried.

4. LaSalle Police Services Board Policy - Collection of Identifying Information in Certain Circumstances

4920/25

Moved By: M. Brause
Seconded By: M. Campagna

That the memorandum and attachment from the Board Secretary dated December 1, 2025 regarding the LaSalle Police Services Board Policy – Collection of Identifying Information in Certain Circumstances be received; and

That the Board adopt the draft policy effective December 15, 2025, as appended to this report; and

That the Board Chair, in consultation with the Chief, be authorized to make any supplementary administrative amendments to the Board Policy that may be required following any additional clarification of the Community Safety and Policing Act, 2019 and its Regulations that may be received by the Ministry of the Solicitor General.

Carried.

G. Consent Agenda

4921/25

Moved By: Councillor Riccio-Spagnuolo
Seconded By: M. Campagna

That items G1 through G10 on the Consent Agenda for December 15, 2025 be received for information.

Carried.

1. LaSalle Police Services Board Provincial Appointment Update
2. LaSalle Police Statistics Snapshot
3. LaSalle Police Service Financial Report
4. Neighbourhood Safety and Crime Prevention Walk
5. 2026-2029 Windsor Essex Community Safety & Well-Being Plan
6. Crime Stoppers Coordinator & Statistical Report (October & November 2025)
7. LaSalle Police Service Monthly Statistics (August, September, October 2024/2025)
8. Kingsville Fire Dispatch Statistics (September, October & November 2024/2025)
9. LaSalle Police Services Board Financial Statements (September & October 2025)
10. All Chiefs Memo - Proposed Amendments to the Police Record Checks Reform Act, 2015 through the Keeping Criminals Behind Bars Act, 2015

H. Questions/Statements by Board Members

None.

I. By-laws

4922/25

Moved By: Councillor Riccio-Spagnuolo
Seconded By: M. Brause

That the following By-law be given a first, second, and third reading and finally passed:

- 2025-01, Being a By-law to impose fees and charges for services or activities provided by the Town of LaSalle Police Service

Carried.

J. Schedule of Upcoming Meetings/Events

- January 19, 2026 - LaSalle Police Services Board Committee and Public meetings:
 - 4:15 p.m. Committee, 5:00 p.m. Public

K. Adjournment

The meeting is adjourned at the call of the Chair at 6:06 p.m.

Chair: Mayor Crystal Meloche

Recording Secretary: Tanya Mailloux



1880 Normandy Street, LaSalle, Ontario, N9H 1P8

Phone: 519-969-5210

Fax: 519-969-2662

LaSalle Police Service Public Memorandum

To: LaSalle Police Services Board

From: Michael Pearce, Chief of Police

Date: January 19, 2026

Subject: New Member Introduction to the Board

Background:

It is my pleasure to introduce our newest Constable to the Board.

Constable Nathaniel Vaikla was sworn in as a Cadet on Monday, September 2, 2025. He completed 13 weeks of Basic Constable Training at the Ontario Police College on December 19, 2025. On January 7, 2026, Cadet Vaikla was sworn in as a Constable - 4th Class and began his field training with a Coach Officer.

(Deputy Chief Woods to read biography)

(Chief's Comments, Constable Vaikla's Comments)

Congratulations Constable Vaikla and welcome to the LaSalle Police Service!

Recommendation:

That the LaSalle Police Services Board receive this memorandum for information; and

That the LaSalle Police Services Board recognize the newest member of the LaSalle Police Service.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Michael Pearce".

Michael Pearce
Chief of Police
LaSalle Police Service



1880 Normandy Street, LaSalle, Ontario, N9H 1P8

Phone: 519-969-5210

Fax: 519-969-2662

LaSalle Police Service Public Memorandum

To: LaSalle Police Services Board

From: Jason Woods, Deputy Chief of Police

Date: January 7th, 2026

Subject: Deputy Chief Letter of Recognition

Background:

On Friday, December 5, 2025, Constable Jack Bartlett responded to a call involving a male in crisis who had attempted suicide. The individual was discovered by his mother choking himself. Upon arrival, Constable Bartlett engaged with the male using a person-centered approach, demonstrating compassion and empathy. His actions were instrumental in building rapport with both the individual and his family. Ultimately, Constable Bartlett accompanied the male to the hospital for a psychiatric assessment, ensuring his safety and well-being.

Later that same day, the male's mother contacted the LaSalle Police Emergency Communications Centre to commend Constable Bartlett. She described him as having a "calming presence" that made both her son and herself feel safe. She expressed her sincere gratitude for his professionalism and support during a critical moment.

On behalf of the LaSalle Police Service, I am proud to award Constable Jack Bartlett a Deputy Chief's Letter of Recognition.

Recommendation:

That the LaSalle Police Services Board receive the Deputy Chief Letter of Recognition Report for information.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Jason Woods".

Jason Woods
Deputy Chief of Police
LaSalle Police Service



LaSalle Police Services Board Public Memorandum

To: LaSalle Police Services Board

From: T. Mailloux, Board Secretary

Date: January 6, 2026

Subject: LaSalle Police Services Board Governing Rules Review and Update

Recommendation:

That the memorandum from the Board Secretary dated January 6, 2026 regarding an update to the LaSalle Police Services Board Governing Rules By-law be received; and

That the Board approves the changes to its Governing Rules and adopt the implementing By-law during the By-law section of the agenda.

Background:

The *Community Safety and Policing Act, 2019* (CSPA) came into effect on April 1, 2024. As a result, the Governing Rules of the LaSalle Police Services Board require amendments to ensure compliance with the provisions of the CSPA.

Attached as Schedule A is the proposed red-lined version of the By-law. This draft incorporates the legislative requirements of the CSPA, improves clarity and consistency in the language, and introduces new provisions that align with the Town's procedures for electronic meetings.

Outlined below is a summary of the proposed amendments, including the removal of references to the former *Police Services Act*:

- **s.7.2(a)** – amended to reduce the appointment from two Board members to one on the Negotiating Committee and to remove the requirement for the Board Secretary's attendance, thereby aligning with current practices;
- **s.7.2(b)** – removed to align with current practices, all Boards members take part in the budget process;
- **s.7.2(e)** – newly added provision establishing the appointment of one Board member to the Community Safety and Well-Being Plan Committee, in accordance with s.250(3)(7) of the CSPA;

- **s.12.1(f)** – amended to extend the requirement for publishing the public agenda for regular meetings from two days prior to the meeting to seven days prior, in accordance with Section 43(6) of the CSPA;
- **s.12.1(g)** – newly added provision intended to enhance clarity regarding the process for providing notice of meetings open to the public;
- **s.12.1(h)** – newly added provision to clarify the process and establish the deadline for delivering the closed meeting agenda to Board Members;
- **s.13 – Petty Cash** – provision removed as the Board Secretary no longer maintains petty cash;
- **s.16.1** – amended to clarify submission deadline, requiring reports and supporting documentation to be provided to the Board Secretary eleven days prior to the Board meeting. This ensures the Board Secretary can meet the seven-day agenda publication requirement;
- **s.18.3 & s.18.4** – amended to provide greater clarity regarding Board Members' obligations when disclosing a conflict of interest in both public and closed meetings;
- **s.24.2** – amended to remove previously listed subjects for discussion at closed meetings of the Board and replaced with the requirements set out in accordance with the CSPA (s.44);
- **s.24.5** – amended to provide members of the media with digital access to public agendas via the LaSalle Police Services Board website, replacing the previous practice of distributing hard copies at the Police station and aligning with current practices;
- **s.25** – newly added provision reflecting the Town's adaptation of meeting practices during the COVID-19 pandemic to accommodate physical distancing requirements. At the Board's meeting of June 22, 2020, the Board adopted Town By-law 8419, a By-law governing electronic meeting participation during a declared state of emergency. This provision formally incorporates rules and regulations for Board Members' participation in electronic meetings into its Governing Rules, providing greater clarity and ensuring consistency with the Town's procedural By-law on electronic participation;
- **s.26.1** – amended to clarify delegation requirements by reducing the notice period for delegates from one week to four days. This change provides residents with additional time to submit requests to appear before the Board, thereby making the delegation process more accessible and easier to engage with;
- **s.26.2** – newly added provision clarifying delegation requirements and the request process, including the requirement for delegates to complete a Delegation Request Form;
- **S.26.3** – newly added provision to establish requirements for instances where a delegate wishes to appear before the Board regarding an item not listed on the agenda;

- **s.28.3** – removed as it duplicates the provisions contained in Section 15; and
- **s.28.6** – removed as the Chief Administrative Officer of the Town of LaSalle now conducts the annual performance evaluation for the Board Secretary/Executive Assistant to the CAO. Previously, the Board completed the evaluation when the responsibilities were divided between two individuals; however, the roles have since been consolidated.

Consultations

LaSalle Police Services Board – Policy/Governance Committee

Respectfully submitted,



Tanya Mailloux, Secretary
LaSalle Police Services Board

Attachments:
Draft 2026-01 By-law, LaSalle Police Services Board Governing Rules

LaSalle Police Services Board

By-law Number 2026-01

A By-law to amend By-law #FOUR, being a By-law to provide Rules Governing the Proceedings of the LaSalle Police Services Board.

Whereas a Police Services Board may, by By-law, make rules for the effective management of the police service under the provisions of the *Community Safety and Policing Act*, 2019;

And whereas, the LaSalle Police Services Board is responsible for the provision of Police Services, as per Section 37 of the *Community Safety and Policing Act*, 2019, Law Enforcement and Crime Prevention in the Town of LaSalle;

And whereas it is the responsibility of the Chief of Police of the LaSalle Police Service, as per Section 79 of the *Community Safety and Policing Act*, 2019, in his capacity as Chief Law Enforcement Officer for the Town of LaSalle, to administer the policing services of the Town of LaSalle in accordance with the policies, priorities and objectives established by the LaSalle Police Services Board;

And whereas the LaSalle Police Services Board adopted By-law #FOUR on January 14, 2019;

And whereas the LaSalle Police Services Board deems it expedient to amend By-law #FOUR;

Now therefore the Town of LaSalle Police Services Board hereby enacts as follows:

1. **That** the “Rules of Governance” attached to By-law #FOUR be replaced with “Appendix A” to this By-law;
2. **That** any other By-law inconsistent with this By-law are hereby repealed and replaced with this By-law and attached Appendix A; and
3. **That** this By-law shall come into full force and effect on the day of the final passing thereof.

Read a first, second and third time, and finally passed this 19th day of January 2026.

1st Reading – _____, 2026

2nd Reading – _____, 2026

3rd Reading – _____, 2026

Board Chair

Board Secretary

Appendix A
LaSalle Police Services Board
Rules of Governance

Table of Contents

1.	Mission Statement	3
2.	Independence and Jurisdiction Policy of Police Board	3
3.	Definitions	3
4.	Application	3
5.	Composition of the Board	4
6.	Meetings of the Board	4
7.	Committees of the Board	4
8.	Selection of Chair	5
9.	Duties and Responsibilities of the Board	6
10.	Duties of the Chair	6
11.	Duties of the Acting Chair	7
12.	Duties of the Board Secretary	7
13.	Conduct of Members	9
14.	Board Member Orientation	9
15.	Board Relationship with Chief	9
16.	Agenda for Meetings	10
17.	Correspondence as an Agenda Item	10
18.	Conflict of Interest	10
19.	Quorum and Proceedings of Meetings	11
20.	Rules of Debate	11
21.	Motions	12
22.	Voting on Motions	14
23.	By-Laws	14
24.	Public and In Camera Meetings	15
25.	Electronic Participation/Electronic Meetings	16
26.	Hearing of Delegations	17
27.	Tenders	17
28.	General	18

1. Mission Statement

1.1. The Police Services Board for the Town of LaSalle shall strive to provide effective and cost-efficient policing services, and shall accept as its responsibility those duties which are defined under Section 37(1) of the *Community Safety and Policing Act, 2019*.

2. Independence and Jurisdiction Policy of Police Board

2.1. The legislative intent behind the creation of a Police Board is to ensure that the Police Department remains a separate and independent body from the municipality. The Police Board has a unique relationship with the municipal council and it exists, in part, to insulate the Police Department from the political decision making process. The Police Board is responsible for ensuring that the police provide effective and efficient services. The municipal council provides the Police Department with an annual budget to achieve these objectives.

3. Definitions

3.1. In this By-Law:

- a) "Act" means the *Community Safety and Policing Act, 2019*
- b) "Chair" means the person presiding at the meeting;
- c) "Board" means the Police Services Board for the Town of LaSalle;
- d) "Chief of Police" means the Chief of Police for the Town of LaSalle;
- e) "Town" means the Town of LaSalle;
- f) "Meeting" means a meeting of the Board;
- g) "Member" means a Member of the Board;
- h) "Quorum" means a majority of the Members of the Board; and
- i) "Secretary" means the Secretary of the Board;

4. Application

4.1. The rules or procedure contained in this By-Law shall be observed in all proceedings of the Board and shall be the rules for the order and dispatch of business before the Board and, where applicable, in a committee of the Board;

4.2. The rules of procedure may be suspended by a vote of the majority of the Members present and voting; and

4.3. All points of order or procedure for which rules have not been provided in this By-Law shall be decided by the Chair in accordance with Robert's Rules of Order or, if Robert's Rules of Order are silent on the issue, in accordance with the rules of procedure for proceedings of the municipal council of the Corporation of the Town of LaSalle.

5. Composition of the Board

5.1. The Board shall consist of Members as determined by the provisions of the **Act**, as amended from time to time.

6. Meetings of the Board

6.1. The Board shall hold at least four meetings each year;

6.2. At the first meeting of each year the Board shall:

- a) Elect a Chair for the year;
- b) Elect a Vice Chair for the year;
- c) Choose dates for the year on which the regular meeting of the Board will be held; and
- d) Appoint Committees as required.

6.3. Notice of any special meeting shall be at least 24 hours in advance delivered in writing at the Members' residence or place of business, verbal notification by telephone, or distributed by electronic means to each Member. If two-thirds of the Members consent to the time and purpose of the meeting, it shall be called; and

6.4. Special meetings of the Board may be called as follows:

- a) by the Chair at any time;
- b) by the Chair at the written request of a majority of the Board;
- c) by the Secretary at the written request of a majority of the Board;
- d) when the Chair is absent or the office of the Chair is vacant.

7. Committees of the Board

7.1. The Board may, at any time by resolution, appoint one or more Members to a Committee of the Board to inquire into any matter within the jurisdiction of the Board;

7.2. The following standing committees of the Board are established, having power to exercise any authority conferred upon the Board in accordance with the provisions of the **Act** within the terms of reference of the Committee herein set forth:

- a) Negotiating Committee which shall consist of ~~two~~ ~~one~~ Board Member appointed by the Board, ~~and the Board Secretary, and~~ shall have the authority delegated to bargain under the provisions of the Act. The Board Solicitor or agent, or such other person as the Board deems necessary, may be invited to attend negotiation meetings in the capacity of advisors pursuant to the provisions of the Act. The Chief or his nominee shall attend negotiation meetings.
- b) ~~Budget Committee shall have the authority to inquire into and make recommendations to the Board with respect to any matters affecting the budget of the LaSalle Police Service or the LaSalle Police Services Board.~~
- c) Policy Committee shall research and draft for Board review such policies or by-laws as the Board shall request from time to time.
- d) Strategic Planning Committee shall establish the provisions of policing for the community and establish the Mission, Vision, Values and Strategic Objectives of the Service.
- e) Community Safety and Well-Being Plan committee shall consist of one Board Member appointed by the Board to sit on the Windsor Essex regional committee.

7.3. Committee Members shall request assistance directly from the Chief of Police, or his designate, when services are required from a Member of the LaSalle Police Service to assist the committee; and

7.4. Committees shall report upon their work to the Board at the meeting of the Board next following the holding of any Committee meeting.

8. Selection of Chair

8.1. The Members of the Board shall elect a Chair at the Board's first regular meeting each year in the following manner (unless the Chair is selected by acclamation):

- a) The election of Chair will be conducted by the immediate past Chair, or, if he or she seeks election, by another Board Member who is not seeking election. In the absence of such a Board Member, the election shall be conducted by the Board Secretary;
- b) Nominations will require a mover and seconder who are Members of the Board;
- c) Where more than one nominee stands for election, a vote shall be taken;

- d) Prior to the vote being taken, each nominee shall be given ten minutes to make a presentation. Candidates shall be called upon in alphabetical order;
- e) After the presentations have been completed, the vote will be conducted by ballot;
- f) If nominees are tied on the first vote, a ten-minute recess shall be held, followed by a second vote. If on the second vote the nominees remain tied, a further ten-minute recess shall be held, followed by a third vote. If nominees remain tied after the third vote, the election of the Chair shall be decided by lot drawn by the Board Secretary; and
- g) In the event the Chair of the Board resigns mid-year, elections will be held at the first meeting following receipt of the notice of resignation and will be in effect until the first meeting of the Board in the next year.

9. Duties and Responsibilities of the Board

9.1. The Board shall be responsible for the duties as set out in the **Act**.

10. Duties of the Chair

10.1. It shall be the duty of the Chair to:

- a) act as the sole Board spokesperson for the major decisions of the Board (although Members remain free to publicly express their views, in their personal capacity and not speaking for the Board, respecting any matter);
- b) represent and support the Board, declaring its will and implicitly obeying its decision in all things;
- c) set the agenda for all meetings;
- d) open the meeting of the Board by taking the Chair and calling the Members to order;
- e) receive and submit, in the proper manner, all motions presented by the Members;
- f) put to vote all questions, which are duly moved, and to announce the result;
- g) decline to put to vote motions which infringe upon the rules of procedure, or which are beyond the jurisdiction of the Board;
- h) restrain the Members when engaged in debate, within the rules of procedure;
- i) enforce, on all occasions, the observance of order and decorum by the Members;

- j) call by name any Member persisting in breach of the rules of procedure and, following the procedure set out in s.13.2 of the governing rules, to order him or her to vacate the room in which the meeting is being held;
- k) inform the Board on any point of order as deemed necessary;
- l) adjourn the meeting upon motion duly moved when business is concluded;
- m) adjourn the sitting without the question being put, or suspend the sitting for a time to be specified by him or her, if he or she considers it necessary because of grave disorder;
- n) sign all documents for and on behalf of the Board including but not limited to by-laws, resolutions, orders and agreements which have been approved by the Board; and
- o) approve monthly personal expenses of the Chief.

11. Duties of the Acting Chair

- 11.1. In the absence of the Chair, the Vice Chair shall act, and while so acting, shall have the same authority, rights and powers of the Chair as listed in Section 10 while presiding at the meetings as the Chair would have if present; and
- 11.2. In the absence of the Chair and the Vice Chair, the Acting Chair shall have the same authority, rights and powers of the Chair, and shall also have the same duties and responsibilities as the Chair as listed in Section 10.

12. Duties of the Board Secretary

- 12.1. It shall be the duty of the Board Secretary to:
 - a) attend all meetings of the Board and record the minutes without note or comment all resolutions, decisions and other proceedings at the meeting, whether it is open to the public or not, orders, and requests of all such meetings;
 - b) notify the Members of the Board of each regular and of special meetings of the Board called pursuant to Sections 6, 7 and 10;
 - c) give notice to Members of the Board of all meetings thereof other than those fixed by adjournment, said notice to be telephoned, emailed, mailed or delivered to each Member not later than twenty-four hours prior to the meeting. The notice shall be accompanied by the minutes if any, and any other matters so far as known, to be brought before such meeting. Lack of receipt of the notice shall not affect the validity

of holding the meeting or any action taken there at. The notice calling a special meeting shall state the business to be considered at the special meeting, and no business other than that stated in the notice shall be considered at such meeting except with the unanimous consent of the Members present and voting;

- d) furnish the Chief of Police with copies of all resolutions and enactments and orders of the Board as soon as possible after the meeting of the Board at which the action of the Board in respect thereof takes place, and in any event, not later than the fourth working day after the Board meetings;
- e) forward the minutes of the Board meetings to each Member of the Board as soon as possible after the Board meeting;
- f) prepare and distribute the agenda for regular meetings, as per the Act, ~~seven days~~ two days prior to the regular meeting. Such agenda shall be accompanied by explanatory materials as determined by the Chief in consultation with the Chair, and shall be picked up by the Member at the LaSalle Police station;
- g) ~~publish notice of a meeting that is open to the public on the Internet seven days before the meeting, except in extraordinary circumstances. The notice must include:~~
 - i. the proposed agenda for the meeting; and
 - ii. either, the record of the most recent meeting of the LaSalle Police Services Board that was open to the public, or, instructions on how a member of the public may access the record of a most recent meeting
- h) ~~For a meeting closed to the public, the Board Secretary shall prepare a separate agenda which shall be available to the Members of the Board at least 24 hours in advance of the meeting;~~
 - i) compose all correspondence arising from the minutes of the Board meetings, unless otherwise directed; and
 - j) draft the estimates of Board expenses for the approval of the Board.

Section 13 - Petty Cash

~~13.1 Petty Cash, in the amount of \$100.00, is to be held by the Board Secretary. The Petty Cash Policy details how the funds are to be handled and approved.~~

13. Conduct of Members

- 13.1. No Member shall:
 - a) use offensive words or unparliamentary language in meetings of the Board or against another Board Member;
 - b) speak on any subject other than the subject in debate; and
 - c) disobey the decision of the Chair or the Board on questions of order or procedure as set out in this By-Law or resolution of the Board, or upon the interpretation of the rules of the Board.
- 13.2. If a Member persists in disobedience after having been called to order by the Chair, the Chair, in accordance with s.10.1(j) of the governing rules, shall forthwith put the question, no amendment or debate being allowed: "That such Member be ordered to leave his or her seat for the duration of the meeting of the Board";
- 13.3. If a Member who has been ordered to leave his or her seat apologizes to the Chair and the other Members, he or she may, by vote of the Members, be permitted to retake his or her seat; and
- 13.4. No meeting of the Board shall be recorded by a Member of the Board without prior disclosure of that recording to the other Members of the Board.

14. Board Member Orientation

- 14.1. It is the responsibility of a new Board Member to follow the New Board Member Orientation Guide.

15. Board Relationship with Chief

- 15.1. The Board may give orders and directions to the Chief of Police, but not to other members of the police force, and no individual Member of the Board shall give orders or directions to any member of the police force; and
- 15.2. 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.

16. Agenda for Meetings

16.1. The Board Secretary shall meet with the Chair of the Board and Chief of Police, or his/her designate, to receive reports and supporting materials for the agenda ~~one week~~ ~~eleven days~~ before the Board meeting is to be held, which shall be reviewed prior to the inclusion in the agenda and distribution to the Board Members. An item which is not included in the agenda may not be introduced at the meeting without the consent of a majority of the Members present.

17. Correspondence as an Agenda Item

17.1. Every letter, petition and other communication addressed to the Board shall be received by the Board Secretary who shall:

- a) where in the opinion of the Chair, the subject matter of any communication is properly within the jurisdiction of the Board, such communication shall be placed upon the agenda for the next regular meeting of the Board by the Board Secretary, and be dealt with during such meeting; and
- b) where in the opinion of the Chair, the subject matter of any communication is properly within the jurisdiction of the Police Service, such communication shall be referred to the Chief of Police for necessary action and a report presented by the Chief at the next Board meeting, if required.

18. Conflict of Interest

18.1. The Chair and Members shall be governed by the *Municipal Conflict of Interest Act*, and the *Community Safety and Policing Act, 2019* Code of Conduct, and the agenda shall include a provision for Members to declare conflict or conflicts of interest.

18.2. The Board Secretary shall record in reasonable detail the particulars of any conflict of interest disclosures made by Members, and any such record shall appear in the minutes of that particular meeting of the Board.

18.3. ~~Members of the Board declaring a conflict of interest shall immediately vacate the meeting, if it is an in camera meeting, until the matter is no longer under consideration. When a Board Member has disclosed a conflict of interest in a matter and the matter comes before the Board for discussion, the Board Member shall:~~

- a) For a meeting open to the public, leave the Board table. If the Board Member is participating electronically, the Board Member shall leave the meeting such that the Board Member cannot hear the discussion taking place; and

- b) For a meeting closed to the public, regardless of whether the Board Member is participating electronically or in-person, the Board Member shall leave the meeting such that the Board Member cannot hear the discussion taking place.

18.4. Where the interest of a Board Member has not been disclosed by reason of absence from the particular meeting, the Board Member shall disclose the interest and otherwise comply at the first meeting of the Board attended by the Board Member after the particular meeting.

18.5. At a meeting at which a Member discloses an interest, during the meeting or immediately after the meeting, the Member shall file a written statement of the interest and its general nature with the Board Secretary upon the form provided by the Board Secretary.

18.6. A registry shall be kept in which a copy of each statement filed and a copy of each declaration recorded. The registry shall be available for public inspection on the LaSalle Police Service website.

19. Quorum and Proceedings of Meetings

- 19.1. A majority of the Members of the Board shall constitute a quorum.
- 19.2. The Chair shall call the Members to order as soon as there is a quorum present after the time appointed to commence the meeting.
- 19.3. If a quorum is not present within 15 minutes after the time appointed to commence the meeting, the Board Secretary shall record the names of the Members in attendance and the meeting shall stand adjourned until the time appointed for the next meeting.
- 19.4. If the Chair does not attend within the 15 minutes after the time appointed to commence the meeting, the Vice-Chair shall call the meeting to order. If the Vice-Chair is also absent, the Board Secretary shall call the Members to order and, if a quorum is present, the Members present shall appoint one from among them to preside over the meeting or until the Chair or Vice-Chair arrives, with all the same rights and powers of the Chair.

20. Rules of Debate

- 20.1. Before speaking to a question or motion, a Member shall address the Chair.

- 20.2. When a Member wishes to speak to any question, motion or item, they shall, in an orderly fashion, attempt to obtain the Chair's attention to indicate that such Member wishes to speak, and the Chair shall keep a list of those Members who have so indicated a desire to speak. The Chair shall then recognize the Members who wish to speak in the order in which their intentions have come to the Chair's attention and appear on the list.
- 20.3. When two or more Members indicate their intention to speak, the Chair shall recognize the Member who, in his or her opinion, first indicated their intention to speak, as the Member who may speak to the question or motion first.
- 20.4. When a Member is speaking, no other Member shall interrupt that Member except to raise a point of order.
- 20.5. A Member may require the question or motion under discussion to be read at any time during the debate, but so as not to interrupt a Member who is speaking.
- 20.6. A Member shall not speak more than once to the same question or motion without leave of the Chair, except to explain a part of his or her speech which he or she feels may have been misconstrued, but shall not be permitted to introduce any new matter.
- 20.7. Notwithstanding s.20.4 of the governing rules, a reply may be made by the Member who has presented a motion to the Board, following the conclusion of the speeches of the other Members.
- 20.8. No Member shall speak to the same question or motion, or in reply, for more than three minutes, without leave of the Board.
- 20.9. After a question is put by the Chair, no Member shall speak to the question nor shall any other motion be made until after the vote is taken and the result has been declared.

21. Motions

- 21.1. Wherever possible, the actions and decisions of the Board shall be affected by means of motion or resolution. A motion shall be moved and seconded before being discussed or being put to a vote.
- 21.2. The Board Secretary shall read a motion before a vote is taken if required to do so by a Member.
- 21.3. After a motion has been moved, it may be withdrawn by the mover at any time before a vote is taken.

21.4. A motion properly before the Board for decision must receive disposition before any other motion can be received, except motions:

- a) to adjourn;
- b) to amend;
- c) to refer;
- d) to suspend the rules of procedure;
- e) to table the question;
- f) to vote on the question;
- g) notice of motion.

21.5. A motion to adjourn the meeting may be made at any time except:

- a) when a Member is speaking or during the taking of a vote;
- b) when the question has been called;
- c) when a Member has already indicated to the Chair that he or she desires to speak on the question; and, when resolved in the negative, cannot be made again until the Board has conducted further proceedings.

21.6. A motion to amend:

- a) shall be relevant to the question to be decided;
- b) shall not be received if it, in essence, constitutes a rejection of the main question;

21.7. A motion to refer the question shall include:

- a) the name of the Committee, other body or official to whom the question is to be referred;
- b) the terms upon which the question is to be referred;
- c) a debate only in respect of the desirability of referring the question and the terms of the referral, and no discussion of the main question or an amendment thereto shall be allowed until after its disposition.

21.8. After any question, except one of indefinite deferment, has been decided by the Board, any Member who was present and who voted in the majority may, at a subsequent meeting of the Board, move for the reconsideration thereof, provided due notice of such intention is given as required by the By-Law, but no discussion of the main question by any person shall be allowed unless the motion to reconsider has first been adopted.

21.9. No question shall be reconsidered more than once at a meeting of the Board.

- 21.10. A Notice of Motion will be introduced by a Member at a meeting to provide advance notice to Members of a matter that the Board will be asked to take a position on, and must include the topic, action being requested by the Board and indication of when the item is to be dealt with, typically at the next available meeting unless otherwise specified. The Notice of Motion will not be dealt with at the same meeting unless the Board has a procedure in place to waive the notice rule to allow for discussion/debate at the same meeting.

22. Voting on Motions

- 22.1. A motion shall be deemed to have been carried when a majority of the Members present and voting have expressed their agreement with the question.
- 22.2. When the Chair is satisfied that a question contains distinct proposals, he or she may divide the question, or upon the request of a Member, shall divide the question, and the vote upon each proposal shall be taken separately.
- 22.3. If a Member present abstains from voting when a question is put, he or she shall be deemed to have voted in the negative, except where the Member is prohibited from voting by statute.
- 22.4. When a recorded vote is requested by a Member, or is otherwise required, except during the in-camera session of the meeting, the Board Secretary shall record the names and vote of every Member on the question. During the recorded vote, all Members may vote including the Chair.
- 22.5. Any question on which there is an equality of votes shall be deemed to have been decided in the negative.
- 22.6. The Chair may vote (except if otherwise disqualified) on all questions;
- 22.7. Decision of the Chair may be appealed to the full Board by motion made immediately after the decision appealed from, and the decision may be overturned upon a majority vote of the Board, including the Chair. In the event of a tie vote the appeal shall be deemed to be defeated.

23. By-Laws

- 23.1. Every By-law shall be introduced upon motion by a Member, and any number of by-laws introduced together in one motion, but the Chair may, at the request of a Member, deal separately with any By-law.
- 23.2. Every By-law, when introduced, shall be in typewritten form and shall contain no blanks except such as may be required to conform to accepted procedure or to comply with the provisions of any Act, and shall be complete with the exception of the number and the date of the By-law.

23.3. Every By-law which has been passed by the Board shall be numbered, dated and signed by the Chair and the Board Secretary, and shall be filed by the Board Secretary.

24. Public and In Camera Meetings

24.1. All meetings of the Board shall be open to the public subject to the provisions of s.24.2.

24.2. ~~The following subjects may be discussed at properly constituted closed meetings of the Board: Notwithstanding s.24.1, a meeting may be closed to the public in accordance with the Act.~~

- a) ~~consideration of Awards of Merit or other outstanding achievements;~~
- b) ~~intimate, financial and personnel matters where a named employee or prospective employee is involved, or where employee relations or reputations could be damaged, unless the employee or employees involved have requested that the matter be discussed in a meeting open to the public and the majority of the Board concurs;~~
- c) ~~negotiations on salaries or working conditions of employees, and matters arising out of the administration of collective agreements;~~
- d) ~~property matters in which premature public disclosure could cost the public money, or be prejudicial to the interests of a property owner or the Town when the acquisition or sale of property is being investigated or negotiated;~~
- e) ~~matters in which public discussion could prejudice the Board's legal position, or be detrimental to the Board in proceedings before any Court or Administrative Tribunal;~~
- f) ~~matters in which public discussion could prejudice the Board's or the Town's legal position, or be detrimental to the Board/Town in proceedings before any Court or Administrative Tribunal;~~
- g) ~~matters that are specifically restricted by legislation regarding the protection of privacy;~~
- h) ~~matters, the revelation of which would endanger the security of police officers, citizens or property, or the operations of the Police Service.~~

24.3. No person, other than Board Members, the Board Secretary, the Chief and Deputy Chief of Police, and persons invited by the Board, shall attend closed meetings of the Board and persons other than the Board Members shall vacate the meeting if requested to do so by the Board.

- 24.4. Members shall not publicly disclose or discuss confidential information, including information which cannot be disclosed as a result of the provisions of the *Municipal Freedom of Information and Protection of Privacy Act* obtained in their capacity as Members.
- 24.5. Members of the media shall be provided copies of the agenda for all public meetings of the Board, such material to be made available ~~at the~~ on the LaSalle Police Services Board website 2 business days prior to the date of the meeting.

25. Electronic Participation/Electronic Meetings

- 25.1. Notwithstanding any other provision in this By-law and regardless of whether a meeting is open or closed to the public, Board Members may electronically participate in the meeting. The Chair, in consultation with the Chief of Police and/or Board Secretary, may decide that a meeting is to be held by electronic participation.
- 25.2. A Board Member electronically participating in a meeting shall be counted in determining quorum and have all the same rights and responsibilities as if they were in physical attendance at the meeting.
- 25.3. Notwithstanding paragraph 25.2 above, the Chair may not electronically participate in a meeting unless it has been decided that the meeting is to be held entirely by electronic participation as outlined in paragraph 25.1. For clarity, the original Chair can still participate in the meeting but not in the capacity as the Chair. A new Chair would be selected from the Board Members participating in person.
- 25.4. A Board Member may advise they are electronically participating in a meeting, subject to the following:
 - a) The Board Member must provide advance written notice to the Chair and Board Secretary; and
 - b) The Board Member must log in to the meeting at least 15 minutes in advance of the scheduled start time of the meeting.
- 25.5. A Board Member electronically participating in a meeting closed to the public must ensure that they are participating from a location that ensures the privacy and confidentiality of the discussion.
- 25.6. The Chair shall rule on and determine applicable in-meeting processes as may be adapted to a meeting with electronic participation, which processes shall be consistent with this By-law and in accordance with the Act.

- 25.7. In the case of any connection issue, which impedes the ability of a Board Member to participate in the meeting in real time, provided quorum is maintained, the meeting will continue. The Board Member may attempt to reconnect to the meeting. Any attempts by staff to reconnect with the member will be made without causing a disruption to the meeting. A Board Member unable to participate in a meeting as a result of a connection issue shall have their absence noted in the minutes for that portion of the meeting in which they were unable to connect, shall not be able to vote, and any vote taken during a Board Member's absence shall be valid.
- 25.8. If connection issues prevent quorum from being maintained or achieved, the Chair shall immediately call for a recess of the meeting. The meeting shall be automatically adjourned if the technical issues persist beyond 15 minutes and quorum cannot be restored. Notice of the disruption shall be noted in the minutes.

26. Hearing of Delegations

- 26.1. The hearing of any delegation ~~with regards to an item listed on the upcoming agenda~~ will be at the discretion of the Board. Any delegation shall give at least ~~four (4) days~~ ~~one week~~ notice to the Board Secretary of his or her wish to appear, along with a list of who will be appearing before the Board, and a copy of the materials that will be presented. Delegations shall be restricted to presentations of ten minutes, which may be extended at the discretion of the Board.
- 26.2. Delegates must complete the Delegation Request Form and must be received by the Board Secretary by noon the Thursday before a scheduled Board meeting. Anything provided beyond this deadline will not be submitted for the Board's consideration or form part of the agenda.
- 26.3. Any person who wishes to appear before the Board regarding an item not on an upcoming agenda must submit the Delegation Request Form by noon at least 21 days prior to the meeting date.

27. Tenders

- 27.1. All tenders called and specifications pertaining thereto, issued by the Board, shall be prepared by the Chief of Police and all responses thereto shall be addressed to the Board Secretary, LaSalle Police Services Board.
- 27.2. Except in cases of emergency, a minimum of ten days shall elapse from the date of the first insertion of an advertisement or other action initiated, to the closing date of all tenders called for the supplying of work, labour, material, goods, wares, or merchandise required by the LaSalle Police Service.

- 27.3. Tenders shall be opened as soon as practicable after the closing time, and the general public may be present. The following are authorized to open tenders and must be in attendance at all tender openings:
 - a) the Chair of the Board, or designate; and
 - b) the Chief of Police, or designate
- 27.4. When the tenders are opened, they shall be numbered consecutively and initialed by the persons opening the tenders. A recording of the tender opening shall be made by the Chief of Police or his/her designate, and the report shall be submitted at the next Board meeting and then filed in the applicable tender file for the appropriate year.
- 27.5. The Treasurer for the Town of LaSalle is authorized to make payments on all contract progress estimates in accordance with the terms of the contract when certified by the Chief of Police, except for payment of any hold-back or any subsequent payment under the contract, which shall be referred to the Board for approval before payment is made. The Town Treasurer is also authorized to make payment for goods and equipment which have been purchased by tender accepted by the Board if the Chief of Police has certified satisfactory delivery.

28. General

- 28.1. The Board shall review policy issues relating to the Budget for the coming fiscal year in October preceding the fiscal year. The Board shall approve and submit the budget of the LaSalle Police Service and the LaSalle Police Services Board to the Corporation of the Town of LaSalle by January of the budget year.
- 28.2. Legal Counsel to the Board shall provide legal services to the Board only when requested to do so by two or more Members. Continuance of such retainer is contingent upon the retainer being confirmed at the next regular meeting of the Board.
- ~~28.3. The Board and its Members shall not give orders or direction to any member of the LaSalle Police Service excepting the Chief, and the Board shall not direct the Chief with respect to specific operational decisions or the day to day operations of the LaSalle Police Service.~~
- 28.4. In the By-Law, words importing the singular number or the masculine gender only shall include more persons, parties, or things of the same kind than one, and females as well as males, and the converse.
- 28.5. Board Assessment Process - The Board recognizes the need to assess its performance both on how the governance functions of the Board take place (process), and also the general performance of the Board (product). The Terms of Reference for the Board's Governance Standing Committee contain direction for evaluation of the Board.

~~28.6. Performance Evaluation – Board Secretary An annual evaluation of the Board Secretary performance, and the role, will be conducted by the Chair and/or Committee of the Board prior to March 31st of each year.~~



LaSalle Police Services Board Public Memorandum

To: LaSalle Police Services Board

From: T. Mailloux, Board Secretary

Date: January 7, 2026

Subject: Political Activity & Use of Board Resources During an Election Policy

Recommendation:

That the report from the Board Secretary dated January 7, 2026 regarding Political Activity & Use of Board Resources During an Election Policy be received; and

That the Board adopt the attached policy GP-021 Political Activity & Use of Board Resources During an Election for the 2026-2030 municipal election campaign period.

Background:

The *Municipal Elections Act, 1996* requires municipalities and local boards to establish rules and procedures with respect to the use of municipal or board resources, as the case may be, during an election campaign period, by May 1st in the year of a regular election.

As the LaSalle Police Services Board (LPSB) is subject to the *Municipal Elections Act, 1996* and encompassed by the definition of “local board” in the *Municipal Affairs Act*, it is required to establish rules and procedures with respect to the use of board resources by May 1st during an election year.

The LPSB policy GP-021 was adopted by the Board on September 15, 2025. There have been no changes to the policy since its adoption. It is recommended that the Board adopt LPSB policy GP-021 for the 2026-2030 municipal election campaign period.

Respectfully submitted,

Tanya Mailloux, Secretary
LaSalle Police Services Board

Attachment



THE CORPORATION OF THE TOWN OF LASALLE POLICE SERVICES BOARD

POLICY NAME:	DATE APPROVED:
GP-021LPSB Political Activity & Use of Board Resources During an Election	September 15, 2025
REVISION DATES:	REVIEW DATE:
January 19, 2026	January 2030
RESCINDS:	EXPIRES:
	Indefinite

1. Preamble:

- a) The purpose of this policy is to outline the guidelines and restrictions regarding the political activities of police officers employed by the LaSalle Police Service, pursuant to the *Community Safety and Policing Act, 2019* (the “Act”) and *Ontario Regulation 402/23 Political Activity* (O. Reg. 402/23); and
- b) In addition, this policy provides direction on the appropriate use of Board resources during an election campaign in accordance with the *Municipal Elections Act, 1996*. This ensures that all candidates are treated fairly and consistently and preserves the integrity of the electoral process.

2. It is the Policy of the LaSalle Police Services Board (the “Board”) that:

- a) Police officers of the LaSalle Police Service have the right to vote in elections, be a member of, or hold a position in a political organization and make contributions to political organizations or candidates;
- b) When off-duty and not in uniform, they may:
 - I. Attend and participate in public meetings, including those with elected representatives, government officials, or candidates;
 - II. Attend and participate in meetings or conventions of a political organization;
 - III. Canvass for or act as a scrutineer for a political organization or candidate; and
 - IV. On polling day, transport voters to polling places on behalf of a candidate.

3. Police officers of the LaSalle Police Service must not:
 - I. Express views on issues directly related to their responsibilities as police officers;
 - II. Associate their views with their police position or represent those views as those of the LaSalle Police Service;
 - III. Solicit or receive funds on behalf of political organizations or candidates; or
 - IV. Engage in any political activities that would or could place them in a conflict of interest.
4. On-duty activities are only permissible if authorized by the Chief of Police or, in the case of the Chief of Police, by the Board;
5. Police officers of the LaSalle Police Service may express views on issues not related to election campaigns and may attend public meetings as long as they do not support or oppose candidates or political parties during election periods;
6. Police officers of the LaSalle Police Service may not seek or hold candidacy in federal or provincial elections unless on a leave of absence without pay as granted by the Board;
7. Police officers of the LaSalle Police Service may seek candidacy or serve on a band council or municipal council if the Police Service does not operate within the relevant band or municipality, and the candidacy does not interfere with their duties or create a conflict of interest. In such cases, officers may not need a leave of absence but must apply for one if required;
8. If elected to federal or provincial positions must resign immediately;
9. A Police officer of the LaSalle Police Service elected to a band council or municipal council may not need to resign if it does not interfere with their duties or create a conflict of interest. However, they must abstain from discussions or votes related to the Police Service's budget;
10. The Chief of Police will maintain written procedures on political activities and address any concerns or complaints related to political activities to ensure adherence to this policy.

11. Use of Board Resources for Election Purposes:

- a) In addition, this policy applies to all candidates running for election including Board members, registered third parties and Board employees which includes the LaSalle Police Service;

b) Legislative Authority:

The *Municipal Elections Act*, 1996 prohibits a municipality or local board from making contributions towards the promotion of or opposition to the candidacy of a person for an elected office in any form or in support of or opposition to a question on a ballot. This includes assets, resources, services and employees.

c) Definitions:

- I. **Act** - means the *Municipal Elections Act*, 1996, as amended, and includes any regulation made there-under.
- II. **Campaigning** - means a municipal election-related activity for the purpose of supporting or opposing the election of a Candidate or a question on the ballot.
- III. **Campaign-related materials** - means those materials that promote or oppose the candidacy of a person for elected office.
- IV. **Employees** - includes full-time, part-time or contract personnel employed by the Board; and
- V. **Registered Third Party** - means an individual, corporation or trade union that is registered with a local municipality under s.88.6 of the Act.

d) It is the Policy of this Board that:

- I. No person shall use Board facilities, equipment, supplies, services and employees or other Board resources for election campaign or any campaign-related purposes. No person shall undertake campaign-related activities at Board facilities including displaying campaign signs or materials at any Board facility;
- II. No person shall campaign and/or distribute campaign-related materials during any event hosted by the Board or LaSalle Police Service regardless of location;
- III. Communications:
 - photographs and videos produced for and/or owned by the Board and the LaSalle Police Service shall not be used by candidates, Board members, registered third parties or Board employees;
 - the Board's and the Police Service's logo, brand and other marks shall not be used in campaigning or included on any campaigning website;
 - the Board's voicemail system and Police Service voicemail system shall not be used to record campaigning messages;

- websites and social media sites that are funded, owned and operated by the Board and by the Police Service shall not include any election-related campaign material;
- the Board's and Police Service's communication materials shall not profile (name or photograph), make reference to and/or identify any individual as a candidate; advocate for or against a particular candidate; and
- Candidates, Board members, registered third parties and Board employees shall not print or distribute any election campaign materials using board funds or resources.

IV. Candidates, Board members, registered third parties and Board employees shall not use Board or Police Service devices for any election-related purposes including computers, cell/smartphones, tablets, printers, scanners, applications, photocopiers, email, social media accounts, telephone systems, network and file storage;

V. The Board's and Police Service's contact information, including facility addresses, telephone numbers and email addresses are not to be used by a candidate or registered third party as their election campaign contact information;

VI. Board employees may participate in election-related activities provided that employees do not engage in any political activity during working hours or use the Board's resources in accordance with this policy; and

VII. Employees do not identify themselves as Board employees when engaged in political activity.

Chair

Date



LaSalle Police Services Board Public Memorandum

To: LaSalle Police Services Board

From: T. Mailloux, Board Secretary

Date: January 7, 2026

Subject: 2026 LaSalle Police Services Board Committee Assignments

Recommendation:

That the memorandum from the Board Secretary dated January 7, 2026 regarding the 2026 LaSalle Police Services Board committee assignments be received; and

That the 2026 LaSalle Police Services Board committee assignments be approved.

Background:

In accordance with Section 6 – Meetings of the Board of the LaSalle Police Services Board Rules of Governance, Board members are required to appoint representatives to committees, as necessary, at the first meeting of each calendar year.

Updates have been incorporated into the 2026 committee structure. To reflect current practice, the HR/Governance Committee has been removed, as these responsibilities are typically managed by the Chair of the Board and/or legal counsel. In addition, the Budget Committee has been eliminated, given that all Board members participate collectively in the budget process.

The following committee assignments have been proposed by the Chair, Mayor Crystal Meloche, for the Board's consideration for 2026.

2026 Draft Committee Assignments

Committee	Suggested 2026 Members
Negotiating Committee	C. Meloche
Policy/Governance Committee (includes Diversity Plan Committee)	A. Riccio-Spagnuolo, M. Brause, M. Campagna
LaSalle Police Service Charity Golf Tournament Committee	C. Meloche
Strategic Business Planning Committee	All board members, C. Meloche as Chair
Community Safety and Well Being Plan (in conjunction with the City of Windsor and Essex County)	C. Meloche

For reference, the 2025 committee assignments were as follows:

Committee	2025 Members
HR/Grievance Committee	C. Meloche and A. Riccio-Spagnuolo
Negotiating Committee	C. Meloche and A. Riccio-Spagnuolo
Budget Committee	D. Allen and M. Campagna
Policy/Governance Committee	A. Riccio-Spagnuolo, M. Brause, M. Campagna
LaSalle Police Service Charity Golf Tournament Committee	C. Meloche
Strategic Business Planning Committee	All board members, C. Meloche as Chair

Respectfully submitted,



Tanya Mailloux, Secretary
LaSalle Police Services Board



1880 Normandy Street, LaSalle, Ontario, N9H 1P8

Phone: 519-969-5210

Fax: 519-969-2662

LaSalle Police Service Public Memorandum

To: LaSalle Police Services Board

From: Michael Pearce, Chief of Police

Date: January 7, 2026

Subject: King Charles III Coronation Medal

Background:

On December 15, 2025, Chief Duncan Davies (ret.), was awarded the King Charles III Coronation Medal.

The Coronation Medal was created to mark the Coronation of His Majesty King Charles III, which took place on May 6, 2023. The Office of the Secretary to the Governor General is responsible for administering the King Charles III Coronation Medal program.

To be eligible for this honour, a person must:

- have made a significant contribution to Canada or to a particular province, territory, region of, or community in, Canada, or attained an outstanding achievement abroad that brings credit to Canada; and
- have been alive on May 6, 2023, the date of The King's Coronation.

Congratulations to Chief Davies!

Recommendation:

That the LaSalle Police Services Board receive King Charles III Coronation memorandum for information.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Michael Pearce".

Michael Pearce
Chief of Police
LaSalle Police Service



Premier of Ontario
Premier ministre
de l'Ontario

Legislative Building
Queen's Park
Toronto, Ontario
M7A 1A1

Édifice de l'Assemblée législative
Queen's Park
Toronto (Ontario)
M7A 1A1

December 15, 2025

Duncan Davies



Subject: The King Charles III Coronation Medal

Dear Duncan Davies:

I am pleased to inform you, on behalf of Her Excellency the Right Honourable Mary Simon, Governor General of Canada, and the Government of Ontario, that you have been awarded the King Charles III Coronation Medal.

This prestigious honour recognizes individuals who have made a profound and lasting contribution to Ontario and to Canada.

You have been selected for this honour in recognition of your exceptional contributions and dedication to the betterment of our province and country.

On behalf of the Government of Ontario, I would like to extend my sincere congratulations to you on this well-earned recognition.

Sincerely,

A handwritten signature in black ink, appearing to read "D. Ford".

The Honourable Doug Ford
Premier of Ontario

c: OntarioHonoursAndAwards@ontario.ca



Duncan Davies

By Command of
THE KING
the **Coronation Medal**
is hereby conferred upon you
in commemoration of
His Majesty's Coronation
as **King of Canada**
and in recognition of
your valuable contribution
to your country

Par Ordre
du ROI
la **Médaille du Couronnement**
vous est par les présentes conférée
en commémoration du
Couronnement de Sa Majesté
en tant que **Roi du Canada**
et en reconnaissance de votre
contribution significative
à votre pays

VIVAT REX



**Inspectorate
of Policing | Service d'inspection
des services policiers**

Office of the Inspector
General of Policing | Bureau de l'inspecteur général
des services policiers

777 Bay St.
7th Floor, Suite 701
Toronto ON M5G 2C8

777, rue Bay
7^e étage, bureau 701
Toronto ON M5G

Inspector General of Policing Memorandum

TO: All Chiefs of Police and
Commissioner Thomas Carrique, C.O.M.
Chairs, Police Service Boards

FROM: Ryan Teschner, Inspector General of Policing of Ontario

DATE: December 15, 2025

SUBJECT: Inspector General Memo #8: Public release of the first Decisions by
the Inspector General of Policing with accompanying Findings
Reports

I write to inform you of an important development in the work of the Inspectorate of Policing (IoP). On Wednesday, December 17, the IoP will begin publicly releasing my **Inspector General Decisions with accompanying Findings Reports**. These Decisions and Findings Reports flow from the IoP's investigations into public complaints submitted to us under the *Community Safety and Policing Act (CSPA)*. Publishing them is in keeping with our commitment to transparency, accountability and continuous improvement.

Two types of IG Decisions

Under the CSPA, the Inspector General is required to make Decisions and Findings Reports publicly available. These Decisions result from investigations into **Section 106 matters**, which address the conduct of police service board members, and **Section 107 matters**, which examine whether policing services are adequate and effective, comply with the law, and follow policies or procedures set by boards, the Minister, or Chiefs of Police.

Each investigation—whether into board member conduct under section 106 or service delivery under section 107—concludes with a **Findings Report** that sets out the evidence and analysis gathered by the IoP. Based on this report, the Inspector General issues a **Decision** confirming whether or not provincial policing laws and standards have been met. If a board member is found to have committed misconduct, the Inspector General can issue a formal reprimand, suspend the board member and remove the board member from their position. If a police service is found to be in non-compliance with Ontario's policing laws and standards, the Inspector General may issue **Directions** to address the gaps, and if those directions are not followed will **Measures** be imposed to ensure compliance.

Without reference to specific organizations or cases, early Decisions underscore sector-wide compliance requirements and expectations: boards must discharge governance mandates while not directing specific operations, and exercise caution in public communications; services should demonstrate risk-based response and strong dispatch/communication standards; the interpretation of specific requirements for the deployment of specialized equipment; and, professionalism in public engagement is essential.

Importance of an organizational process for Decision review and application

Moving forward, these Decisions and Findings Reports **will be posted regularly** as batches of complaint investigations are completed. As these Decisions are legally binding and will serve as precedent for future matters, **I strongly encourage each police service and board to build in a process to ensure these Decisions are reviewed and, where necessary, integrated into your operations** to avoid future compliance concerns and to improve overall performance. My goal is to support a culture where accountability and excellence go hand in hand.

I want to reiterate what I have consistently emphasized during our engagements with you over the past two years: this next step in the IoP's work is aimed at providing the policing sector with meaningful opportunities to learn from practical examples and to collectively strengthen performance standards. By sharing these Decisions openly, **we aim to provide clarity on how standards are applied, highlight areas of strength, and identify opportunities for improvement in the sector**. This transparency benefits everyone—police services, boards, and the communities we serve—by reinforcing trust and demonstrating that oversight is fair, evidence-based, and focused on strengthening police sector performance across Ontario.

Staying up to date on Decisions and contacting your Advisor

If you have any questions about how these Decisions can be used to support your work, please do not hesitate to contact your Policing Services Liaison Advisor. To stay informed about new Decisions and Findings Reports as they are published, we encourage you to **subscribe to IoP news updates through our website: www.iopontario.ca**.

Thank you for your continued partnership in building a policing system that is transparent, accountable, and responsive to the needs of Ontarians.

Sincerely,



Ryan Teschner
Inspector General of Policing of Ontario

c: Mario Di Tommaso, O.O.M.
Deputy Solicitor General, Community Safety



1880 Normandy Street, LaSalle, Ontario, N9H 1P8

Phone: 519-969-5210

Fax: 519-969-2662

LaSalle Police Service Public Memorandum

To: LaSalle Police Services Board

From: Michael Pearce, Chief of Police

Date: January 6, 2026

Subject: Training Update

Background:

Mental Health Crisis Response Training

Section 6 of *Ontario Regulation 87/24: Training*, states that every police officer shall complete Mental Health Crisis Response training by April 1, 2026. This is the two-year anniversary of the enactment of the *Community Safety and Policing Act, 2019*, creating a two-year window for Ontario police services to comply.

The curriculum was not made available to police services until the second half of 2025. With this delay coupled with feedback from police chiefs, the Ministry of the Solicitor General is proposing to amend Ontario Regulation 87/24 to create a two phased approach, as well as extend the timeline for when every police officer needs to have successfully completed the Mental Health Crisis Response (MHCR) Education and Applied Training Program.

Instead of every police officer needing to successfully complete the program by no later than April 1, 2026, officers whose assigned responsibilities include community patrol or community patrol supervision will need to have the program successfully completed by no later than October 1, 2026. Every police officer whose assigned responsibilities do not include community patrol or community patrol supervision will need to have the training successfully completed by no later than October 1, 2027.

The LaSalle Police Service will have all community patrol officers trained by April 1, 2026, excluding those on extended leaves of absence.

Workplace Harassment Training

This month, LaSalle Police Service members will receive harassment training from Workplace Safety and Prevention Services (WSPS). This is intended to align with the release of a new harassment procedure (Workplace Violence, Harassment, Discrimination Prevention).

The presentation has been customized to teach our new procedure, explain the responsibilities of members, supervisors, and administration, and clearly set expectations on behaviour in the workplace.

Recommendation:

That the LaSalle Police Services Board receive this Training Update Report for information.

Respectfully submitted,



Michael Pearce
Chief of Police
LaSalle Police Service



1880 Normandy Street, LaSalle, Ontario, N9H 1P8

Phone: 519-969-5210

Fax: 519-969-2662

LaSalle Police Service Public Memorandum

To: LaSalle Police Services Board

From: Michael Pearce, Chief of Police

Date: January 7, 2026

Subject: Community Focus 2025: July 1, 2025 to December 31, 2025

Background:

The following list represents community interaction and engagement by members of the Service for the identified period.

July:

- 2nd – Progressive Pride Flag Raising – TOL – Chief, DC, Staff Sergeants
- 8th – “No Place for Hate” – Sunshine Academy – CRO Atkins
- 9th – Franc- Sol Daycare Visit – CRO Atkins
- 10th - 11th – Special Olympics Summer Games – Brantford – Chief Pearce, Teresa Pare, PC Fahsbender, PC Hunter
- 14th – Olivia DiMaio Visit – CRO Atkins
- 16th – Tim Horton’s Camp Day – Chief, CRO Atkins, numerous LPS members
- 17th – Child Car Seat Inspection – HQ – PC Smiley
- 18th – LPYF Charity Golf – Seven Lakes – number LPS members
- 20th – R.I.D.E. Program – LaSalle – numerous officers.
- 21st – Donation Presentation from Harvey’s LaSalle – Chief, CRO Atkins
- 21st – On-line Property Auction – July 21st to August 4
- 27th – Historical Vehicle – Event – Sgt. Tonin, S/Sgt Agostinis
- 27th – Run for Responders – PC Keys, Communicator Stewart
- 28th – Elder Abuse Presentation – Chartwell – CRO Atkins
- 29th – R.I.D.E. Program – LaSalle – numerous officers
- 31st – Safety Village Car Seat Clinic – CRO Atkins

August:

- 4TH – Community Information Booth – Vollmer – CRO Atkins
- 13th – Summer Camp Day - Vollmer – CRO Atkins, PC Legaspi
- 14th - Community Information Booth - Vollmer – CRO Atkins
- 14th – Tour of Station – Serendipity – CRO Atkins
- 21st - Community Information Booth - Vollmer – CRO Atkins
- 26th – Crossing Guards – Annual Meeting – CRO Atkins, Chief, S/Sgt Agostinis

27th – Cupcake with a Cop – LaSalle Library – Chief, CRO Atkins
28th – Car Seat Clinic – Safety Village – CRO Atkins
30th – Bike & UTV unit – LaSalle Trails – numerous officers
31st – LaSalle Night Market – CRO Atkins, Chief
31st – R.I.D.E. Program – LaSalle – numerous officers

September:

2nd – 1st Day of School – numerous grade schools – CRO Atkins
3rd – Flag Raising – Childhood Cancer Awareness – Chief
5th – R.I.D.E. Program – LaSalle – numerous officers
8th – Coffee with a Community Leader – Chief
10th – LPYF Cheque Presentation to Youth Diversion – Chief, CRO Atkins
10th – Community Inclusion Meeting - Chief
14th – Sacred Heart Church – Parish Picnic – CRO Atkins
18th – Elder Abuse Presentation – Seasons – CRO Atkins
21st – LPS Car Seat Clinic – numerous officers
21st – Kidney Foundation Walk – numerous officers/civilians
24th – Bus Patroller Training – CRO Atkins
25th – Bus Patroller Training – CRO Atkins
25th – Franco Ontario Day Flag Raising - Deputy
25th – Safety Village Car Seat Clinic – CRO Atkins
26th – Terry Fox Run – Sacred Heart School – CRO Atkins, PCs McInnis, Fahsbender
28th – Ontario Police Memorial – Ottawa – Chief, DC, numerous officers
30th – Community Senior’s Presentation – Vollmer – CRO Atkins

October:

4th – Community Information Booth – Vollmer
7th – Coffee with the Chief – Starbucks – Chief, CRO Atkins
9th – International Day of the Girl Breakfast – Chief
9th - First Responders Night – Windsor Spitfires Game – CRO Atkins
10th – Salvation Army Food Drive – Zehrs – CRO Atkins
11th – Community Information Booth – Vollmer
18th – Community Information Booth – Vollmer
21st - Frauds & Scams Presentation – Heritage Park Alliance Church – PC Adjetey-Nelson
23rd – Halloween Event – Safety Village – PC Smiley
25th – Community Information Booth – Vollmer
25th – TOL Truck or Treat – PC Akins, Comm. Ingram
30th – Car Seat Clinic – Safety Village – CRO Atkins
31st – 1st Pinning of Poppies – Chief, DC

November:

2nd – Community Information Booth – Vollmer
3rd – 7th – Crime Prevention Week – events at local grocery stores and mall
3rd – Coffee with a Cop – Tim Horton’s – Chief, CRO Atkins
4th – Fraud and Scam Presentation to St. Andrews Church Senior Group – CRO Atkins
4th – Neighborhood Walk – Heritage Part – DC, CRO Atkins
5th – Vipers Event – Veterans Appreciation Night – Chief

5th – Take Your Kid to Work Day – Organized activities – CRO Atkins
6th – Crime Prevention Week – Zehrs, Frescho (LaSalle) – CRO Atkins
7th – Crime Prevention Week – Devonshire Malle – CRO Atkins
9th – Community Information Booth – Vollmer
10th – Grow Campaign
11th – Visit with Veterans – Season's, Chartwell – Chief
11th – Remembrance Day Event – Cenotaph – Chief, DC, numerous officers
13th – Coffee with the Chief – Season's – Chief, CRO
16th – Community Information Booth – Vollmer
17th – 21st – Anti-Bullying Awareness & Prevention Week – events local schools – CRO Atkins
18th – Coffee with the Chief – Chartwell Retirement – Chief, CRO Atkins
18th – House/Personal/Road Safety Presentation – St. Andrew's Senior's Group – CRO Atkins
19th – Counterfeit Currency Presentation – CRO Atkins
21st – Escort Santa – Tree Lighting Ceremony Civic Centre – CRO Atkins
23rd – Community Information Booth – Vollmer
27th – Safety Village Car Seat Clinic – CRO Atkins
28th – TOL Loop's Grand Opening – CRO Atkins
30th – Community Information Booth – Vollmer

December:

4th – Escort WECDSB Santa Buss for Food/Toy Drive – Holy Cross – CRO Atkins, PC Smiley, Pavia, Kelly-Earish
8th – Help St. Andrews LaSalle Food Bank unload – CRO Atkins
8th – Safety Village AGM at Beach Grove Golf Club – PC Legaspi
9th – Cookies with a Cop – Town Hall – PC Atkins, Ruggaber
9th – Lock Down Drill – Villanova – CRO Atkins

Recommendation:

That the LaSalle Police Services Board receive Community Focus 2025: July 1, 2025 to December 31, 2025 Report for information.

Respectfully submitted,



Michael Pearce
Chief of Police
LaSalle Police Service



1880 Normandy Street, LaSalle, Ontario, N9H 1P8

Phone: 519-969-5210

Fax: 519-969-2662

LaSalle Police Service Public Memorandum

To: LaSalle Police Services Board

From: Michael Pearce, Chief of Police

Date: January 6, 2026

Subject: Procedure Updates

Background:

Since the fall of 2024, we began updating procedures that were both because they are dated and to comply with the *Community Safety and Policing Act, 2019*. We continue to work towards completing them by the end of 2026.

Here are the procedures we have updated:

- NCO Promotional Competition
- Personal Appearance and Orders of Dress
- Notebooks
- Personal Lockers and Locker Rooms
- Vehicle Pursuits
- SIU Investigations
- Police Driving
- Tire Deflation Devices
- Ride Alongs
- Honours and Awards
- Code of Conduct
- Chief's Complaint Investigations
- Public Complaint Investigations
- Death of a Member
- Media Relations
- Organizational Structure and Chart
- Strategic Plan
- Supervision
- Aerosol Weapons

- Impact Weapons – Batons
- Smoking
- Enabling Disconnecting from Work
- Collection of Identifying Information in Certain Circumstances
- Missing Persons
- Missing Persons Questionnaire
- Search Urgency Form
- Parental and Non-Parental Abductions
- Child Parenting Orders
- Amber Alert
- Ground Search for Lost or Missing Persons
- Preliminary Control and Containment
- Elder and Vulnerable Adult Abuse
- Disposal of Police Service Property
- Property – Firearms/Weapons
- Property-Controlled Drugs or Substances
- Electronic Evidence
- Use of Auxiliaries
- Stolen or Smuggled Firearms
- Preventing/Responding to Occurrences Involving Firearms
- Social Media
- Secondary Employment
- Traffic Management, Enforcement, and Road Safety Plan
- Detainee Care and Control
- Detainee Transportation
- Accessibility
- Workplace Violence, Harassment, Discrimination Prevention
- Police Facility Fire Safety Plan
- Police Facilities – Security and Maintenance
- Intimate Partner Violence Incidents
- Interviewing Intimate Partner Violence Investigations
- Victim Assistance and Services – Intimate Partner Violence
- Relationships in the Workplace – Conflicts of Interest
- Respectful Workplace
- Anti-Stigma
- Equal Opportunity, Discrimination, and Workplace Harassment Prevention
- Crime Prevention
- Bail and Violent Crime
- Search of Premises
- Search of Persons
- Criminal Investigation Management and Procedures
- Intensive Serious Violent Crime Bail Teams

- Witness Protection and Security
- Joint Forces Operations
- Public Order Units
- Canine Units
- Major Case Investigations
- Arrest – Release
- Quality Assurance Plan
- Disclosure of Misconduct and Reprisals
- Active Attacker Incidents
- Confidential Informants and Agents
- Major Incident Command
- Community Patrol
- Standard Field Sobriety Testing and Drug Recognition Evaluators
- Impaired Driving Related Offences
- Traffic – Motor Vehicle Collisions
- Police Response to Persons Who Are Emotionally Disturbed or Have a Mental Illness or Developmental Disability
- Extreme Incident Response
- Property Offences (Including Break and Enters)
- Explosives – Disposals, Forced Entry, and Bomb Threats
- Patrol Rifle
- Major Crime Scene Searches
- Emergency Planning
- Death Investigations and Found Human Remains
- Victim Assistance
- Human Trafficking
- Accommodation Sector Registration of Guests Act

Recommendation:

That the LaSalle Police Services Board receive this memorandum for information.

Respectfully submitted,



Michael Pearce
Chief of Police
LaSalle Police Service



Windsor & Essex County Crime Stoppers

Police Coordinator Report

December 1st – December 31st, 2025

Overview

Crime Stoppers exists to provide a means for the public to pass along anonymous information that assists in solving crimes, recovering stolen property, seizing illegal drugs, and locating those for whom there is an outstanding warrant of arrest. Locally, the program is operated jointly as Windsor-Essex County Crime Stoppers and has the responsibility to receive and disseminate information to all law enforcement agencies within Essex County.

AM800

“Crime of the Week” report with AM800 radio which airs every Tuesday morning and afternoon and the feature is also incorporated into to our Catchcrooks website.

December 2 - Stolen Church Cross in Tecumseh (OPP).

December 9 – Composite Sketch Released for Leamington Robbery (OPP).

December 16 – Downtown Windsor Road Rage while Brandishing a Firearm (WPS).

December 23 – Amherstburg Vehicle Arson (WPS).

December 30 – Drouillard Road Arson (WPS).

CTV Windsor

Monthly Segment with CTV News Windsor aired on December 29th featuring an overview of this year's statistics and an homage to Ontario born Greg McLeese, who was the creator and founder of Crime Stoppers who passed away in the fall.

Social Media

Sustained daily maintenance and management of Windsor & Essex County Crime Stoppers social media platforms such as Facebook and Instagram posts and Crime Stoppers Catchcrooks Website.

This statistical report is reflective of December 1st to December 31st, 2025.

Crime Stoppers tip information was distributed to the following agencies during this period:

- Windsor Police Service.
- Windsor Police Service Amherstburg Detachment.
- Ontario Provincial Police.
- LaSalle Police Service.
- Ministry of Revenue and Finance.
- Windsor & Essex County Health Unit- Tobacco Enforcement.
- Canada Border Services Agency.
- Repeat Offender Parole Enforcement.
- Windsor Police Criminal Intelligence Unit – Cannabis Enforcement.

Attached documents include:

Police Coordinators Report.

Monthly Statistical Report.

Tip Summary Report.

This Report was Prepared By:

Constable Rick Surette – Ontario Provincial Police.

TOTAL POPULATION REPRESENTED – 398,718 (2019 CENSUS)

POPULATION (CITY) – 217,188

POPULATION (COUNTY) – 126,314

POPULATION (LASALLE) – 33,180

POPULATION (AMHERSTBURG) – 22,036



Windsor - Essex County Crime Stoppers - Statistical Report

WINDSOR & ESSEX COUNTY

Filter Date: December 2025 Run Date: 2026/01/02

Statistic	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Tips Received	166	153	144	156	119	145	145	143	158	251	124	115
Tip Follow-ups	117	89	125	248	93	66	96	173	115	98	158	164
Arrests	4	3	8	0	1	6	8	0	12	10	5	14
Cases Cleared	9	3	8	6	4	7	6	0	41	21	12	23
Charges Laid	18	13	32	17	5	13	16	0	11	4	11	20
Fugitives	0	0	0	0	0	0	0	0	0	0	0	0
Administrative Discipline	0	0	0	0	0	0	0	0	0	0	0	0
# of Rewards Approved	5	4	6	4	3	6	8	0	11	7	2	0
Rewards Approved	\$1,750	\$1,000	\$2,950	\$800	\$900	\$1,200	\$2,000	\$0	\$1,600	\$350	\$225	\$0
# of Rewards Paid	2	0	2	3	0	3	0	0	0	0	0	0
Rewards Paid	\$600	\$0	\$650	\$1,700	\$0	\$500	\$0	\$0	\$0	\$0	\$0	\$0
# of Weapons Recovered	1	1	0	0	0	3	1	0	0	0	0	0
# of Vehicles Recovered	0	0	0	0	0	0	0	0	0	0	0	0
Property Recovered	\$27,137	\$900	\$4,500	\$0	\$0	\$41,000	\$2,541	\$0	\$0	\$0	\$0	\$0
Cash Recovered	\$15,082	\$0	\$0	\$0	\$0	\$1,240	\$2,540	\$0	\$0	\$0	\$3,000	\$0
Drugs Seized	\$412,850	\$9,000	\$51,481	\$0	\$0	\$249,300	\$12,820	\$0	\$0	\$0	\$15,000	\$0
Total Recovered	\$455,069	\$9,900	\$55,981	\$0	\$0	\$291,540	\$17,901	\$0	\$0	\$0	\$18,000	\$0

Statistic	Q1	Q2	Q3	Q4	YTD	SI
Tips Received	463	420	446	490	1,819	65,050
Tip Follow-ups	331	407	384	420	1,542	24,161
Calls Received	0	0	0	0	0	3,138
Arrests	15	7	20	29	71	7,255
Cases Cleared	20	17	47	56	140	10,636
Charges Laid	63	35	27	35	160	10,777
Fugitives	0	0	0	0	0	625
Administrative Discipline	0	0	0	0	0	3
# of Rewards Approved	15	13	19	9	56	1,992
Rewards Approved	\$5,700	\$2,900	\$3,600	\$575	\$12,775	\$1,293,585
# of Rewards Paid	4	6	0	0	10	993
Rewards Paid	\$1,250	\$2,200	\$0	\$0	\$3,450	\$840,652
# of Weapons Recovered	2	3	1	0	6	567
# of Vehicles Recovered	0	0	0	0	0	38
Property Recovered	\$32,537	\$41,000	\$2,541	\$0	\$76,078	\$13,812,553
Cash Recovered	\$15,082	\$1,240	\$2,540	\$3,000	\$21,862	\$663,633
Drugs Seized	\$473,331	\$249,300	\$12,820	\$15,000	\$750,451	\$121,212,485
Total Recovered	\$520,950	\$291,540	\$17,901	\$18,000	\$848,391	\$135,688,671

Windsor - Essex County Crime Stoppers Tip Summary Report

Created Date: 2025/11/01 to 2025/12/01

Offense Type	Count
Animal Cruelty	0
Arson	2
Assault	3
Attempt Murder	0
Breach of Condition	2
Break and Enter	2
By Law	1
Child Abuse	2
COVID-19	0
Cybercrime	3
Disqualified Driving	1
Drugs	23
Elder Abuse	1
Fraud	12
Highway Traffic Act	3
Hit and Run / Fail to Remain	1
Homicide	2
Human Smuggling	2
Human Trafficking	1
Illegal Cigarettes	0
Immigration	0

Impaired Driver	4
Indecent Act	1
Liquor (sales to minors, sales without licence)	0
Mischief	0
Missing Person	0
Motor Vehicle Collision	0
Possession of Stolen Property	0
Prostitution/Morality	0
Repeat Impaired Driver	0
Robbery	5
Sexual Assault	1
Stolen Vehicle	1
Suspended Driver	1
Suspicious Activity	10
Terrorism	0
Test Tip	0
Theft	34
Threats	1
Warrant	3
Weapons	3
<i>Other</i>	7
<i>Unknown</i>	1
Total	118

LaSalle Police Services Board

By-law Number 2026-01

A By-law to amend By-law #FOUR, being a By-law to provide Rules Governing the Proceedings of the LaSalle Police Services Board.

Whereas a Police Services Board may, by By-law, make rules for the effective management of the police service under the provisions of the *Community Safety and Policing Act*, 2019;

And whereas, the LaSalle Police Services Board is responsible for the provision of Police Services, as per Section 37 of the *Community Safety and Policing Act*, 2019, Law Enforcement and Crime Prevention in the Town of LaSalle;

And whereas it is the responsibility of the Chief of Police of the LaSalle Police Service, as per Section 79 of the *Community Safety and Policing Act*, 2019, in his capacity as Chief Law Enforcement Officer for the Town of LaSalle, to administer the policing services of the Town of LaSalle in accordance with the policies, priorities and objectives established by the LaSalle Police Services Board;

And whereas the LaSalle Police Services Board adopted By-law #FOUR on January 14, 2019;

And whereas the LaSalle Police Services Board deems it expedient to amend By-law #FOUR;

Now therefore the Town of LaSalle Police Services Board hereby enacts as follows:

1. **That** the “Rules of Governance” attached to By-law #FOUR be replaced with “Appendix A” to this By-law;
2. **That** any other By-law inconsistent with this By-law are hereby repealed and replaced with this By-law and attached Appendix A; and
3. **That** this By-law shall come into full force and effect on the day of the final passing thereof.

Read a first, second and third time, and finally passed this 19th day of January 2026.

1st Reading – _____, 2026

2nd Reading – _____, 2026

3rd Reading – _____, 2026

Board Chair

Board Secretary

Appendix A
LaSalle Police Services Board
Rules of Governance

Table of Contents

1.	Mission Statement	2
2.	Independence and Jurisdiction Policy of Police Board	2
3.	Definitions.....	2
4.	Application	2
5.	Composition of the Board.....	3
6.	Meetings of the Board	3
7.	Committees of the Board.....	3
8.	Selection of Chair	4
9.	Duties and Responsibilities of the Board	5
10.	Duties of the Chair	5
11.	Duties of the Acting Chair	6
12.	Duties of the Board Secretary.....	6
13.	Conduct of Members	7
14.	Board Member Orientation	8
15.	Board Relationship with Chief	8
16.	Agenda for Meetings	8
17.	Correspondence as an Agenda Item	8
18.	Conflict of Interest	9
19.	Quorum and Proceedings of Meetings	10
20.	Rules of Debate.....	10
21.	Motions.....	11
22.	Voting on Motions	12
23.	By-Laws	13
24.	Public and In Camera Meetings	13
25.	Electronic Participation/Electronic Meetings	14
26.	Hearing of Delegations	15
27.	Tenders	15
28.	General.....	16

1. Mission Statement

- 1.1. The Police Services Board for the Town of LaSalle shall strive to provide effective and cost-efficient policing services and shall accept as its responsibility those duties which are defined under Section 37(1) of the *Community Safety and Policing Act, 2019*.

2. Independence and Jurisdiction Policy of Police Board

- 2.1. The legislative intent behind the creation of a Police Board is to ensure that the Police Department remains a separate and independent body from the municipality. The Police Board has a unique relationship with the municipal council, and it exists, in part, to insulate the Police Department from the political decision-making process. The Police Board is responsible for ensuring that the police provide effective and efficient services. The municipal council provides the Police Department with an annual budget to achieve these objectives.

3. Definitions

- 3.1. In this By-Law:
 - a) "Act" means the *Community Safety and Policing Act, 2019*
 - b) "Chair" means the person presiding at the meeting;
 - c) "Board" means the Police Services Board for the Town of LaSalle;
 - d) "Chief of Police" means the Chief of Police for the Town of LaSalle;
 - e) "Town" means the Town of LaSalle;
 - f) "Meeting" means a meeting of the Board;
 - g) "Member" means a Member of the Board;
 - h) "Quorum" means a majority of the Members of the Board; and
 - i) "Secretary" means the Secretary of the Board.

4. Application

- 4.1. The rules or procedure contained in this By-Law shall be observed in all proceedings of the Board and shall be the rules for the order and dispatch of business before the Board and, where applicable, in a committee of the Board.
- 4.2. The rules of procedure may be suspended by a vote of the majority of the Members present and voting.

4.3. All points of order or procedure for which rules have not been provided in this By-Law shall be decided by the Chair in accordance with Robert's Rules of Order or, if Robert's Rules of Order are silent on the issue, in accordance with the rules of procedure for proceedings of the municipal council of the Corporation of the Town of LaSalle.

5. Composition of the Board

5.1. The Board shall consist of Members as determined by the provisions of the Act, as amended from time to time.

6. Meetings of the Board

6.1. The Board shall hold at least four meetings each year.

6.2. At the first meeting of each year the Board shall:

- a) Elect a Chair for the year;
- b) Elect a Vice Chair for the year;
- c) Choose dates for the year on which the regular meeting of the Board will be held; and
- d) Appoint Committees as required.

6.3. Notice of any special meeting shall be at least 24 hours in advance delivered in writing at the Members' residence or place of business, verbal notification by telephone, or distributed by electronic means to each Member. If two-thirds of the Members consent to the time and purpose of the meeting, it shall be called.

6.4. Special meetings of the Board may be called as follows:

- a) by the Chair at any time;
- b) by the Chair at the written request of a majority of the Board;
- c) by the Secretary at the written request of a majority of the Board; and
- d) when the Chair is absent or the office of the Chair is vacant.

7. Committees of the Board

7.1. The Board may, at any time by resolution, appoint one or more Members to a Committee of the Board to inquire into any matter within the jurisdiction of the Board.

7.2. The following standing committees of the Board are established, having power to exercise any authority conferred upon the Board in accordance with the provisions of the Act within the terms of reference of the Committee herein set forth:

- a) Negotiating Committee which shall consist of one Board Member appointed by the Board and shall have the authority delegated to bargain under the provisions of the Act. The Board Solicitor or agent, or such other person as the Board deems necessary, may be invited to attend negotiation meetings in the capacity of advisors pursuant to the provisions of the Act. The Chief or his nominee shall attend negotiation meetings.
- b) Policy Committee shall research, and draft for Board review, such policies or By-laws as the Board shall request from time to time.
- c) Strategic Planning Committee shall establish the provisions of policing for the community and establish the Mission, Vision, Values and Strategic Objectives of the Service.
- d) Community Safety and Well-Being Plan committee shall consist of one Board Member appointed by the Board to sit on the Windsor Essex regional committee.

7.3. Committee Members shall request assistance directly from the Chief of Police, or his designate, when services are required from a Member of the LaSalle Police Service to assist the committee.

7.4. Committees shall report upon their work to the Board at the meeting of the Board next following the holding of any Committee meeting.

8. Selection of Chair

8.1. The Members of the Board shall elect a Chair at the Board's first regular meeting each year in the following manner (unless the Chair is selected by acclamation):

- a) The election of Chair will be conducted by the immediate past Chair, or, if he or she seeks election, by another Board Member who is not seeking election. In the absence of such a Board Member, the election shall be conducted by the Board Secretary;
- b) Nominations will require a mover and seconder who are Members of the Board;
- c) Where more than one nominee stands for election, a vote shall be taken;
- d) Prior to the vote being taken, each nominee shall be given ten minutes to make a presentation. Candidates shall be called upon in alphabetical order;
- e) After the presentations have been completed, the vote will be conducted by ballot;

- f) If nominees are tied on the first vote, a ten-minute recess shall be held, followed by a second vote. If on the second vote the nominees remain tied, a further ten-minute recess shall be held, followed by a third vote. If nominees remain tied after the third vote, the election of the Chair shall be decided by lot drawn by the Board Secretary; and
- g) In the event the Chair of the Board resigns mid-year, elections will be held at the first meeting following receipt of the notice of resignation and will be in effect until the first meeting of the Board in the next year.

9. Duties and Responsibilities of the Board

9.1. The Board shall be responsible for the duties as set out in the Act.

10. Duties of the Chair

10.1. It shall be the duty of the Chair to:

- a) act as the sole Board spokesperson for the major decisions of the Board (although Members remain free to publicly express their views, in their personal capacity and not speaking for the Board, respecting any matter);
- b) represent and support the Board, declaring its will and implicitly obeying its decision in all things;
- c) set the agenda for all meetings;
- d) open the meeting of the Board by taking the Chair and calling the Members to order;
- e) receive and submit, in the proper manner, all motions presented by the Members;
- f) put to vote all questions, which are duly moved, and to announce the result;
- g) decline to put to vote motions which infringe upon the rules of procedure, or which are beyond the jurisdiction of the Board;
- h) restrain the Members when engaged in debate, within the rules of procedure;
- i) enforce, on all occasions, the observance of order and decorum by the Members;
- j) call by name any Member persisting in breach of the rules of procedure and, following the procedure set out in s.13.2 of the governing rules, to order him or her to vacate the room in which the meeting is being held;

- k) inform the Board on any point of order as deemed necessary;
- l) adjourn the meeting upon motion duly moved when business is concluded;
- m) adjourn the sitting without the question being put, or suspend the sitting for a time to be specified by him or her, if he or she considers it necessary because of grave disorder;
- n) sign all documents for and on behalf of the Board including but not limited to by-laws, resolutions, orders and agreements which have been approved by the Board; and
- o) approve monthly personal expenses of the Chief.

11. Duties of the Acting Chair

- 11.1. In the absence of the Chair, the Vice Chair shall act, and while so acting, shall have the same authority, rights and powers of the Chair as listed in Section 10 while presiding at the meetings as the Chair would have if present.
- 11.2. In the absence of the Chair and the Vice Chair, the Acting Chair shall have the same authority, rights and powers of the Chair, and shall also have the same duties and responsibilities as the Chair as listed in Section 10.

12. Duties of the Board Secretary

- 12.1. It shall be the duty of the Board Secretary to:
 - a) attend all meetings of the Board and record the minutes without note or comment all resolutions, decisions and other proceedings at the meeting, whether it is open to the public or not, orders, and requests of all such meetings;
 - b) notify the Members of the Board of each regular and of special meetings of the Board called pursuant to Sections 6, 7 and 10;

give notice to Members of the Board of all meetings thereof other than those fixed by adjournment, said notice to be telephoned, emailed, mailed or delivered to each Member not later than twenty-four hours prior to the meeting. The notice shall be accompanied by the minutes if any, and any other matters so far as known, to be brought before such meeting. Lack of receipt of the notice shall not affect the validity of holding the meeting or any action taken there at. The notice calling a special meeting shall state the business to be considered at the special meeting, and no business other than that stated in the notice shall be considered at such meeting except with the unanimous consent of the Members present and voting;

- c) furnish the Chief of Police with copies of all resolutions and enactments and orders of the Board as soon as possible after the meeting of the Board at which the action of the Board in respect thereof takes place, and in any event, not later than the fourth working day after the Board meetings;
- d) forward the minutes of the Board meetings to each Member of the Board as soon as possible after the Board meeting;
- e) prepare and distribute the agenda for regular meetings, as per the Act, seven days prior to the regular meeting. Such agenda shall be accompanied by explanatory materials as determined by the Chief in consultation with the Chair, and shall be picked up by the Member at the LaSalle Police station;
- f) publish notice of a meeting that is open to the public on the Internet seven days before the meeting, except in extraordinary circumstances. The notice must include:
 - i. the proposed agenda for the meeting; and
 - ii. either, the record of the most recent meeting of the LaSalle Police Services Board that was open to the public, or, instructions on how a member of the public may access the record of a most recent meeting
- g) For a meeting closed to the public, the Board Secretary shall prepare a separate agenda which shall be available to the Members of the Board at least 24 hours in advance of the meeting;
- h) compose all correspondence arising from the minutes of the Board meetings, unless otherwise directed; and
- i) draft the estimates of Board expenses for the approval of the Board.

13. Conduct of Members

13.1. No Member shall:

- a) use offensive words or unparliamentary language in meetings of the Board or against another Board Member;
- b) speak on any subject other than the subject in debate; and
- c) disobey the decision of the Chair or the Board on questions of order or procedure as set out in this By-Law or resolution of the Board, or upon the interpretation of the rules of the Board.

- 13.2. If a Member persists in disobedience after having been called to order by the Chair, the Chair, in accordance with s.10.1(j) of the governing rules, shall forthwith put the question, no amendment or debate being allowed: "That such Member be ordered to leave his or her seat for the duration of the meeting of the Board".
- 13.3. If a Member who has been ordered to leave his or her seat apologizes to the Chair and the other Members, he or she may, by vote of the Members, be permitted to retake his or her seat.
- 13.4. No meeting of the Board shall be recorded by a Member of the Board without prior disclosure of that recording to the other Members of the Board.

14. Board Member Orientation

- 14.1. It is the responsibility of a new Board Member to follow the New Board Member Orientation Guide.

15. Board Relationship with Chief

- 15.1. The Board may give orders and directions to the Chief of Police, but not to other members of the police force, and no individual Member of the Board shall give orders or directions to any member of the police force.
- 15.2. 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.

16. Agenda for Meetings

- 16.1. The Board Secretary shall meet with the Chair of the Board and Chief of Police, or his/her designate, to receive reports and supporting materials for the agenda eleven days before the Board meeting is to be held, which shall be reviewed prior to the inclusion in the agenda and distribution to the Board Members. An item which is not included in the agenda may not be introduced at the meeting without the consent of a majority of the Members present.

17. Correspondence as an Agenda Item

- 17.1. Every letter, petition and other communication addressed to the Board shall be received by the Board Secretary who shall:
 - a) where in the opinion of the Chair, the subject matter of any communication is properly within the jurisdiction of the Board, such communication shall be placed upon the agenda for the next regular meeting of the Board by the Board Secretary, and be dealt with during such meeting; and

- b) where in the opinion of the Chair, the subject matter of any communication is properly within the jurisdiction of the Police Service, such communication shall be referred to the Chief of Police for necessary action and a report presented by the Chief at the next Board meeting, if required.

18. Conflict of Interest

- 18.1. The Chair and Members shall be governed by the *Municipal Conflict of Interest Act*, and the *Community Safety and Policing Act*, 2019 Code of Conduct, and the agenda shall include a provision for Members to declare conflict or conflicts of interest.
- 18.2. The Board Secretary shall record in reasonable detail the particulars of any conflict of interest disclosures made by Members, and any such record shall appear in the minutes of that particular meeting of the Board.
- 18.3. When a Board Member has disclosed a conflict of interest in a matter and the matter comes before the Board for discussion, the Board Member shall:
 - a) For a meeting open to the public, leave the Board table. If the Board Member is participating electronically, the Board Member shall leave the meeting such that the Board Member cannot hear the discussion taking place; and
 - b) For a meeting closed to the public, regardless of whether the Board Member is participating electronically or in-person, the Board Member shall leave the meeting such that the Board Member cannot hear the discussion taking place.
- 18.4. Where the interest of a Board Member has not been disclosed by reason of absence from the particular meeting, the Board Member shall disclose the interest and otherwise comply at the first meeting of the Board attended by the Board Member after the particular meeting.
- 18.5. At a meeting at which a Member discloses an interest, during the meeting or immediately after the meeting, the Member shall file a written statement of the interest and its general nature with the Board Secretary upon the form provided by the Board Secretary.
- 18.6. A registry shall be kept in which a copy of each statement filed and a copy of each declaration recorded. The registry shall be available for public inspection on the LaSalle Police Service website.

19. Quorum and Proceedings of Meetings

- 19.1. A majority of the Members of the Board shall constitute a quorum.
- 19.2. The Chair shall call the Members to order as soon as there is a quorum present after the time appointed to commence the meeting.
- 19.3. If a quorum is not present within 15 minutes after the time appointed to commence the meeting, the Board Secretary shall record the names of the Members in attendance and the meeting shall stand adjourned until the time appointed for the next meeting.
- 19.4. If the Chair does not attend within the 15 minutes after the time appointed to commence the meeting, the Vice-Chair shall call the meeting to order. If the Vice-Chair is also absent, the Board Secretary shall call the Members to order and, if a quorum is present, the Members present shall appoint one from among them to preside over the meeting or until the Chair or Vice-Chair arrives, with all the same rights and powers of the Chair.

20. Rules of Debate

- 20.1. Before speaking to a question or motion, a Member shall address the Chair.
- 20.2. When a Member wishes to speak to any question, motion or item, they shall, in an orderly fashion, attempt to obtain the Chair's attention to indicate that such Member wishes to speak, and the Chair shall keep a list of those Members who have so indicated a desire to speak. The Chair shall then recognize the Members who wish to speak in the order in which their intentions have come to the Chair's attention and appear on the list.
- 20.3. When two or more Members indicate their intention to speak, the Chair shall recognize the Member who, in his or her opinion, first indicated their intention to speak, as the Member who may speak to the question or motion first.
- 20.4. When a Member is speaking, no other Member shall interrupt that Member except to raise a point of order.
- 20.5. A Member may require the question or motion under discussion to be read at any time during the debate, but so as not to interrupt a Member who is speaking.
- 20.6. A Member shall not speak more than once to the same question or motion without leave of the Chair, except to explain a part of his or her speech which he or she feels may have been misconstrued but shall not be permitted to introduce any new matter.

- 20.7. Notwithstanding s.20.4 of the governing rules, a reply may be made by the Member who has presented a motion to the Board, following the conclusion of the speeches of the other Members.
- 20.8. No Member shall speak to the same question or motion, or in reply, for more than three minutes, without leave of the Board.
- 20.9. After a question is put by the Chair, no Member shall speak to the question nor shall any other motion be made until after the vote is taken and the result has been declared.

21. **Motions**

- 21.1. Wherever possible, the actions and decisions of the Board shall be affected by means of motion or resolution. A motion shall be moved and seconded before being discussed or being put to a vote.
- 21.2. The Board Secretary shall read a motion before a vote is taken if required to do so by a Member.
- 21.3. After a motion has been moved, it may be withdrawn by the mover at any time before a vote is taken.
- 21.4. A motion properly before the Board for decision must receive disposition before any other motion can be received, except motions:
 - a) to adjourn;
 - b) to amend;
 - c) to refer;
 - d) to suspend the rules of procedure;
 - e) to table the question;
 - f) to vote on the question; and
 - g) notice of motion.
- 21.5. A motion to adjourn the meeting may be made at any time except:
 - a) when a Member is speaking or during the taking of a vote;
 - b) when the question has been called; and
 - c) when a Member has already indicated to the Chair that he or she desires to speak on the question; and, when resolved in the negative, cannot be made again until the Board has conducted further proceedings.
- 21.6. A motion to amend:
 - a) shall be relevant to the question to be decided; and
 - b) shall not be received if it, in essence, constitutes a rejection of the main question.

21.7. A motion to refer the question shall include:

- a) the name of the Committee, other body or official to whom the question is to be referred;
- b) the terms upon which the question is to be referred; and
- c) a debate only in respect of the desirability of referring the question and the terms of the referral, and no discussion of the main question or an amendment thereto shall be allowed until after its disposition.

21.8. After any question, except one of indefinite deferment, has been decided by the Board, any Member who was present and who voted in the majority may, at a subsequent meeting of the Board, move for the reconsideration thereof, provided due notice of such intention is given as required by the By-Law, but no discussion of the main question by any person shall be allowed unless the motion to reconsider has first been adopted.

21.9. No question shall be reconsidered more than once at a meeting of the Board.

21.10. A Notice of Motion will be introduced by a Member at a meeting to provide advance notice to Members of a matter that the Board will be asked to take a position on, and must include the topic, action being requested by the Board and indication of when the item is to be dealt with, typically at the next available meeting unless otherwise specified. The Notice of Motion will not be dealt with at the same meeting unless the Board has a procedure in place to waive the notice rule to allow for discussion/debate at the same meeting.

22. Voting on Motions

- 22.1. A motion shall be deemed to have been carried when a majority of the Members present and voting have expressed their agreement with the question.
- 22.2. When the Chair is satisfied that a question contains distinct proposals, he or she may divide the question, or upon the request of a Member, shall divide the question, and the vote upon each proposal shall be taken separately.
- 22.3. If a Member present abstains from voting when a question is put, he or she shall be deemed to have voted in the negative, except where the Member is prohibited from voting by statute.
- 22.4. When a recorded vote is requested by a Member, or is otherwise required, except during the in-camera session of the meeting, the Board Secretary shall record the names and vote of every Member on the question. During the recorded vote, all Members may vote including the Chair.

- 22.5. Any question on which there is an equality of votes shall be deemed to have been decided in the negative.
- 22.6. The Chair may vote (except if otherwise disqualified) on all questions.
- 22.7. Decision of the Chair may be appealed to the full Board by motion made immediately after the decision appealed from, and the decision may be overturned upon a majority vote of the Board, including the Chair. In the event of a tie vote the appeal shall be deemed to be defeated.

23. By-Laws

- 23.1. Every By-law shall be introduced upon motion by a Member, and any number of by-laws introduced together in one motion, but the Chair may, at the request of a Member, deal separately with any By-law.
- 23.2. Every By-law, when introduced, shall be in typewritten form and shall contain no blanks except such as may be required to conform to accepted procedure or to comply with the provisions of any Act, and shall be complete with the exception of the number and the date of the By-law.
- 23.3. Every By-law which has been passed by the Board shall be numbered, dated and signed by the Chair and the Board Secretary, and shall be filed by the Board Secretary.

24. Public and In Camera Meetings

- 24.1. All meetings of the Board shall be open to the public subject to the provisions of s.24.2.
- 24.2. Notwithstanding s.24.1, a meeting may be closed to the public in accordance with the Act.
- 24.3. No person, other than Board Members, the Board Secretary, the Chief and Deputy Chief of Police, and persons invited by the Board, shall attend closed meetings of the Board and persons other than the Board Members shall vacate the meeting if requested to do so by the Board.
- 24.4. Members shall not publicly disclose or discuss confidential information, including information which cannot be disclosed as a result of the provisions of the *Municipal Freedom of Information and Protection of Privacy Act* obtained in their capacity as Members.
- 24.5. Members of the media shall be provided copies of the agenda for all public meetings of the Board, such material to be made available on the LaSalle Police Services Board website 2 business days prior to the date of the meeting.

25. Electronic Participation/Electronic Meetings

- 25.1. Notwithstanding any other provision in this By-law and regardless of whether a meeting is open or closed to the public, Board Members may electronically participate in the meeting. The Chair, in consultation with the Chief of Police and/or Board Secretary, may decide that a meeting is to be held by electronic participation.
- 25.2. A Board Member electronically participating in a meeting shall be counted in determining quorum and have all the same rights and responsibilities as if they were in physical attendance at the meeting.
- 25.3. Notwithstanding paragraph 25.2 above, the Chair may not electronically participate in a meeting unless it has been decided that the meeting is to be held entirely by electronic participation as outlined in paragraph 25.1. For clarity, the original Chair can still participate in the meeting but not in the capacity as the Chair. A new Chair would be selected from the Board Members participating in person.
- 25.4. A Board Member may advise they are electronically participating in a meeting, subject to the following:
 - a) The Board Member must provide advance written notice to the Chair and Board Secretary; and
 - b) The Board Member must log in to the meeting at least 15 minutes in advance of the scheduled start time of the meeting.
- 25.5. A Board Member electronically participating in a meeting closed to the public must ensure that they are participating from a location that ensures the privacy and confidentiality of the discussion.
- 25.6. The Chair shall rule on and determine applicable in-meeting processes as may be adapted to a meeting with electronic participation, which processes shall be consistent with this By-law and in accordance with the Act.
- 25.7. In the case of any connection issue, which impedes the ability of a Board Member to participate in the meeting in real time, provided quorum is maintained, the meeting will continue. The Board Member may attempt to reconnect to the meeting. Any attempts by staff to reconnect with the member will be made without causing a disruption to the meeting. A Board Member unable to participate in a meeting as a result of a connection issue shall have their absence noted in the minutes for that portion of the meeting in which they were unable to connect, shall not be able to vote, and any vote taken during a Board Member's absence shall be valid.

- 25.8. If connection issues prevent quorum from being maintained or achieved, the Chair shall immediately call for a recess of the meeting. The meeting shall be automatically adjourned if the technical issues persist beyond 15 minutes and quorum cannot be restored. Notice of the disruption shall be noted in the minutes.

26. Hearing of Delegations

- 26.1. The hearing of any delegation with regards to an item listed on the upcoming agenda will be at the discretion of the Board. Any delegation shall give at least four (4) days notice to the Board Secretary of his or her wish to appear, along with a list of who will be appearing before the Board, and a copy of the materials that will be presented. Delegations shall be restricted to presentations of ten minutes, which may be extended at the discretion of the Board.
- 26.2. Delegates must complete the Delegation Request Form and must be received by the Board Secretary by noon the Thursday before a scheduled Board meeting. Anything provided beyond this deadline will not be submitted for the Board's consideration or form part of the agenda.
- 26.3. Any person who wishes to appear before the Board regarding an item not on an upcoming agenda must submit the Delegation Request Form by noon at least 21 days prior to the meeting date.

27. Tenders

- 27.1. All tenders called and specifications pertaining thereto, issued by the Board, shall be prepared by the Chief of Police and all responses thereto shall be addressed to the Board Secretary, LaSalle Police Services Board.
- 27.2. Except in cases of emergency, a minimum of ten days shall elapse from the date of the first insertion of an advertisement or other action initiated, to the closing date of all tenders called for the supplying of work, labour, material, goods, wares, or merchandise required by the LaSalle Police Service.
- 27.3. Tenders shall be opened as soon as practicable after the closing time, and the general public may be present. The following are authorized to open tenders and must be in attendance at all tender openings:
 - a) the Chair of the Board, or designate; and
 - b) the Chief of Police, or designate
- 27.4. When the tenders are opened, they shall be numbered consecutively and initialed by the persons opening the tenders. A recording of the tender opening shall be made by the Chief of Police or his/her designate, and the report shall be submitted at the next Board meeting and then filed in the applicable tender file for the appropriate year.

27.5. The Treasurer for the Town of LaSalle is authorized to make payments on all contract progress estimates in accordance with the terms of the contract when certified by the Chief of Police, except for payment of any hold-back or any subsequent payment under the contract, which shall be referred to the Board for approval before payment is made. The Town Treasurer is also authorized to make payment for goods and equipment which have been purchased by tender accepted by the Board if the Chief of Police has certified satisfactory delivery.

28. General

- 28.1. The Board shall review policy issues relating to the Budget for the coming fiscal year in October preceding the fiscal year. The Board shall approve and submit the budget of the LaSalle Police Service and the LaSalle Police Services Board to the Corporation of the Town of LaSalle by January of the budget year.
- 28.2. Legal Counsel to the Board shall provide legal services to the Board only when requested to do so by two or more Members. Continuance of such retainer is contingent upon the retainer being confirmed at the next regular meeting of the Board.
- 28.3. In the By-Law, words importing the singular number or the masculine gender only shall include more persons, parties, or things of the same kind than one, and females as well as males, and the converse.
- 28.4. Board Assessment Process - The Board recognizes the need to assess its performance both on how the governance functions of the Board take place (process), and also the general performance of the Board (product). The Terms of Reference for the Board's Governance Standing Committee contain direction for evaluation of the Board.