



WOODSTOCK POLICE SERVICE BOARD POLICY

Subject:	Protocol for Shared Service Agreements and Contracts
Policy Number:	AI-036
Effective Date:	October 28, 2024
Reviewed:	
Amended:	

Authority/Legislative Reference

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

Ontario Regulation 398/23 Alternative Provision of Policing Functions

Policy Statement

The Woodstock Police Service Board (the "Board") is committed to ensuring that all shared service agreements and contracts are managed effectively and comply with the *Community Safety and Policing Act* (the "Act") and its regulations. Agreements and contracts must be entered into with due consideration for legal compliance, operational effectiveness, and fiscal responsibility.

Policy Application

1. In accordance with section 2(1) of *Ontario Regulation 398/23 Alternative Provision of Policing Functions*, the Board may enter into an agreement with another police service board, the Ontario Provincial Police (OPP), or any other applicable entity to provide policing functions.
2. All proposed service agreements and contracts shall be reviewed and

approved by the Board.

3. Prior to approval, a detailed proposal must be prepared, including the scope of services, objectives, roles and responsibilities, financial implications, and performance metrics.
4. The proposal shall include an assessment of how the agreement or contract aligns with the strategic goals of the Service and the community safety objectives outlined in the *Act*.
5. Legal counsel shall review all proposed shared service agreements and contracts to ensure compliance with the *Act* and other relevant legislation.
6. Agreements and contracts shall include provisions for accountability, performance monitoring, and dispute resolution mechanisms.
7. All shared service agreements and contracts must be documented in writing and signed by authorized representatives of the Service and the partner organization.
8. Copies of the agreements, contracts, and related documentation must be retained for ten years.
9. Renewal or extension of agreements and contracts must be based on performance evaluations and continued alignment with strategic objectives.
10. Evaluations may be conducted upon completion of any shared service agreement or contract to assess outcomes and identify lessons learned for future contracting processes.