



POLICE SERVICES BOARD

MEETING MINUTES

November 18, 2025, 8:00 a.m.
Council Chamber, Town Hall

Members Present:	Chair/Council Representative, S Pankow Council Representative, Councillor Chris McGuire Provincial Appointee, Chris Saumure Provincial Appointee, Andrew Howard
Absent:	Community Appointee, Rob Dopson Deputy Police Chief, Chris Kettyle
Staff Present:	Police Chief, Jodi Empey Interim Secretary, K Costello

1. CALL TO ORDER AND LAND ACKNOWLEDGEMENT

Chair Pankow read the Land Acknowledgement.

Chair Pankow called the meeting to order at 8:06 AM.

2. CHAIRS REMARKS

The Chair advised that Committee Appointee, R Dopson had sent his regrets for this meeting.

3. APPROVAL/ADDITIONS TO THE AGENDA

The following items were added to the agenda:

In Camera: Identifiable Individual (C McGuire)

Adoption of In Camera Minutes

New Business: Secondary Employment (Chief Empey)

Some items were deferred during the course of the meeting. Minutes reflect this update.



Moved by: C Saumure

Seconded by: A Howard

THAT the November 10, 2025, Police Services Board Meeting Agenda be approved as amended.

Carried

4. DISCLOSURE OF PECUNIARY INTEREST AND/OR CONFLICT OF INTEREST AND GENERAL NATURE THEREOF

None noted.

5. CONSIDERATION TO MOVE IN CAMERA

Identifiable Individual (Chief Empey)

Moved by: A Howard

Seconded by: C McGuire

THAT the Smiths Falls Police Services Board move In Camera at 8:07 AM to discuss items pertaining to intimate financial or personal matters or other matters may be disclosed of such a nature, having regard to the circumstances, that the desirability of avoiding their disclosure in the interest of any person affected or in the public interest outweighs the desirability of adhering to the principle that proceedings be open to the public in accordance with Section 44 of the Community Safety And Policing Act.

Moved by: C Saumure

Seconded by: A Howard

THAT the Board revert back into open session at 8:11 AM

Identifiable Individual - Human Resources (Chief Empey)

Moved by: C McGuire

Seconded by: C Saumure

THAT the Smiths Falls Police Services Board move In Camera at 8:11 AM to discuss items pertaining to intimate financial or personal matters or other matters may be disclosed of such a nature, having regard to the circumstances, that the desirability of avoiding their disclosure in the interest of any person affected or in



the public interest outweighs the desirability of adhering to the principle that proceedings be open to the public in accordance with Section 44 of the Community Safety And Policing Act.

Moved by: A Howard

Seconded by: C Saumure

THAT the Board revert back into open session at 8:13 AM

Identifiable Individual (Chair Pankow)

Moved by: C Saumure

Seconded by: C McGuire

THAT the Smiths Falls Police Services Board move In Camera at 8:13 AM to discuss items pertaining to intimate financial or personal matters or other matters may be disclosed of such a nature, having regard to the circumstances, that the desirability of avoiding their disclosure in the interest of any person affected or in the public interest outweighs the desirability of adhering to the principle that proceedings be open to the public in accordance with Section 44 of the Community Safety And Policing Act.

Moved by: C Saumure

Seconded by: A Howard

THAT the Board revert back into open session at 8:45 AM

Identifiable Individual (Chair Pankow)

Moved by: A Howard

Seconded by: C Saumure

THAT the Smiths Falls Police Services Board move In Camera at 8:45 AM to discuss items pertaining to intimate financial or personal matters or other matters may be disclosed of such a nature, having regard to the circumstances, that the desirability of avoiding their disclosure in the interest of any person affected or in the public interest outweighs the desirability of adhering to the principle that proceedings be open to the public in accordance with Section 44 of the Community Safety And Policing Act.



Moved by: A Howard

Seconded by: C Saumure

THAT the Board revert back into open session at 9:10 AM

Identifiable Individual (Chair Pankow)

Moved by: C Saumure

Seconded by: C McGuire

THAT the Smiths Falls Police Services Board move In Camera at 9:10 AM to discuss items pertaining to intimate financial or personal matters or other matters may be disclosed of such a nature, having regard to the circumstances, that the desirability of avoiding their disclosure in the interest of any person affected or in the public interest outweighs the desirability of adhering to the principle that proceedings be open to the public in accordance with Section 44 of the Community Safety And Policing Act.

Moved by: C Saumure

Seconded by: A Howard

THAT the Board revert back into open session at 9:15 AM

Identifiable Individual (C McGuire)

Moved by: C Saumure

Seconded by: C McGuire

THAT the Smiths Falls Police Services Board move In Camera at 9:15 AM to discuss items pertaining to intimate financial or personal matters or other matters may be disclosed of such a nature, having regard to the circumstances, that the desirability of avoiding their disclosure in the interest of any person affected or in the public interest outweighs the desirability of adhering to the principle that proceedings be open to the public in accordance with Section 44 of the Community Safety And Policing Act.



Moved by: A Howard

Seconded by: C Saumure

THAT the Board revert back into open session at 9:27 AM

Adoption of In Camera Minutes

Deferred at time of discussion.

6. CORRESPONDENCE

None

**7. CONSIDERATION OF THE MINUTES FROM THE PREVIOUS MEETINGS
ON OCTOBER 21, 2025**

Moved by: A Howard

Seconded by: C McGuire

THAT the Minutes of the October 21, 2025, Police Services Board Meeting be approved as circulated.

Carried

8. BUSINESS ARISING FROM THE PREVIOUS MEETING

a) 2025 Budget Monitor – Chief

Chief advised that she is anticipating being under budget to round off 2025.

b) 2026 Budget & Capital- Chief

"Budget 2026, Smiths Falls Police" attached as Appendix A.

The 2026 budget has been completed and sent to the Board last week for review. It has been reviewed with the Chair and Vice Chair.

\$353,358 has been secured from grants to support the 2026 budget.

Waiting to hear back on Next Generation 911 Ontario Grant and Victims Support Grant.

Currently looking at 3% increase with the possibility of this being even lower with additional grant funding.

Have added some capital for 2026.

- \$70,000 for Mobile Interviewing Kit (funding through grant is anticipated).



- \$100,000 Hybrid model Ford Explorer for vehicle replacement.
- \$25000 to NG911 to ensure there is enough money to support this initiative in the future.
- \$24,000 for tablets in cruisers as current tablets are becoming obsolete.
- \$50000 for emergency antenna. Believes this will be enough to move the equipment from the current water tower. Bell has advised they have free shelters.
- \$20,000 for roof in containers
- \$73675 CAD Mapping that was deferred from 2025. Looking for prebudget approval to proceed with CAP Mapping as this price will increase in January.

Moved by: A Howard

Seconded by: C Saumure

THAT the Police Services Board supports pre-budget approval for CAD Mapping in the amount of \$73,674.

Carried (4-0)

A number of 2026 Operational items have decreased due to grants. Hoping to get more funding for training. Raised complex maintenance as building requires work.

Looking at increasing Special Constable to full time in January. This position has had a significant impact. This has been budgeted. About a \$30,000 difference. Not looking at increasing staffing complement. Addition to staffing is to replace staff member who has been off for two years. There is also an anticipated retirement.

Conducted a comparison of other municipal services to ascertain what their proposed budgetary increases are. Smiths Falls is the lowest (3%).

C McGuire inquired what the cost per household is for each comparator. Chief to bring data back in January.

Reduction of two dispatchers. Looking at moving two to fulltime. This has been included in the budget. Clothing budget has increased. Phones/computers budget has decreased.

Chief Empey noted that meals/travel have increased due to training on new legislation. Was able to secure a grant for the Ford Taurus. The vehicle will remain in the fleet so staff will not have to claim mileage.



Looking to decommission a Ford Explorer. Two vehicles to be decommissioned in 2027.

C Saumure questioned the 3% increase even though the Chief was able to secure \$300,000 in grants. Chief Empey advised that salaries and benefits make up the majority to increase as well as inflationary pressures.

A Howard noted that he struggles advancing the budget without a fulsome discussion on the Special Constable going to full time. Chief Empey offered that she has decreased the part time budget line to accommodate. Without this position, front line officers would be called in from the front line. Two Special Constables were in the 2025 budget but some of those funds were used for staffing the Communications Centre.

C McGuire questioned if this position could take on more community service initiatives. Chief Empey confirmed that they could. C McGuire would like more information on how Special Constables could reduce overtime and is curious to see how this addition will impact the 2027 budget (cost effectiveness).

This position currently works an estimated 24 hrs/week and can take on many roles (i.e. traffic control, mental health apprehensions at the hospital, etc.) so that officers can focus on front line. The cost is always higher if an officer is called in. Special Constables are not a Police Officer. They do have limited duties. Community Officer (S Keegan) is able to do more. Ontario Police College candidates graduating in mid December. Currently have twenty-one Officers with the Special Constable position. Do not have to increase to thirty for 2026.

Moved by: C Saumure

Seconded by: C McGuire

THAT the Police Services Board approved the 2026 Smiths Falls Police Services as presented by Chief Empey.

Carried (3-1)

7. NEW BUSINESS

- a) Building Costs/ Insurance Inspection – Vice- Chair
Deferred at time of discussion. Deferred until R Dopson is available.



b) Grant Update- Chief

Chief Empey advised that she is still waiting on some grant opportunities for 2026 but will keep the Board apprised.

c) Strategic Plan- Chief

Queens University reached out to review the Strategic Plan. They are currently preparing one for the Town of Gananoque. Asked if they would be willing to assist the Police Services Board to update their Strategic Plan to meet legislation. Has reached out to the professor. Great opportunity. Will update the Board as appropriate.

d) Increase in taxi licenses through town bylaw

Deferred at time of discussion

e) Increases to fingerprinting, criminal record checks

Deferred at time of discussion

f) Secondary Employment

Chief Empey advised of secondary employment of staff and advised that she has no issues with any:

- Recreational baker-part time
- Design yeti cups
- Hockey Den Mom

This information is included in the Annual Report that comes forward in April.

Moved by: A Howard

Seconded by: C McGuire

THAT the Police Services Board has no issues with the secondary employment activities as outlined by Chief Empey.

Carried (4-0)

8. OPERATIONAL REPORT

Chief Empey reviewed the "Deputy Chief's Operational Report, October 2025".
Attached as Appendix B.

9. DATE AND TIME OF NEXT MEETING

January 2026. Staff will coordinate a date for January 2026.



10. ADJOURNMENT

Moved by C Saumure

Seconded by C McGuire

THAT the Police Services Board adjourn its proceedings 10:39 AM and stand so adjourned until the next duly called Board meeting.

Carried

Chair

Secretary

Budget 2026

Smiths Falls Police



Increase

- 3%
- \$353,358 confirmed allocated funds from grants to support 2026 budget



Other Agency Comparators

- Lasalle- 9.9%
- Barrie- 8.5%
- Sarnia- 6.5%
- Sudbury- 10.21%
- Cornwall- 9.87%
- Guelph- 8.84%
- Kingston- 5.52%
- Port Hope- 11%
- Gananoque- 6.3%
- Peterbrough- 9.8%
- Brockville- 8.7%
- Coburg- 20.5%
- Aylmer- TBD



DEPUTY CHIEF'S OPERATIONAL REPORT

OCTOBER 2025

CALLS FOR SERVICE – OCTOBER 2025

For the month of October, Police registered **614** occurrences

Down from **639** occurrences in September 2025

OVERALL CHARGES AND ARRESTS – OCTOBER 2025

72 criminal
charges laid
in October

23 arrests
made in
October

BREACH RELATED CHARGES – OCTOBER 2025

Fail to Comply- Condition on Undertaking x 2

Fail to Comply with Release Order x 3

Fail to Comply with Probation Order x 16

Breach of Court Order x 2

Total breach related charges – 23

Total criminal charges for October – 77

Percentage of total charges – 30%

NOTEWORTHY CALLS FOR SERVICE – OCTOBER 2025

IPV CASES- **13** (Down from 14 in September 2025)

ASSAULTS- **4** (Up from 3 in September 2025)

FAMILY DISPUTES- **11** (Up from 8 in Sept 2025)

BAIL VIOLATIONS- **6** (Sam as September 2025)

BREAK AND ENTERS-**2** (Up from 1 in Sept 2025)

DRUG OFFENCES- **1** (Down from 3 in Sept 2025)

MISCHIEF- **10** (Up from 9 in September 2025)

HARASSMENT- **7** (Down from 10 in Sept 2025)

MENTAL HEALTH ACT INCIDENTS – OCTOBER 2025

27 calls for service (Down from 29 in September 2025)

3 apprehensions

Hospital Wait time range: 25 minutes – 3 hours

Mobile Crisis Response Team (MCRT) nurse attended at **8** calls

PROACTIVE POLICING- OCTOBER 2025

Foot Patrol- 21 hours

School Visits- 37 hours

Community Service – 31 hours

Bike Patrol – 0 hours

TRAFFIC ENFORCEMENT/COMPLAINTS – OCTOBER 2025

Collisions- 30 (Private Property - 5 / Highway - 20 / Fail To Remain - 5)
15 charges issued related to the noted collisions

Traffic related calls for service – 154

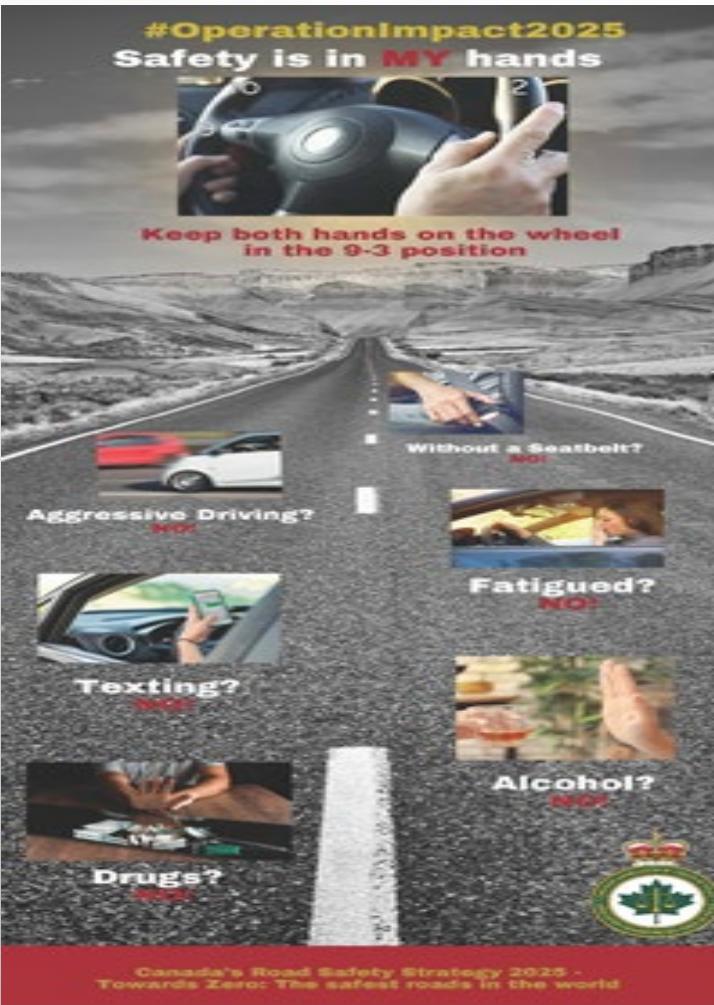
Vehicles stops- 89

Enforcement- 60 HTA charges laid from 35 vehicle stops

Charges issued relating to speeding, stop signs, traffic light infractions, failing to yield, drive under suspension, careless driving, fail to surrender permit, ETC.

11 charges under the compulsory automobile insurance act issued

OPERATION IMPACT – OCTOBER 10TH – 13TH 2025



Operation Impact - RESULTS				
CC CHARGES	HTA CHARGES	HTA WARN	CAIA CHARGES	CAIA WARN
2	3	15	2	1

CRIMINAL/ ALCOHOL/ DRUG CHARGES VIA TRAFFIC STOPS OCTOBER 2025

- 5 CRIMINAL / ALCOHOL / DRUG CHARGES LAID RELATED TO TRAFFIC STOPS
- OPERATION WHILE IMPAIRED / EXCEED 80 MG OF ALCOHOL IN BLOOD (1)
- UNAUTHORIZED POSSESSION OF A WEAPON
- DRIVE MOTOR VEHICLE WITH CANNABIS READILY AVAILABLE
- CARE AND CONTROL OF MOTOR VEHICLE WITH LIQUOR READILY AVAILABLE



STRATEGIC ENFORCEMENT TRAFFIC PRIORITY (S.T.E.P.) – OCTOBER 2025

- S.T.E.P. INITIATIVE FOR OCTOBER 2025 WAS SEATBELT RELATED OFFENCES
- SEVERAL COMPLIANCE STOPS WERE CONDUCTED AND EDUCATIONAL WARNINGS ISSUED – NO CHARGES LAID
- IMPAIRED DRIVING CHARGES CONTINUE TO TREND UPWARDS – 27 BREATH TESTS HAVE BEEN CONDUCTED IN 2025 – UP FROM 8 IN 2024 - ***MORE OFFICERS ON ROAD FOR PROACTIVE PATROLS***
- THE S.T.E.P. TARGET FOR NOVEMBER 2025 WILL BE INTERSECTION RELATED OFFENCES
- TOP TRAFFIC ENFORCERS IN SEPTEMBER WERE CONSTABLES BOUTHILLIER/ SLY / HART





CRIMINAL INVESTIGATIVE BRANCH/CISO- OCTOBER

- LEAD INVESTIGATOR ON MISSING PERSON FILE (BERTRIM) – ASSISTING CRIMINAL INVESTIGATIONS BRANCH (O.P.P.)
- 2 DAY TRAUMA INFORMED WORKSHOP – BARRIE, ONT
- CISO FIREARMS INVESTIGATION WORKSHOP
- ARMED ROBBERY – CIRCLE K STORE – INVESTIGATION ONGOING
- COMPLEX FRAUD INVESTIGATION FROM LOCAL BUSINESS – 5-MILLION-DOLLAR LOSS – INVESTIGATION ONGOING
MULTIPLE SEARCH WARRANTS AND PRODUCTION ORDERS BEING PREPARED
- SUDDEN DEATH INVESTIGATION - DEEMED NOT SUSPICIOUS
- SEVERAL SEXUAL ASSAULT INVESTIGATIONS ONGOING
- CHILD ABUSE INVESTIGATION ONGOING
- ASSIST WITH INTELLIGENCE GATHERING AND MONITORING OF THE SMITHS FALLS CHAPTER OF THE SATAN'S CHOICE MOTORCYCLE GANG HALLOWEEN PARTY
- SUDDEN DEATH INVESTIGATION – 29-YEAR-OLD, NATURAL CAUSES / PRE-EXISTING MEDICAL CONDITION

2025 BUSINESS QUARTERLY REPORT

Date	Vehicle Stops	Foot Patrol Hours	Bike Patrol Hours	Schools Hours	Other Hours	Calls for Service
January - March	358	88	0	60	88	1879
April - June	297	61	45	74	148	2035
July - September	377	77	61	36	144	2043
October - December						

2025 MENTAL HEALTH CALL QUARTERLY REPORT

Date	MHA CALLS	APPREHENSIONS	MCRT NURSE ATTENDED	WAIT TIME RANGE
January 1 to March 31	61	10	32	5 min – 4.5 hours
April 1 to June 30	77	9	29	1 hour – 6 hours
July 1 to September 30	96	10	24	20 mins – 2 hours
October 1 to December 31				
Year To Date Totals	234	29	85	5 min – 6 hours

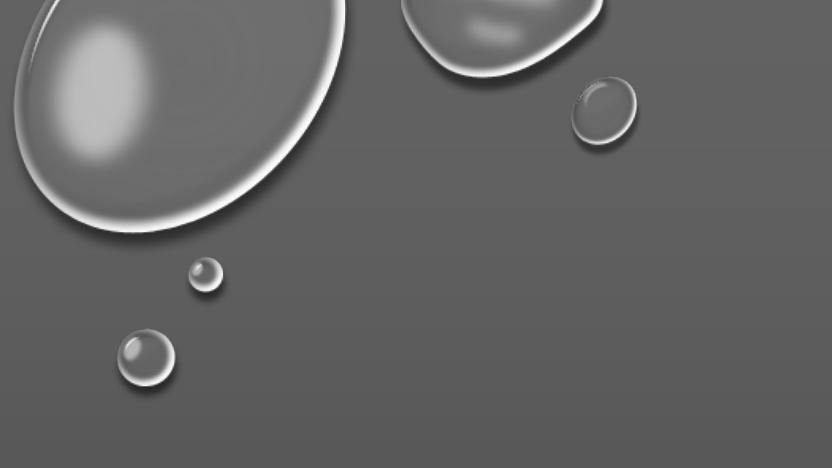
CRIMINAL RECORD CHECK STATS

MONTH	VS VOLUNTEER	VS EMPLOYMENT	NON-VS VOLUNTEER	NON-VS EMPLOYMENT	TRITON	WALKIN	BROAD RECORD
25-Jan	31	11	1	14	21	36	
25-Feb	22	24	3	7	23	33	
25-Mar	25	28	3	15	34	37	
25-Apr	23	22	6	22	26	47	
25-May	37	25	4	18	36	48	
25-Jun	12	24	3	17	26	30	
25-Jul	37	17	6	11	14	57	
25-Aug	17	25	0	10	22	30	
25-Sep	60	30	4	18	42	70	
25-Oct	46	19	1	15	24	57	3
25-Nov							
25-Dec							
TOTALS	310	225	31	147	268	445	3



COURSES AND WORKSHOPS – OCTOBER 2025

- SIMMONS, ANDREW – FACILITATING AND ASSESSING POLICE LEARNING – (SEP 29–NOV 21, 2025 – DURHAM)
- LEMAY, LINDSAY – OACP TRAUMA INFORMED POLICING CONFERENCE (OCT 01-02, 2025 – BARRIE)
- DELORME, PAM – CPIC TERMINAL OPERATOR (OCT 06-10, 2025 – OPC)
- LEMAY, LINDSAY – CISO FIELD INTELLIGENCE OFFICER TRAINING (OCT 07-08, 2025 – OTTAWA PS)
- HART, MIKE – CISO FIELD INTELLIGENCE OFFICER TRAINING (OCT 07-08, 2025 – OTTAWA PS)
- BLACKBURN, MICHEILA – OPTIC ANNUAL USER GROUP MEETING (OCT 08-09, 2025 – TORONTO)
- DROESKE, JASON – FIREARMS INVESTIGATIVE WORKSHOP (OCT 14-17, 2025 – OPC)
- BLACKBURN, MICHEILA – 2025 LEARN CONFERENCE (OCT 20-21, 2025 – TORONTO)
- BEATH, KAITLYNN – 2025 LEARN CONFERENCE (OCT 20-21, 2025 – TORONTO)
- GAUTHIER, KARINE – INVESTIGATIVE INTERVIEWING TECHNIQUES (OCT 20-24, 2025 – KINGSTON)
- MAYER, KARL – FIELD COORDINATOR TRAINING BREATH TECH (OCT 15-16, 2025 – CFS TORONTO)
- KEOGAN, SEAN – FIELD COORDINATOR TRAINING BREATH TECH (OCT 15-16, 2025 – CFS TORONTO)



COMMUNITY SERVICE OFFICER- OCTOBER 2025

- NUMEROUS SCHOOL VISITS – 4 PRESENTATIONS AT S.F.D.C.I. (RE: BULLYING AND ONLINE SAFETY)
- STUFF A CRUISER AND TURKEY TROT FESTIVITIES – BIG SUCCESS
- FIELD COORDINATOR TRAINING FOR INTOXILYZER 9000 (2 DAYS)
- CRIMESTOPPERS ADMINISTRATION AND COORDINATION
- 2 X SITUATION TABLE REPRESENTING S.F.P.S.
- POLAR PLUNGE PLANNING MEETINGS
- EVIDENCE VAULT COMPLIANCE AND MAINTENANCE
- FRONT LINE PATROL COVERAGE X 6 SHIFTS
- 3 X HANLEY HALL COMMUNITY LUNCH APPEARANCES
- ONGOING EVIDENCE COLLECTION AND LODGING TRAINING FOR NEW RECRUITS

