



WATERLOO REGIONAL  
POLICE SERVICES  
BOARD

## OPEN MINUTES

Date: May 21, 2025

Location: Zoom

In Attendance:

Ian McLean	Chair
Karen Redman	Vice Chair
Jim Schmidt	Member
Tony Giovinazzo	Member
Doug Craig	Member
Karen Quigley-Hobbs	Member
Sandy Shantz	Member
Mark Crowell	Chief of Police
Jennifer Davis	Deputy Chief
Eugene Fenton	Deputy Chief
Meghan Martin	Executive Assistant

### 1.0 Meeting Called to Order

Chair McLean called the meeting to order at 8:30 a.m.

### 2.0 Motion to Go Into Closed Session

Moved by D. Craig

Seconded by K. Quigley-Hobbs

That the Board Convene in Closed Session to discuss matters that it is of the opinion falls under Section 44 of the Community Safety and Policing Act.

**Carried.**

### 3.0 Motion to Reconvene in Open Session

Moved by T. Giovinazzo

Seconded J. Schmidt

That the Board reconvene at in Open Session.

**Carried.**

#### **4.0 Territorial Acknowledgement**

#### **5.0 Declarations of Pecuniary Interest under the Municipal Conflict of Interest Act**

There were none were declared.

#### **6.0 Closed Session Recommendations (if any)**

There were no Closed Session recommendations.

#### **7.0 Consent Agenda Items**

Items on the Consent Agenda can be approved in one motion. Prior to the motion being voted on, any member of Board may request that one or more of the items be removed from the Consent Agenda and moved to the regular part of the agenda.

##### **7.1 Confirmation of Minutes: April 16, 2025**

##### **7.2 Confirmation of Minutes: May 5, 2025**

##### **7.3 2025-217: Police Service Board Policy Updates: #081, #083, #084, #085, #087, #094, #097**

That the Waterloo Regional Police Service Board approve the following policies, as provided in Board Report 2025-217:

081: Bias Neutral Policing

083: Chief of Police Travel and Expense Reimbursement

084: Board Communications and Stakeholder Engagement

085: Policy and Procedure Management

087: Information Exchange Between the Board and the Chief

094: Performance Evaluation Process for Executive Assistant to the Board

097: Use of Board Resources for Election Purposes

##### **7.4 2025-090: Frontline Call Reduction Strategies Q1**

##### **7.5 2025-219: Neighbourhood Policing Q1**

##### **7.6 2025-223: Mental Health Alternative Response Q1**

##### **7.7 2025-241: 2025-26 Anti Human Trafficking Provincial Strategy Funding Agreement with the Solicitor General Operating as the Ontario Provincial Police**

That the Waterloo Regional Police Services Board enter into a funding agreement with the Solicitor General, operating through the Ontario Provincial Police (OPP), to receive 2025-2026 Anti-Human Trafficking Provincial Strategy funding.

#### **7.8 2025-235: WLU Special Constable Appointment**

That the Waterloo Regional Police Services Board approve the following Special Constable appointment pursuant to section 92 of the Community Safety and Policing Act:

Wilfrid Laurier University Special Constable;

##### **1. HASTIE, Erin**

#### **7.9 2025-230: Auxiliary Resignations**

That the Waterloo Regional Police Service Board discontinue the designations for the following Waterloo Regional Police Service (WRPS) Auxiliary members who have resigned or retired from their positions.

Auxiliary Members:

- 1. SUGG, Brian**
- 2. FREEMAN, Victoria**
- 3. HAMBLBY, Jeff**
- 4. SMALL, Ryon**

#### **7.10 2025-238: Internal Audit Plan**

That the Board receive and endorse the 2025-2027 Internal Audit Plan.

#### **7.11 2025-218: Intelligence Notes Q1**

#### **7.12 2025-220: WRPS Communications Centre Q1**

Moved by K. Redman

Seconded by K. Quigley-Hobbs

That the Consent Agenda including the Open Session Minutes of April 16, 2025 and May 5, 2025 and Reports 2025-217, 2025-090, 2025-219, 2025-223, 2025-241, 2025-235, 2025-230, 2025-238, 2025-218, 2025-220 be approved as presented.

**Carried.**

#### **8.0 Business Arising from the Minutes**

There was no business arising from the Minutes.

#### **9.0 Correspondence**

There was no correspondence.

## **10.0 Police Service Board Report**

There was no Police Service Board Report.

## **11.0 Chief of Police Reports**

### **11.1 2025-099: Annual Conestoga College Scholarship**

Deputy Chief Davis presented report 2025-099 for information. Rylan Pedersen was the recipient of this year's scholarship and was congratulated by the Board.

### **11.2 2025-063: Waterloo Region Vulnerable Person Registry**

Staff Superintendent Goodman, Deputy Chief Davis and J. Allison presented report 2025-063 for information. T. Giovinazzo questioned the increase in utilization since 2021, Staff Superintendent Goodman explained that education was provided to school boards and agencies in 2021 and monitoring of the program commenced at that time.

### **11.3 2025-222: Variance Report**

K. Hand presented report 2025-222 for information. Chair McLean asked for clarification on the year end forecast, K. Hand stated that WRPS is forecasting a surplus at this time, but is working through more detail.

### **11.4. 2025-221: Reserve and Reserve Fund Update**

K. Hand presented report 2025-221. Chair McLean asked about the managing risks of WSIB claims in hand. K. Hand outlined that contributing to reserves is a good step, as is increasing through an incremental fashion during the budget process.

Moved by J. Schmidt

Seconded by D. Craig

That the Waterloo Regional Police Service Board approve the revised target reserve and reserve fund contributions and balances as set out in Report #2025-221

**Carried.**

Moved by T. Giovinazzo

Seconded by S. Shantz

That the Waterloo Regional Police Service Board approve the transfer of \$886,596.49 from the General Reserve to the Capital Reserve.

**Carried.**

### **11.5 2025-094: 2026 Budget Timelines**

K. Hand outlined the upcoming budget timelines schedule. Chair McLean requested a report on past public input sessions and any subsequent recommendations be brought forward in June.

**11.6 2025-232: Award of C2025-05 Consultant Selection – Dynamic Staffing Solution**

K. Hand presented report 2025-232. This project will aim to forecast future staffing needs for the purpose of creating a long-term sustainable staffing strategy.

Moved by D. Craig

Seconded by J. Schmidt

That the Waterloo Regional Police Services Board accept the Consultant Selection of Operational Research in Health (ORH) Limited, for C2025-05 Consultant Selection – Dynamic Staffing for a contract period commencing May 1, 2025 to May 31, 2027 with no options to renew in the estimated amount of \$508,000.00, plus all applicable taxes as set out in report #2025-232, dated May 21, 2025.

**Carried.**

**11.7 2025-210: Human Experience Management Project Closure Report**

W. Peckham presented report 2025-210 for information. The Board congratulated this team on the successful project and requested a future report that showcases measurable progress.

**11.8 2025-226: Community Safety and Well Being Feature: External Sexual Assault Reviews 2024-2025**

Inspector Lambert provided report 2025-226 for information. Vice Chair Redman acknowledged this initiative, and asked about formal feedback received from any of the groups. Inspector Lambert outlined the reviews process and how it assists with a pulse check on the service.

**12.0 Monthly Chief of Police Report**

Chief Crowell highlighted various investigations and upcoming events (WRPS Annual Open House May 10, 2025).

**13.0 New Business**

There was no New Business.

**14.0 Future Agenda Items**

There were no Future Agenda Items.

**15.0 Information Items**

There were no Information Items.

**16.0 Adjournment**

Moved by J. Schmidt

Seconded by S. Shantz

That the meeting be adjourned at 12:39 p.m.

**Carried.**

Original signed by I. McLean

---

Board Chair

Original Signed by M. Martin

---

Executive Assistant