

# ***SHUNIAH POLICE SERVICES BOARD*** **A G E N D A**



***Regular Meeting to be held on***

***February 17, 2015 at 5:00 pm***

***In Council Chambers  
420 Leslie Avenue, Thunder Bay ON***

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*\* Hard Copy at Meeting*

**1) ELECTION OF CHAIR**

A) Elect Chair for 2018 {res}

**2) CALL TO ORDER {res}**

**3) APPROVAL OF AGENDA {res}**

**4) DISCLOSURE OF PECUNIARY INTEREST**

**5) MINUTES OF PREVIOUS MEETING**

Minutes of the Police Services Board meeting held on November 20<sup>th</sup>, 2017\* {res}

**6) BUSINESS ARISING FROM THE MINUTES**

**7) PETITIONS AND DELEGATIONS**

**8) REPORTS**

A) OPP Monthly Report – {to be presented at meeting}

B) Status Report of Ongoing Business\*

C) Response from Acting Chief Hauth re Policing Services Communication\*

**9) CORRESPONDENCE**

A) Thunder Bay OPP - December 2017 and January 2018 newsletters

- B) Ministry of Community Safety and Correctional Services (MCSCS)
- Safe Access Zones Clarification
  - Collection of Information, Feedback and Recommendations on Current Incident Management System Program
  - 2018-2020 Proceeds of Crime (POC)
  - Front-Line Policing (FLP) Grant Program
  - Standard Field Sobriety Test Provincial Training Strategy
  - Crown Prosecution Manual and Powers of Release Training
  - Upcoming Coroner's Office Presentation: Unclaimed Bodies
  - Police Powers of Release Training Deck
  - Human Trafficking Investigation Pilot Course
  - 911 Disclosure and the Memorandum of Understanding Following R. v. M.G.T.

## 10) **OLD BUSINESS**

- A) SPSB Letter to Minister Lalonde re Bill 175\*
- Support Letter from Michael Gravelle MPP re Bill 175\*
  - OAPBS - The key elements of OPP Governance in Bill 175\*
  - Bill 175 - Zone 1 OAPBS - Letter to Premier Wynne November 2017\*
- B) Shuniah Council Letter to Minister Steven Del Duca MTO to complete audit of Highway Intersections
- SPSB letter of support to Shuniah Council

## 11) **NEW BUSINESS**

- A) Email requesting SPSB support OPP in Grant Application
- Proceeds of Crime Grant Application\* {res}
- C) Privacy and Information re 2017 Annual Statistical Reporting\* {res}

## 12) **OTHER MATTERS FOR DISCUSSION**

## 13) **CLOSED SESSION**

- A) To discuss personnel matters with respect to the Annual Review as per Protocol Agreement with the Regional Commander {2-res}

## 14) **ADJOURNMENT {res}**

**MINUTES OF THE TWENTY-SIXTH REGULAR MEETING OF THE SHUNIAH POLICE SERVICES BOARD HELD ON THE TWENTIETH DAY OF NOVEMBER 2017 AT THE MUNICIPAL OFFICE LOCATED AT 420 LESLIE AVENUE, THUNDER BAY ONTARIO AT THE HOUR OF 5:00 P.M.**

|                                |   |
|--------------------------------|---|
| <b>PRESENT:</b>                |   |
| <b>Board Members</b>           | Robert Van Natto, Chair and Municipal Appointee<br>Don Smith, Council Appointee<br>Karen Cameron Powell, Provincial Appointee |
| <b>Police Representatives:</b> | Inspector Jim Graham<br>Acting Staff Sergeant John Reppard<br>Constable Gary Wojciechowski                                    |
| <b>Also Present:</b>           | Wendy Hamlin, Secretary   |

**1) CALL TO ORDER**

|   |                      |
|---|----------------------|
| <b>Resolution No. 318/17</b>  |                      |
| <b>Moved By:</b>  | Don Smith            |
| <b>Seconded By:</b>   | Karen Cameron Powell |
| THAT the Shuniah Police Services Board meeting is hereby called to order at the hour of 5:00 p.m. |                      |
| <b>CARRIED</b>  |                      |

**2) APPROVAL OF AGENDA**

|   |                      |
|---|----------------------|
| <b>Resolution No. 319/17</b>              |                      |
| <b>Moved By:</b>                          | Karen Cameron Powell |
| <b>Seconded By:</b>                       | Don Smith            |
| THAT the agenda be accepted as presented. |                      |
| <b>CARRIED</b>                            |                      |

**3) DISCLOSURE OF PECUNIARY INTEREST**

There was no disclosure of pecuniary interest by any member of the Board on any item listed on the agenda.

**4) MINUTES OF PREVIOUS MEETING**

A) Minutes of the Police Services Board meeting held on October 30, 2017

|  |                      |
|--|----------------------|
| <b>Resolution No. 320/17</b>   |                      |
| <b>Moved By:</b>   | Don Smith            |
| <b>Seconded By:</b>  | Karen Cameron Powell |
| THAT the minutes of the Police Services Board meeting held on October 30, 2017 be adopted as circulated. |                      |
| <b>CARRIED</b>   |                      |

## 5) **BUSINESS ARISING FROM THE MINUTES**

## 6) **PETITIONS AND DELEGATIONS**

## 7) **REPORTS**

### A) Ontario Provincial Police (OPP) Monthly Report

Constable Gary Wojciechowski reviewed the October OPP Report for the Board and discussions were held on the following matters:

- 1 false alarm call which was cancelled prior to officer's arrival
- there were approximately 145 vehicles checked as a result of 7 RIDE's conducted - HTA warnings were issued
- Officers responded to an ongoing neighbour dispute. The complainant advised his neighbour has trail cameras set up in a tree overlooking his deck area and he had concerns that his neighbour had been taking unwanted photographs of him and his family. Officers attended the incident location and determined trail cameras were not in position to capture any photos of complainant's family.

|                          |             |             |
|--------------------------|-------------|-------------|
| Total Calls for Service: | <u>2016</u> | <u>2017</u> |
| September                | 56          | 55          |

Inspector Graham informed the Board that he would forward a copy of the complaints report for review for the Board to discuss and decide whether it is a needed report.

Const. Wojciechowski then reviewed the remainder of the report item by item.

### B) Status Report of Ongoing Business

The status report was reviewed and noted.

Confirmed that the Board would forward a letter of support of Council's request to MTO.

Mr. Smith spoke to the changes in new Police Services Act with respect to the proposed changes to police board structure, AMO has let the government know about these concerns. He undertook to prepare a letter with the Secretary outlining the Board's concerns to the Minister and copy OAPSB, OAPSB Zone 1, the Municipality, and local MPP's.

### C) OPP Update Regarding Speeding on Lakeshore Drive

Acting Staff Sgt. Reppard reviewed the various areas he patrolled and stated that he only stopped one car and will do future patrols.

## 8) **CORRESPONDENCE**

The following matters of Correspondence were noted, and the contents reviewed, and any direction given is a noted:

### A) Thunder Bay OPP - November 2017 newsletter

### B) Ministry of Community Safety and Correctional Services (MCSCS)

- Basic Constable Training Program Jan 10-April 6 2018
- 2017 Constable Selection System Symposium
- Domestic Violence Investigation (DVI) Course
- Crime Prevention Week 2017

- Safe Access to Abortion Services Act, 2017
- Overview on Bill 175 - Safer Ontario Act, 2017

9) **OLD BUSINESS**

10) **NEW BUSINESS**

A) 2018 OAPSB Membership

|  |                      |
|--|----------------------|
| <b>Resolution No. 321/17</b>   |                      |
| <b>Moved By:</b>   | Karen Cameron Powell |
| <b>Seconded By:</b>  | Don Smith            |
| <p>THAT the 2018 Membership fees for the Ontario Association of Police Services Board (OAPSB) be paid in the amount of \$737.49.</p> <p><b>CARRIED</b></p> |                      |

B) 2017 OAPSB Zone 1 Membership

|   |                      |
|---|----------------------|
| <b>Resolution No. 322/17</b>  |                      |
| <b>Moved By:</b>  | Don Smith            |
| <b>Seconded By:</b>   | Karen Cameron Powell |
| <p>THAT the 2017 Membership fees for the Ontario Association of Police Services Board (OAPSB) Zone 1 be paid in the amount of \$125.00.</p> <p><b>CARRIED</b></p> |                      |

C) Shuniah Community Policing Committee Request for Funds

It was noted that the Committee would like to purchase mats for the self-defense courses, Don suggested to contact the Municipality to search for any possible grants.

The Board will consider upping the funding for future

|   |                      |
|---|----------------------|
| <b>Resolution No. 323/17</b>  |                      |
| <b>Moved By:</b>  | Karen Cameron Powell |
| <b>Seconded By:</b>   | Don Smith            |
| <p>THAT the Shuniah Police Services Board hereby approves that funds, in the amount of \$500.00 be forwarded to the Shuniah Community Policing Committee, as requested, to aid with the various planned activities scheduled for 2017 – 2018.</p> <p><b>CARRIED</b></p> |                      |

D) OAPSB New Police Legislation - Soliciting Member Comments

E) Email Thread on Requesting your thoughts on New PSA

F) Memo – Review of Detachment Commander

The Secretary was directed to place this item on Board’s January 2018 agenda.

11) OTHER MATTERS FOR DISCUSSION

12) ADJOURNMENT

|   |                      |
|---|----------------------|
| Resolution No. 324/17                                       |                      |
| Moved By:   | Karen Cameron Powell |
| Seconded By:  | Don Smith            |
| THAT the hour of 6:04 pm having arrived and meeting adjourn |                      |
| CARRIED   |                      |

CONFIRMED AND ADOPTED THIS DAY OF , 2018

Chair

Secretary



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## THUNDER BAY OPP – DECEMBER NEWSLETTER

### OPP AND POLICE PARTNERS LAUNCH FESTIVE RIDE CAMPAIGN IN NORTH WEST REGION

The Ontario Provincial Police (OPP) Festive RIDE campaign is set to run from November 20, 2017 to January 6, 2018. OPP officers and our police partners will work around the clock during the campaign, conducting RIDE check stops across North West Region. These enforcement efforts, combined with the help of all citizens to intervene when they suspect that someone is driving or about to drive after consuming alcohol or drugs, will prevent innocent lives being lost this holiday season.

The OPP asks everyone to do their part to make this holiday season a joyous one.

### A Few Reminders When Drinking Alcohol:

#### Be responsible.

- Choose a designated driver. Decide who's going to be doing the driving before you go out, and make sure that person doesn't drink any alcoholic beverages.
- Call a taxi. Sometimes even the designated driver slips. If nobody in your group is sober, take alternate transportation. Cab, bus, – anything's better than getting in the car with a drunk driver.
- Hide keys. Don't be afraid to take someone's car keys. If the person gets angry, it's probably proof you're doing the right thing.

### When Throwing a Party

- Offer non-alcoholic beverages. Water, juice, soda pop – give your guests plenty of alternatives. And never pressure guests to drink alcohol.
- Serve plenty of food. A full stomach can slow the rate of alcohol absorption. Serve a great meal or have plenty of appetizers on hand.
- Stop serving alcohol well before the party ends. Give your guests an extra hour or two without alcohol before they head out the door.
- Arrange alternate transportation. Pay attention to your guests' alcohol intake and behavior. If someone has had a lot to drink or seems even the slightest bit tipsy, call a cab or set up a ride with a sober driver.

### Detecting Drunk Drivers

There are several signs associated with drunk driving:

- Making wide turns
- Weaving, swerving, drifting, or straddling the center line



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- Almost striking an object or vehicle
- Driving on the wrong side of the road
- Driving at a very slow speed
- Stopping without cause
- Braking erratically
- Responding slowly to traffic signals
- Turning abruptly or illegally
- Driving after dark with headlights off

Keeping these things in mind can help you avoid a dangerous situation. If you spot what you think is an impaired driver, keep a safe distance and call 9-1-1. Do not attempt to stop the vehicle yourself.

### SAFETY TIPS WHILE SHOPPING THIS HOLIDAY SEASON

With the holiday season quickly approaching, stores and parking lots will have an increase flow of shoppers on a mission. Unfortunately this can also provide a very prosperous opportunity for thieves.

The Ontario Provincial Police (OPP) reminds you to keep these safety tips in mind while shopping in downtown stores, shopping malls and parking lots.

- Carry a minimum amount of cash.
- Park in an area that is well illuminated.
- When using your convenience card, do not expose your PIN number.
- Do not put your purse or wallet in a shopping cart. Keep your purse close to your body and zipped closed at all times. Never leave your purse unattended.
- Do not leave purchased items unattended.
- Try not to overload yourself with parcels, so that it is difficult to walk or to carry them.
- When returning to your parked vehicle, be sure to walk directly to your vehicle with keys in hand, so that you are able to unlock your vehicle quickly. Be aware of your surroundings and other people in the area of your vehicle.
- When at your vehicle do not leave your purse on the seat of your car or in the cart while you load groceries or parcels.
- Be sure to place parcels in the trunk of your car or out of sight.
- Once inside, lock your vehicle's doors.

Crime Prevention...It's everyone's business.





## THUNDER BAY OPP 6th ANNUAL STUFF A CRUISER

On Saturday, December 9, 2017, the Thunder Bay Detachment of the Ontario Provincial Police together with our law enforcement partners, Thunder Bay Police Service, Anishinabek Police Service, Nishnawbe-Aski Police Service, Royal Canadian Mounted Police, Canadian National and Canadian Pacific Police Services, as well as Canada Border Service Agency and Ministry of Natural Resources and Forestry will participate in the 6th Annual Stuff a Cruiser event.

Officers will be located outside Odena in Kakabeka Falls, the Real Canadian Superstore, Walmart on Memorial Avenue, Metro on Arthur Street and River Street and the Safeway stores.

Officers will collect food items in support of the Regional Food Distribution Association (RFDA), as well as for the Rural Cupboard Food Bank (RCFB) to assist with the goal that everyone in our communities has food on their table over the festive season.

All of the Law Enforcement services would like to thank Odena, Real Canadian Superstore, Walmart, Metro and Safeway stores for their support, as well, all of the volunteers and community members for helping make this event happen.

The Stuff a Cruiser event will take place on Saturday, December 9, 2017 between 10:00 am until 4:00 pm.

## POSITIVE TICKETING IS HELPING YOUTH "HEAT" UP THIS WINTER

The Ontario Provincial Police (OPP) is proud to be continuing its partnership with Mac's Convenience/Circle K Stores across Ontario again this year for *Operation Heat 2017*.

OPP Officers will be handing out positive tickets to youth who are spotted committing random acts of kindness or exhibiting "positive" behavior. These positive tickets are actually coupons valid for a free beverage at all participating Mac's Convenience/Circle K stores across Ontario.

OPP officers will be on the lookout in communities across the province; and when they "catch" a youth participating in an act of kindness the youth will receive a 'thank you' which they will receive in the form of a free "ticket" for hot chocolate.

A youth may receive a "Positive Ticket" from an officer for a number of positive behaviours:

- doing a good deed;
- participating in community activities;



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- demonstrating community pride eg. picking up trash and/or;
- deterring crime or observing school crossing rules.

Officers can also use the tickets as an "icebreaker" to start a conversation with youth in their patrol areas.

### QUOTES

"The OPP is pleased to participate once again in this community based initiative that recognizes youth for responsible and caring behavior. Operation Heat gives our officers opportunities to interact and initiate relationships with youth in a positive manner within our communities."

--OPP Inspector Robyn MacEachern, Community Safety Services.

### OPP COMMUNITY BEAR PROGRAM: PROVIDING COMFORT – ENCOURAGING RESILIENCE

The Ontario Provincial Police (OPP), the OPP Youth Foundation (OPPYF) and TD have together launched a new partnership that will enable OPP officers to continue the OPP Community Bear Program.

The OPP Community Bear Program gives an opportunity for our officers to provide reassurance and comfort to our youngest victims, with the aim of beginning the process of rebuilding their sense of safety and security.

Through the sponsorship of TD, the OPP Community Bear Program will equip OPP cruisers with Community Bears that officers will hand out to children who have experienced a traumatic and/or stressful incident.

OPP, OPPYF and TD officials launched the program at the Orillia OPP General Headquarters where supporters and media were given a first look at the Community Bears before they take to the road in OPP cruisers. The 1,500 Community Bears being provided by TD will be distributed among detachments in all six of the OPP's regions.

### QUOTES

"The OPP is committed to assisting those affected by crime or traumatic events to get the support they need. The OPP Community Bear Program connects our officers to some of our youngest victims, in hopes to encourage resiliency."

--OPP Inspector Robyn MacEachern, Community Safety Services.



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"TD is proud to partner with the OPP and the OPP Youth Foundation to help provide Community Bears to children in stressful situations."

-- Bradley Kennedy, Professional Assistant Branch Manager, TD Wealth

### CRIME STOPPERS

Crime Stoppers look forward to continuing to work with the community on Crime Prevention initiatives. Keep in mind that if you have any information about any crime, we ask that you contact Crime Stoppers at 1-800- 222- TIPS or 623-TIPS or submit a web tip at [www.tipsubmit.com](http://www.tipsubmit.com). Remember your identity will remain anonymous and you could be eligible for a reward of up to \$2,000.00 and you will never have to testify in court.



December is.....

Festive RIDE

1-7 National Safe Driving Week

6 National Day of Remembrance & Action on Violence Against Women

10-United Nations Human Rights Day

If there are other topics you would like addressed in this newsletter or have some ideas, please do not hesitate to call me.

P/C Diana Cole

Thunder Bay OPP Community Safety Officer

807-939-2133



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## THUNDER BAY OPP – JANUARY NEWSLETTER

### NORTHWEST REGION CHANGE OF COMMAND

The Ontario Provincial Police (OPP) North West Region would like to take this opportunity to thank outgoing Chief Superintendent Mark Pritchard for all his hard work and congratulate Superintendent Dave Lucas in his promotion to Chief Superintendent and New Commander of OPP North West Region (NWR), effective December 1<sup>st</sup> 2017.

Chief Superintendent Dave Lucas brings a wealth of experience to his new position of Commander of OPP NWR. Chief Superintendent Lucas began his policing career with the Royal Canadian Mounted Police. In 1992 he joined the OPP taking a posting in the NWR and has remained here ever since. Chief Superintendent Lucas has invaluable experience that comes from working with many of the 500 uniformed and civilian members responsible for providing front-line and specialized services within the region. Chief Superintendent Lucas has worked; as a Uniform member, an ERT member, a Crime Unit member, a member of the Professional Standards Bureau, the Commander of both the Rainy River District Detachment and Kenora Detachment, as a Critical Incident Commander and most recently as the Director of the NWR. He has had the honor of working at, or from most of the 9-host and 15-satellite detachments throughout the 421 000 square kilometres that make up the NWR.

"We will continue to build on our relationships with all communities and work in collaboration with our partners to enhance community safety and well-being in the North West Region. Strong support to the health, safety and wellness of all OPP staff is also a priority." - OPP Chief Superintendent Dave Lucas

Further changes to the North West Region command structure include the following, effective December 1<sup>st</sup> 2017.

- Inspector D. (Dwight) Thib, Manager of Operations North West Region, has been promoted to Superintendent and assigned Director - Operations, North West Region.
- Detective Staff Sergeant (Mark) Hutchinson, Manager of Criminal Operations North West Region, has been promoted to Inspector and assigned Manager-Operations, North West Region.

These members of OPP North West Region Command have good knowledge of policing in the North and understand the importance of working with indigenous communities.



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### THUNDER BAY OPP 6th ANNUAL STUFF A CRUISER EVENT A HUGE SUCCESS

On Saturday, December 9, 2017, law enforcement officers from the Ontario Provincial Police, Thunder Bay Police Service, Nishnawbe-Aski Police Service, Anishinabek Police Service, and officers from the Canada Border Services Agency and the Ministry of Natural Resources and Forestry participated in the 6th Annual Stuff a Cruiser event.

Officers were located outside the Real Canadian Superstore, Walmart on Memorial Avenue, Metro Stores on Arthur and River Street, Safeway Stores on Arthur Street, Court Street and Dawson Road and Odena in Kakabeka Falls.

The community donated 9077 kg, (which is almost 20,000 lbs.) of non-perishable food items and \$6500 in cash donations in support of the Regional Food Distribution Association (RFDA), and at Odena in Kakabeka Falls, 1800 lbs. of non-perishable food items and \$570 in cash donations was collected for the Rural Cupboard Food Bank (RCFB).

All food items were provided to the RFDA and RCFB to assist with the goal that everyone in the community, as well as numerous communities throughout the North West Region, have food on their table over the festive season. The quantity of food items collected will help ensure a food bank supply well into the winter months.

The officers and volunteers want to thank all of those community members who generously donated food items or made cash donations making this event such a phenomenal success. Your kindness and generosity is greatly appreciated.

We also want to thank the Real Canadian Superstore, Walmart, Metro and Safeway Stores and Odena for their support and participating with this event.

Have safe and happy holiday season!



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### OPP CANINE UNIT CALENDAR SUPPORTS YOUTH AND HERITAGE

The OPP Canine Team has become an elite team of specialized personnel who are highly respected among agencies across North America for their exceptional police work.

Members of this Unit provide canine support for search and rescue, tracking wanted persons, detecting narcotics, and are used extensively in searches for explosives, cadavers and physical searches. The officers and their canine partners can often be found in elementary school classrooms educating young people about the OPP and the value of safe communities.

When you match up a police officer who is in top physical condition and pair him with a dog that lives to track, you have created a highly effective police partnership. And that partnership is being recognized on a 2018 OPP Canine Unit calendar. Every month will feature a professional photograph of an OPP canine member, each of them highly regarded members of this Ontario Provincial Police specialized team.

Calendars are selling for \$15 each (tax included) and is available online from the [OPP Off-Duty Shop](#).

#### About the OPP Youth Foundation

The OPP Youth Foundation is a charitable organization that operates at arms-length from the OPP. Its mandate is to connect the youth of Ontario to members of the OPP through programs that focus on assisting youth to participate in social, recreational or educational activities that might otherwise not be available to them.

#### About the Friends of the OPP Museum

The Friends of The OPP Museum (The Friends) is a volunteer-based registered charity that supports, promotes and assists in the preservation of OPP history. The Friends has supported research initiatives, connected with people throughout the province through outreach programming and has contributed to the development and preservation of the OPP Museum collection.



## WINTER STORM PREPAREDNESS

Winter storms can be treacherous and damaging if you are unprepared. They can disrupt power supply and transportation and create home and personal safety issues. Bitter cold and winter storms kill more people than the number of Canadians killed by tornadoes, thunderstorms, lightning, floods and hurricanes combined. When you are building your family emergency plan review and discuss these safety tips with your entire household to make sure everyone understands what to do.

Winter storms can range from a moderate snow over a few hours to a blizzard with blinding, wind-driven snow that lasts for several days. Some winter storms are large enough to affect more than one province, while others affect only a single community. Many winter storms are accompanied by dangerously low temperatures and sometimes by strong winds, icing, sleet and freezing rain.

Regardless of the severity of a winter storm, you should be prepared in order to remain safe during these events.

### If you are indoors:

- Listen to the radio and/or television for weather reports and emergency information.
- Stay indoors. If you must go outside, dress for the weather to avoid serious cold-related injuries.
- Keep water running. Running water, even at a trickle, helps prevent pipes from freezing.

### If you are outdoors:

- Avoid overexertion when shovelling snow. If you must shovel snow, ensure you take frequent breaks so as not to over-stress your body.
- Dress in several layers of lightweight clothing. Wear mittens and a hat (preferably one that covers your ears).
- Wear waterproof, insulated boots to keep your feet warm and dry and to maintain your footing in ice and snow.
- It is important to regularly check for frostbite. Indicators include, numbness or white areas on your face and extremities (ears, nose, cheeks, hands and feet in particular).
- Bring pets/companion animals inside during winter weather. Move other animals or livestock to sheltered areas with non-frozen drinking water.



## Prepare Now

- Review and discuss the safety tips with your entire household to make sure everyone understands what to do during a severe winter storm.
- Add additional items to your emergency survival kit such as; extra warm clothes or blankets.
- Winterize your home to retain heat by insulating walls and attics, caulking or weather-stripping doors and windows, and installing storm windows or covering windows with plastic.
- Maintain heating equipment and chimneys by having them cleaned and inspected once a year.

The preceding information was provided by Emergency Management Ontario.

## MOTORIZED SNOW VEHICLE SAFETY

The OPP is committed to ensuring a safe, enjoyable riding experience for all Motorized Snow Vehicle (MSV) operators, not just on Ontario Federation of Snowmobile Clubs (OFSC) trails, but in all locations, including roadways, private property and trails not maintained by the OFSC.

There are over 30,000 kilometres of OFSC trails within the province. The OPP encourages snowmobilers to adhere to OFSC trails as these remain the safest areas to ride on.

Travelling on unsafe ice, speed, and alcohol consumption continue to be leading causes in OPP-investigated snowmobile fatalities. During the past snowmobile season, the OPP investigated 26 MSV collisions that led to the deaths of 27 people. This is the highest number of MSV fatalities in over 10 years.

Some of the analytics behind these fatalities will help officers conduct effective MSV enforcement and education. Of note:

- Speed excessive / too fast or lost control accounted for 46 percent of all MSV fatalities last season;
- 53 percent of the fatalities involved alcohol;
- Males between 25 and 65 years of age accounted for 72 percent of fatal incidents;
- 41 percent of the incidents occurred on frozen or what was thought to be frozen waterways; and
- 71 percent of the fatalities and personal injury incidents are occurring on Friday, Saturday and Sunday nights.





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The OFSC is a volunteer organization that provides a safe trail system, both on the trail and behind the scenes where they gain permission from private landowners to allow members of the public to cross their land. Ongoing issues with trespassing and damage to property make it challenging for the OFSC to keep trail systems efficiently operational.

The laws regarding the Motorized Snow Vehicles Act is available at the following link: <https://www.ontario.ca/laws/statute/90m44>.

### Snowmobile Safety continued:

Snowmobiling is a popular winter activity in Ontario. Just remember that there are risks to consider every time you head out. Knowing how to prepare and operate your vehicle safely will help make sure you have a safe and fun ride.

### Driver requirements

Everyone who drives a snowmobile in Ontario must:

- be at least 12 years old
- have a valid driver's licence or motorized snow vehicle operator's licence (see below)
- register the snowmobile with the Ministry of Transportation
- have insurance

Where you can drive a snowmobile depends on your age and the licence you hold.

### Licensing & document requirements

Drivers must carry the following documents with them at all times:

- your driver's licence, a valid motorized snow vehicle operator's licence (MSVOL) or a snowmobile driver's licence from another jurisdiction
- snowmobile registration permit
- insurance card

If you don't have a driver's licence and you're 12 years of age or older, a valid MSVOL will allow you to drive a snowmobile on trails. Contact your local snowmobile club to get more information about the MSVOL program or visit the [Ontario Federation of Snowmobile Clubs website](#).

Failing to produce any of these documents to a police officer or conservation officer when asked could result in a fine of up to \$1,000.



Where snowmobile riders can drive, depending on their age and type of driver's licence:

Age 16 and over WITH a valid Ontario driver's licence, MSVOL or snowmobile licence from another jurisdiction can drive:

- Snowmobile trails
- Across a road, where permitted
- On roadways where permitted

Age 12 years or older WITH a valid MSVOL or a licence from another jurisdiction can drive:

- Snowmobile trails only

Any age with no valid Ontario driver's licence, MSVOL or snowmobile licence from another jurisdiction can drive:

- Private property only

Under age 12

- Private property only

## Where to ride

You CAN ride:

- on your own property
- on private trails belonging to organizations of which you are a member
- on private property, with the owner's permission
- alongside public roads, between the shoulder and fence line (unless prohibited by the municipality)

You CAN'T ride:

- on certain high-speed roads (400-series highways, Queen Elizabeth Way, Ottawa Queensway, Kitchener-Waterloo Expressway)
- on the pavement of public roads where vehicles drive
- on the ploughed portion of the shoulder

Check with each municipality on snowmobile by-laws for roads within its boundaries.

## Snowmobile trails

Ontario's snowmobile trail system is maintained by many local snowmobile clubs.

Trails are patrolled by:

- the Ontario Provincial Police
- municipal police services



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- conservation officers
- Snowmobile Trail Officer Patrol (STOP) officers

Some trails may require a trail permit. Check with the local snowmobile club to find out if you need one.

For trails maintained by the Ontario Federation of Snowmobile Clubs, you must have and display a valid trail permit affixed to the windshield or engine cowling of your snowmobile. This includes trails on private property, municipal property and land owned by the government.

## Rules of the road

### Speed limits

Snowmobiles may not be operated at a greater rate of speed than:

- 50 km/h - on snowmobile trails
- 50 km/h - on roads where the speed limit is over 50 km/h
- 20 km/h - on roads where the speed limit is 50 km/h or less
- 20 km/h - in any public park or exhibition grounds

### Helmets

Drivers and passengers must always wear a snowmobile helmet that meets the [standards approved](#) for motorcycle helmets, with the chin strap securely fastened. Everyone who rides on a cutter, sled or similar device towed by a snowmobile must also wear a helmet.

### Towing

You must use a rigid tow-bar when towing a sled or similar device behind a snowmobile.

### Driving while impaired

Never drive impaired by alcohol or drugs. It is against the law.

Alcohol, illegal drugs, even prescription and some over-the-counter drugs can slow your reaction time and affect your ability to make good decisions.

### Penalties

If your BAC is 0.05 to 0.08 or you are impaired by a drug or a combination of a drug and alcohol (based on the results of a Standard Field Sobriety Test), your licence could be suspended on the spot for up to 30 days.



If you are impaired with a BAC over 0.08, or if you fail or refuse to comply with alcohol or drug testing or you are impaired by a drug or a combination of a drug and alcohol (based on a Drug Recognition Expert evaluation), your licence could be suspended on the spot for up to 90 days. You may also be charged with impaired driving under the Criminal Code of Canada.

If you are convicted of impaired driving on a snowmobile, you will lose your driving privileges for ALL TYPES of vehicles for at least one year. This includes cars, trucks motorcycles and commercial vehicles.

For more information on impaired driving and its consequences in Ontario, visit [Ontario.ca/drivesober](http://Ontario.ca/drivesober).

## Planning a trip

Before you leave

- fill up your gas tank
- check the weather forecast before heading out.
- contact the local snowmobile club to check trail and ice conditions
- dress appropriately - wear clothing in layers, and make your top layer a snowmobile suit or other windproof layer

tell someone :

- where you're going
- the route you will take
- a description of your snowmobile
- when you expect to return
- never travel alone

Remember: Exposure to extreme cold can lead to frostbite and hypothermia. Your risk goes up as the temperature goes down.

- Wind chill at or below -25°C: risk of frostbite to exposed skin
- Wind chill at or below -35°C: frostbite in 10 minutes or less
- Wind chill at or below -60°C: frostbite in less than 2 minutes

## What to bring

Pack a snowmobile survival kit that includes:

- first aid kit
- GPS unit, trail map and compass
- matches (or lighter) in a waterproof container
- knife, saw or axe
- ice picks (if you must cross over a frozen river or lake)
- flashlight
- whistle
- high-energy food like nuts or granola bars



Ontario Provincial Police

## Newsletter

- an extra set of dry clothing

You should also bring a snowmobile mechanical kit that includes:

- spare spark plug and drive belt
- tow rope
- screwdriver, wrenches and hammer
- owner's manual

While you are driving

- always drive within your ability
- take extra care on corners and hills
- obey speed limits and road/trail signs
- always stay on the right-hand side of the trail
- use appropriate hand signals before stopping, slowing down or turning
- take extra care at road and rail crossings - cross roads at designated crossings and at a 90-degree angle so you can cross safely and quickly
- never ride on private property without permission of the land owner

Driving at night

- reduce your speed - some hazards are harder to see in the dark
- use your headlights and drive at a speed where they can shine ahead of you
- wear clothing that has reflective markings so that you are more visible to others

Driving on ice

- avoid driving on unfamiliar frozen lakes and rivers, as open water may not be visible
- if you must drive over ice, wear a buoyant snowmobile suit
- always drive on ice that is new, hard and clear
- never drive on ice that is slushy, weak, near moving water or that has recently thawed and refrozen
- check ice conditions with the local snowmobile club before you head out

The preceding information was provided by Ontario Ministry of Transportation.



Ontario Provincial Police

## Newsletter

### CRIME STOPPERS

Crime Stoppers look forward to continuing to work with the community on Crime Prevention initiatives. Keep in mind that if you have any information about any crime, we ask that you contact Crime Stoppers at 1-800- 222- TIPS or 623-TIPS or submit a web tip at [www.tipsubmit.com](http://www.tipsubmit.com). Remember your identity will remain anonymous and you could be eligible for a reward of up to \$2,000.00 and you will never have to testify in court.



If there are other topics you would like addressed in this newsletter or have some ideas, please do not hesitate to call me.

P/C Diana Cole  
Thunder Bay OPP Community Safety Officer  
807-939-2133

## STATUS OF ONGOING BUSINESS ARISING FROM SPSB MEETINGS

| Item                                 | Action Required   | Responsibility      | Status   |
|--------------------------------------|---|---------------------|--|
| OPP Personnel                        | To bring new officers to meet SPSB  | OPP                 | Ongoing  |
| OPP Monthly Report                   | To forward an electronic copy a few days ahead of meeting   | OPP                 | Ongoing  |
| PEM Funding                          | To bring forward discussion on applying for PEM at Board's <b>June 2018</b> meeting                         | Secretary           | Pending  |
| Highway Signage Concerns             | To draft a letter to MTO supporting Councils for an audit on highway intersection signage and line of sight | Chair and Secretary | Completed – Copy of Council's letter included in January 2018 agenda |
| Complaints Reports                   | To forward a copy of the complaints report for the Board's review   | Inspector Graham    | To forward a copy of the complaints report for review                |
| Actions of other Police Services     | To write to the Acting Police Chief of Thunder Bay Policing Services outlining the Boards concerns          | Chair               | Completed – Response to letter included in January 2018 Agenda       |
| Shuniah Community Policing Committee | To consider upping the funding amount   | The Board           | Completed – Response to letter included in January 2018 Agenda       |
| Closed Session                       | To Review Detachment Commander  | The Board           | Included in January 2018 Agenda                                      |



# THUNDER BAY POLICE SERVICE

November 21, 2017

Mr. Robert Van Natto, Chair  
Shuniah Police Services Board  
Municipality of Shuniah  
420 Leslie Avenue  
Thunder Bay, ON  
P7A 1X8

Dear Mr. Van Natto:

I am writing to acknowledge your letter dated November 10<sup>th</sup>, 2017, regarding the incident whereby the Thunder Bay Police Intelligence Unit executed a warrant at a residence within the Municipality of Shuniah without notifying the Ontario Provincial Police.

The concerns expressed by the Shuniah Police Services Board are valid ones and I thank you for bringing this matter to my attention. I would like to assure you that we have an excellent working relationship with the OPP, and effective communication between our two agencies is paramount.

I understand that Detective Inspector Hughes of our Criminal Investigation Branch has since met with Inspector Graham of the OPP and an agreement was reached regarding notifications in such circumstances to prevent an oversight like this from happening again in the future.

I am pleased that this issue has been successfully resolved. Our relationship with the OPP, as well as the Shuniah PSB, is important and vital to the public safety of the communities we serve and protect. The TBPS will continue to do its utmost to maintain and build upon these relationships.

Sincerely,

A/Chief Sylvie Hauth  
MAC, CMM III Police Executive

SH/amn

NOV 24 2017

**TO SERVE AND PROTECT**



**Ministry of Community Safety  
and Correctional Services**

Public Safety Division

25 Grosvenor St.  
12<sup>th</sup> Floor  
Toronto ON M7A 2H3

Tel.: 416 314-3377  
Fax: 416 314-4037

**Ministère de la Sécurité communautaire  
et des Services correctionnels**

Division de la sécurité publique

25, rue Grosvenor  
12<sup>e</sup> étage  
Toronto ON M7A 2H3

Tél.: 416 314-3377  
Téléc.: 416 314-4037



**MEMORANDUM TO:** All Chiefs of Police and  
Commissioner J.V.N. (Vince) Hawkes  
Chairs, Police Services Boards

**FROM:** Stephen Beckett  
Assistant Deputy Minister  
Public Safety Division and Public Safety Training Division

**SUBJECT:** **Clarification on the *Safe Access to Abortion Services Act, 2017***

|                        |                            |
|------------------------|----------------------------|
| <b>DATE OF ISSUE:</b>  | <b>November 16, 2017</b>   |
| <b>CLASSIFICATION:</b> | <b>General Information</b> |
| <b>RETENTION:</b>      | <b>Indefinite</b>          |
| <b>INDEX NO.:</b>      | <b>17-0066</b>             |
| <b>PRIORITY:</b>       | <b>Normal</b>              |

I am writing to you further to my All Chiefs Memorandum (ACM), index number 17-0064, dated November 1, 2017, which attached a letter from Attorney General Yasir Naqvi, dated October 30, 2017. As stated in the Attorney General's letter, the Ontario Legislature passed the *Safe Access to Abortion Services Act, 2017* (SAASA) in late October. The letter further noted that the legislation will come into force on proclamation of the Lieutenant Governor, once the regulations are drafted. **The SAASA has not yet been proclaimed, and as such, is not in force.**

Once the SAASA has been proclaimed in force, we will release another ACM to advise police services.

Sincerely,

Stephen Beckett  
Assistant Deputy Minister  
Public Safety Division and Public Safety Training Division

**Ministry of Community Safety  
and Correctional Services**

Public Safety Division

25 Grosvenor St.  
12<sup>th</sup> Floor  
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Tél.: 416 314-3377  
Télééc.: 416 314-4037



**MEMORANDUM TO:** All Chiefs of Police and  
Commissioner J.V.N. (Vince) Hawkes  
Chairs, Police Services Boards

**FROM:** Stephen Beckett  
Assistant Deputy Minister  
Public Safety Division and Public Safety Training Division

**SUBJECT:** **Collection of Information, Feedback and  
Recommendations on Current Incident Management  
System Program**

|                        |                            |
|------------------------|----------------------------|
| <b>DATE OF ISSUE:</b>  | <b>November 21, 2017</b>   |
| <b>CLASSIFICATION:</b> | <b>General Information</b> |
| <b>RETENTION:</b>      | <b>December 15, 2017</b>   |
| <b>INDEX NO.:</b>      | <b>17-0067</b>             |
| <b>PRIORITY:</b>       | <b>High</b>                |

As you may know, in June 2012 the Elliot Lake Commission of Inquiry was established to review and make recommendations related to the Algo Centre mall parking garage collapse, which resulted in the deaths of two people and caused injuries to others. The Report of the Elliot Lake Commission of Inquiry (the Report) was released in October 2014. The Report made 71 recommendations, several of which related to Ontario's Incident Management System (IMS).

As part of the response to these recommendations, the Office of the Fire Marshal and Emergency Management (OFMEM) of the Ministry of Community Safety and Correctional Services (MCSCS) is exploring strategies that will increase the acceptance and use of IMS across the province. To support this initiative, OFMEM is gathering information about the current state of IMS implementation across Ontario.

Stakeholder organizations, including all municipal police services and the Ontario Provincial Police, will be invited to participate in an upcoming survey to share their knowledge and experiences with IMS implementation. The completion of this survey and the feedback collected will be crucial to understanding the current status of IMS implementation as it pertains to the emergency management community.

The IMS Survey will be open on December 1<sup>st</sup>, 2017 for a duration of two weeks (until December 15<sup>th</sup>, 2017). Each police service will receive an invitation to participate in the survey, by email, from the MCSCS Research, Analytics and Innovation Branch email address [mcs.ppd.researchsrv@ontario.ca](mailto:mcs.ppd.researchsrv@ontario.ca).

We ask that survey responses be limited to one per police service. Please ensure that the appropriate member(s) of your service is involved in survey participation, and share the link in the forthcoming invitation accordingly. All responses will be kept confidential.

If you have any questions regarding the survey, please contact Ray Lazarus, Program Manager, Development, Office of the Fire Marshal and Emergency Management at [ray.lazarus@ontario.ca](mailto:ray.lazarus@ontario.ca) or (647) 212-2688.

Thank you for your support.

Sincerely,

A handwritten signature in black ink, appearing to read 'S. Beckett', with a stylized flourish at the end.

Stephen Beckett  
Assistant Deputy Minister  
Public Safety Division and Public Safety Training Division



**MEMORANDUM TO:** All Chiefs of Police and  
Commissioner J.V.N. (Vince) Hawkes  
Chairs, Police Services Boards

**FROM:** Stephen Beckett  
Assistant Deputy Minister  
Public Safety Division and Public Safety Training Division

**SUBJECT:** **2018-2020 Proceeds of Crime (POC)  
Front-Line Policing (FLP) Grant Program**

|                        |                            |
|------------------------|----------------------------|
| <b>DATE OF ISSUE:</b>  | <b>November 24, 2017</b>   |
| <b>CLASSIFICATION:</b> | <b>General Information</b> |
| <b>RETENTION:</b>      | <b>December 22, 2017</b>   |
| <b>INDEX NO.:</b>      | <b>17-0070</b>             |
| <b>PRIORITY:</b>       | <b>Medium</b>              |

I am pleased to advise you that the Ministry of Community Safety and Correctional Services (Ministry) is now accepting applications under the Proceeds of Crime (POC) Front-Line Policing (FLP) Grant for the 2018/19 & 2019/20 fiscal years. For the first time since its inception, the Ministry is extending the POC FLP Grant from a one-year program to a two-year program.

Funding is available to municipal and First Nations police services, as well as the Ontario Provincial Police, for projects that focus on the theme “***Creating a Safer Ontario through Community Collaboration***”. In order to meet expectations for sustainable and effective approaches to community safety and well-being, the Ministry encourages police to work collaboratively with their community partners to address the priority risks and needs of their community in a strategic and holistic way. Through these joint efforts, Ontario is able to create safer and stronger communities.

Police services may submit a maximum of **two** applications. Subsequent proposals will not be reviewed unless partnered with another police service. The maximum funding for each project is **\$200,000** (up to \$100,000 per fiscal year). However, proposals submitted in partnership with multiple police services for funds exceeding this amount will be considered.

Similar to last year, the grant application process will be administered online through a centralized system called Grants Ontario. To help with this process, please carefully review the attached guideline and instruction document before applying. This document will provide you with detailed information on the grant process, the eligibility criteria, as well as a step-by-step on to how to register and use the Grants Ontario system.

Grant funding is subject to the Ministry receiving the necessary appropriation from the Ontario Legislature.

Applications must be submitted through Grants Ontario by **4:00 p.m. EST on December 22, 2017.**

All inquiries regarding the application process should be directed to Ram Thanabalasingam at (416) 314-0158 or by e-mail at [Ramanan.Thanabalasingam@Ontario.ca](mailto:Ramanan.Thanabalasingam@Ontario.ca).

Sincerely,

A handwritten signature in black ink, appearing to read 'S. Beckett', with a stylized flourish at the end.

Stephen Beckett  
Assistant Deputy Minister  
Public Safety Division and Public Safety Training Division

Attachment



Ministry of Community Safety and Correctional Services

# **Application Guidelines and Instructions**

**2018-2020**

**Proceeds of Crime (POC) Front-Line  
Policing (FLP) Grant Program**

*“Creating a Safer Ontario through  
Community Collaboration”*

## INTRODUCTION

The Ministry of Community Safety and Correctional Services (MCSCS) is pleased to present the 2018-2020 Proceeds of Crime (POC) Front-Line Policing (FLP) Grant Program. For the first time since its inception, the Ministry is extending the POC FLP Grant from a one-year program to a two-year program.

These application guidelines outline the grant process and contain information on eligibility criteria, as well as examples of risk-based initiatives that aim to enhance community safety and well-being that can be referenced by police services in designing and implementing local projects.

## THEME

Similar to last year, the theme for the 2018-2020 POC FLP Grant program is **“Creating a Safer Ontario through Community Collaboration”**. This theme is being used again to continue to promote the on-going commitment of the ministry to enhance community safety and well-being, and to encourage the evolution of coordinated service delivery models across Ontario.

This theme aligns with the Strategy for a Safer Ontario, which has community safety and well-being planning as the cornerstone. It also aligns with the Provincial Approach to Community Safety and Well-Being, which includes the Community Safety and Well-Being Planning Framework (Framework) and toolkit of associated guidance documents.

The Framework and toolkit will assist communities in building capacity and developing/implementing local community safety and well-being plans to address crime and complex social issues on a sustainable basis. It also encourages communities to work collaboratively across sectors and use local data to identify priority risks to safety and well-being (e.g., mental health and addictions, domestic violence, housing/homelessness, etc.) and implement strategies to address those risks, with a focus on prevention and social development.

In recognition of the work already underway in many Ontario communities to move towards collaborative approaches to community safety and well-being, this year’s theme aims to support initiatives that bring together different sectors to address local priority risks through collaboration and partnership.

Projects funded under this year’s theme will be risk-based, collaborative and asset-based.

**Risk-based:** In order to strengthen efforts to prevent crime and victimization, communities must proactively address the root causes of crime by targeting local risks that data and experience show are most prevalent. Applicants must provide evidence to demonstrate local risk(s) and outline how they will address these risks through their project. This may include rapid intervention models that prevent harm in high-risk situations; longer-term programs or

initiatives that reduce risk; or social development activities that seek to prevent the circumstances that create risk in the first place.

**Collaboration:** Community safety and well-being is a shared responsibility among multi-sector partners at the local level. Applicants must demonstrate how their project will use collaboration and partnerships with other organizations to implement activities and achieve common goals. Applicants will be required to partner with organizations from at least two different sectors, and provide letters of support that confirm partners' involvement, role, and capacity to address the identified risk(s). The evaluation component of the application will require that outcomes and performance measures reflect input from all partners.

**Asset-based:** Communities must address priority risks by leveraging existing resources, expertise and experience. Sustainable approaches should build on and strengthen the knowledge, skills and abilities of local partners to implement community safety and well-being initiatives, and create the in-house capacity for work to continue when the grant is complete.

## ELIGIBILITY CRITERIA

### Who is eligible?

- Municipal and First Nations police services and Ontario Provincial Police (OPP) contract locations are eligible to submit a maximum of two applications each.
- OPP non-contract locations can only submit two applications as a whole - not two per individual location. Non-contract locations must submit applications through OPP headquarters.

### What is eligible?

- Projects that focus on the theme of "Creating a Safer Ontario through Community Collaboration".

### Eligible budget items:

- Funding for overtime and contractual work for the project and for the duration of the contract term only. Please note that only 40 per cent of the total funding requested from MCSCS may be used to pay for overtime and contractual work.
- Education/training: training of investigators, law enforcement support personnel and community members. Please note that only 20 per cent of the total funding requested from MCSCS may be used to pay for Education/training.
  - Include the following:
    - Trainer cost
    - Venue
    - Meal cost
    - Travel cost
    - Accommodation cost for Trainer (if needed)
- Administration cost: 10 per cent of the total funding requested from MCSCS may be used for the below administration cost:



- Include the following:
  - Printing poster and hand-outs
  - Awards
  - Cell/monthly cost
- Equipment: purchase or lease of equipment required for the project. Please note that only 10 per cent of the total funding requested from MCSCS may be used to pay for the Equipment cost.
  - Equipment cost include the following:
    - Laptop/printer/desktop
    - Rental cost
- Other costs associated with the implementation of the project. Please note that only 20 per cent of the total funding requested from MCSCS may be used to pay for overtime and contractual work.
  - Other cost include the following:
    - Travel/Meal cost for officer overtime and or contract work for project related.

**What is not eligible** - the grant will not cover expenses related to:

- Non-police related initiatives: funds (or property shared in kind) are not to be used for non-police related purposes.
- Funding that requests offsetting current policing operating budgets (e.g., officer salaries, officer equipment and supplies that are not related to the project).

## APPLICATION REVIEW AND ASSESSMENT CRITERIA

Proposals that qualify under the theme “Creating a Safer Ontario through Community Collaboration” will be reviewed by a POC FLP Grant Review Committee.

The Committee’s primary mandate will be to review and evaluate proposals to ensure that eligibility criteria are met and that proposals have clear objectives, specific activities to achieve those objectives, an evaluation strategy, and performance measures that track the successes of the project.

The Review Committee will make recommendations for funding to the Minister.

Below is the Selection Criteria that the Committee will use to score applications where indicated each bullet will be scored out of 3, as follows:

- 3 – Application meets all eligibility criteria
- 2 – Application meets most eligibility criteria
- 1 – Application meets eligibility criteria to some extent
- 0 – Application does not meet eligibility criteria

## SELECTION CRITERIA

Please review the following Selection Criteria carefully. It outlines important information that must be addressed for each question and must be followed when completing your application. Please note that all projects must be new or have a new component. Also, please ensure you answer each component of every question.

**1. Project Summary (3 points):**

- Provide a brief description of your project (1-2 paragraphs).

**2. Project Description (12 points):**

- Indicate in detail all the activities that you will implement during the projects, ensuring the activities are linked with your project work plan (6 points).
- Describe what the partners will be doing for this project and how are they linked with project work plan (6 points).

**3. Project Objectives (6 points):**

- Outline your project objectives in detail and identify how they align with your performance measures.

**4. Rationale / Need (15 points):**

- Identify factors limiting the police service's ability to deal effectively with the identified risk(s). Explain why funding is beyond current local capability (6 points).
- Provide brief statistical data on the priority risk(s) to be addressed by your project (3 points).
- Clearly describe the need/use for the items that are being requested as part of the Budget (6 points).

**5. Project Beneficiaries (6 points):**

- Identify who the intended target audience is and how will they benefit from the implementation of this project?

**6. Risk Assessment and Management (6 points):**

- Identify the risk(s), associated with the implementation of your project (3 points).
- What is the probability of the risk (i.e., low, medium or high) and how are you going to manage those risks (i.e., mitigation strategies) (3 points)?

**7. Project Outcomes (6 points):**

- What are the main goals of your project (i.e., what do you hope to achieve through the implementation of this project)?  
Note: Ensure these outcomes are linked with the performance metrics that are identified under question 11.

**8. Evaluation Plan / Criteria (3 points):**

- Describe how and who will be collecting the performance metrics (3 points).

### 9. Project Work Plan (36 points):

- Complete the chart outlined in the application:
  1. **Key Milestones:** Indicate the key milestones for your project (6 points).
  2. **Activities:** Describe in detail all of the activities that are associated with achieving the key milestones (12 points).
  3. **Timelines:** Identify the start date and end date associated with your key milestones.
  4. **Responsibility:** Identify what agencies/organizations are responsible for implementing these activities (6 points).
  5. **Performance Indicators:** Identify performance indicators to help measure the project activities and demonstrate that the key milestones have been achieved. Make sure these indicators align with question 11 the other performance metrics identified under question 11 (12 points).

### 10. Project Financial Information (12 points):

- Indicate your budget items that are associated with this project under Project Expenses.
  - Detail budget must be provided (6 points).
  - In-kind contributions (6 points).

### 11. Performance Measures (36 points):

- Complete the chart outlined in the application:
  1. **Metric:** Complete this column based on the performance indicators identified in question 9 (Project Work Plan). You may add to the list of performance indicators if you want.
    - Note: a performance indicator is an observable, measurable piece of information (i.e., numeric result) about a particular outcome, which shows to what extent the outcome has been achieved.
- Indicate your Performance Metrics, linking with Project Work Plan (12 points).
- Describe how this metrics is collated and what is the purpose of collecting this (12 points)?
- Indicate the goal, linking it with project outcomes/objectives (12 points).

### 12. Partnership / Stakeholders Information (48 points):

**Note:** applicants are required to collaborate with a minimum of two different agencies/organizations from different sectors, and provide letters of support that confirm partners' involvement, their role, and capacity to address the identified risk(s).

- Complete the chart outlined in the application:
  1. **Name:** Indicate the name of the agency/organization(s) that will be involved with the delivery of the project (6 points).
  2. **Type:** Using the drop-down select “**partner**” for this column.
  3. **Role/Address:** Outline each partner's role in carrying out the project, including what activities they will be responsible to implement (12 points).
  4. **Description:** Provide a brief description of the agency/organization, including the sector that it belongs to (6 points).

5. **Letter of Support:** Each organization list in this chart must provide a letter indicating the following: (12 points)
- Using their letter head.
  - Brief description of their organization.
  - How they will be contributing towards this project.
  - Original signed copy attached by the appropriate signing authority of the organization.

## CONTRACTUAL AGREEMENT

As part of the terms of funding, MCSCS will enter into a contractual agreement with the Police Services Boards (PSB) approved for POC FLP Grant funding. Funds will be released to the PSB after the contractual agreement is signed. The project funds must be used for the purposes described in the application and according to the terms of the contractual agreement.

Standard government procedures regarding grants will be followed. The contract will outline:

- purposes for which the grant will be used;
- commitments to be undertaken or specific activities to support the proposal;
- interim and final reporting dates, including performance measures; and
- funding disbursement schedule.

## APPLICATION DEADLINE

Completed application forms must be received by **4:00 p.m. on December 22, 2017**. Submissions that are late or incomplete will not be considered for funding with no exceptions.

## Instructions on filling out application form on-line

Applications to the Proceeds of Crime Front-Line Policing must be submitted electronically through Grants Ontario at [www.grants.gov.on.ca](http://www.grants.gov.on.ca). In order to apply, applicants must have a Grants Ontario account.

If you do not have a Grants Ontario account, please follow these steps:

- 1) **Create a ONE-key account** at <https://www.iaa.gov.on.ca/iaalogin/IAALogin.jsp>. ONE-key gives you secure access to Ontario government programs and services, including the Transfer Payment Common Registration (TPCR) system.
- 2) **Access the TPCR system to register your organization.** For instructions, please refer to the user guides at <http://www.grants.gov.on.ca/GrantsPortal/en/TransferPaymentCommonRegistration/HowtoRegister/index.htm>.

- 3) **Request enrollment to the Grants Ontario System (GOS).** For assistance, please refer to “How to Access Grants Ontario from the Transfer Payment Common Registration System” at <http://www.grants.gov.on.ca/GrantsPortal/en/OntarioGrants/HowtoApply/index.htm>. Please allow sufficient time as confirmation of GOS access may take up to two business days. The grant application form can only be accessed once you are registered for the GOS.

If you have any questions or are experiencing technical difficulties, please contact Grants Ontario Customer Service at (416) 325-6691 or 1-855-216- 3090, Monday to Friday from 8:30 a.m. to 5:00 p.m. Eastern Standard Time, or by email at [GrantsOntarioCS@Ontario.ca](mailto:GrantsOntarioCS@Ontario.ca).


Once your enrollment to Grants Ontario System has been approved, you will have Grants Ontario link under Transfer Payment Services (as shown below):


**Main Menu**  
Transfer Payment Services:


- Click Create New Registration to register your organization
- Click Request Access to Registration to link your user account to an organization that is already registered
- Click View/Update Existing Registration to view or update your organization's profile information

**Transfer Payment Services**

Common Registration

 Create New Registration

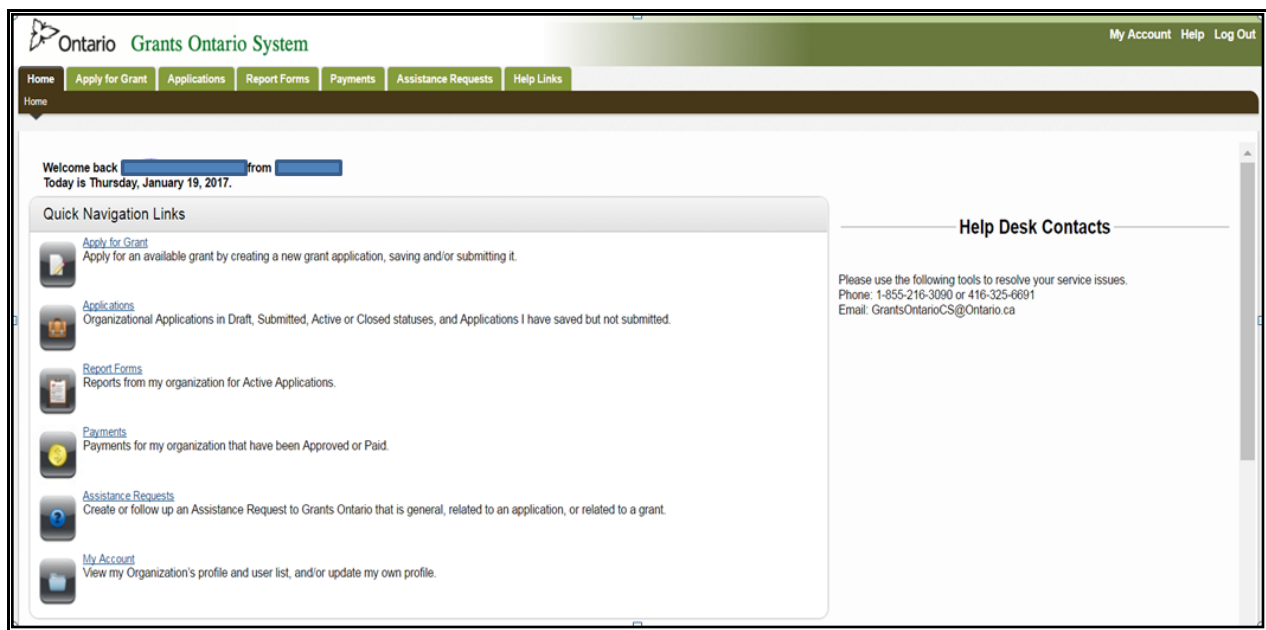
 Request Access to Registration

 View / Update Existing Registration

Grants Ontario

Click Grants Ontario then choose the Organization you were registered to.

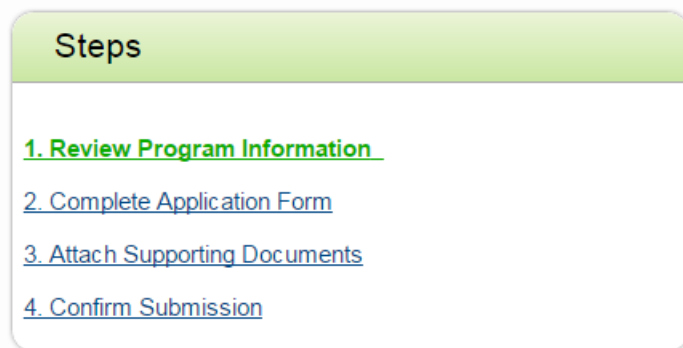
You will then see the Grants Ontario System Homepage (as shown below)



Click Apply for Grant.

Select 'Proceeds of Crime (POC) Front-Line Policing (FLP)' and click 'New Application'.

The application has 4 steps:



- 1) Review Program Information – this includes any Program Documentation and Required Attachments.

- 2) Complete Application Form – this is where you download the application form and upload the completed/validated form. Note: After downloading the form, save it to your computer. You can work on it offline.
- 3) Attach Supporting Documents – this is where you attach any required or supporting documents.
- 4) Confirm Submission – this is where you submit the entire application.

## **Steps of how to fill out the downloaded Proceeds of Crime**

### **GrantApplication Form:**

Once you open the Proceeds of Crime (POC) Grant Application Form, the first page should look like this:

|                                      |  |                                      |
|--------------------------------------|--|--------------------------------------|
| Instructions                         | A - Organization Information               | B - Organization Address Information |
| C - Organization Contact Information | E - Grant Payment Information              | F - Application Contact information  |
| G1 - Project Information             | G3 - Project Work Plan                     | H2 - Project Financial Inform        |
| I - Performance Measures             | J - Partnership / Stakeholders Information | Y - Terms & Conditions               |
| Z - Declaration / Signing            |  |                                      |

(Diagram - A)

Note: You can complete each section at a time by clicking the specific Section or click Expand All to show all sections.

- 1) **Section A and B** information are pre-populated and read-only. Applicants cannot modify this information unless requested to Grants Ontario Customer Service by phone, email or Assistance Request.
- 2) Section **C - Complete Organization Contact Information**. There should be at least one Organization Contact and this is mandatory. Indicate if this contact also has signing authority.
- 3) Complete Grant Payment Information in Section **E – Grant Payment Information**. This information will only be used for payments ONLY if your application has been successfully approved.
- 4) Click on section “**F – Application Contact Information**”
- 5) Fill out the contact information as requested:
  - a. Salutation

- b. First Name
- c. Last Name
- d. Title
- e. Work Phone
- f. Mobile Phone (if applicable)
- g. Fax Number (not necessary)
- h. Email Address

6) Click **"G1 – Project Information"**

7) Project Name:

- a. Please have your project name simple, do not include the following characters
  - i. ()/\|[]{}!`~@#\$%^&\* <>;:

8) Project Start Date and End Date

9) Event Start Date and End Date is not necessary unless you only plan on having one major event throughout your project.

10) Target Sector:

- a. Please indicate your target sector that you will be targeting for this project using the drop-down menu, you may add more fields by clicking on the "+" on the right hand side of the table and delete using the "X" on the left side of the table.
- b. You must indicate the Primary target sector if you have more than one.

11) Project Scope:

- a. Using the drop-down please select one of the following locations/area this project will focus on.

12) Host Municipality

- a. Using the drop-down please select the specific locations/area which this project will focus on.
- b. You may select more than one, in order to do so please use the "+" button on the right.
- c. Delete using the "X" on the left side of the table.



13) Project Priority.

- a. Note by default both should be checked off since the theme of the grant is community engagement and only law enforcement can apply.

14) NOTE:



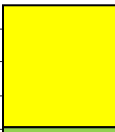

- a. For the following please insert text. Refer to the guidelines for details on what the text should cover.
  - i. Project Summary
  - ii. Project Description
  - iii. Project Objective (Should align with Project Work Plan, refer to Section G3)
  - iv. Rationale / Need
  - v. Project Beneficiaries
  - vi. Risk Assessment and Management
  - vii. Project Outcomes
  - viii. Evaluation Plan / Criteria

15) Complete Section “G3 – Project Work Plan” (see Diagram – A)



- a. Using the table list all the key milestone you will be executing during the period of this project, please use the “ + ” button on the right to add or the “ X ” on the left side of the table to delete as needed.
- b. Refer to guidelines for details on what the ministry is requesting for this section.

16) Once completed proceed to the next section but clicking on section “H2 – Project Financial Information” .(see Diagram – A)

**a. NOTE: only fill out YEAR 1 and YEAR 2– Project Expenses**

| Project Expenses       |   | Eligible Expense?        | Requested funding from this program             |   |   | Total Expense   |
|------------------------|---|--------------------------|---|---|---|---|
|                        |   |                          | Revenue Type (from Applicant and Other Sources) | Revenue Source  | Amount  |   |
| X                      |  | <input type="checkbox"/> | Confirmed Cash                                  |  |  |  |
| Anticipated Cash       |   |                          |   |   |   |   |
| Confirmed In-Kind      |   |                          |   |   |   |   |
| Anticipated In-Kind    |   |                          |   |   |   |   |
|                        |   |                          | Requested funding from this program             |   |   |   |
| TOTAL PROJECT EXPENSES |   |                          | Confirmed Cash                                  |   |   |   |
|                        |   |                          | Anticipated Cash                                |   |   |   |
|                        |   |                          | Confirmed In-Kind                               |   |   |   |
|                        |   |                          | Anticipated In-Kind                             |   |   |   |
|                        |   |                          |   |   |   |   |

i. You will **NOT** need to fill out other years so please click the Collapse button for Year 3, Year 4 and Year 5.

 **YEAR 2** 

- c. Using the table list all the budget items you will be requesting for funding from the ministry. for this project, please use the “ + ” button on the right to add or the “ X ” on the left side of the table to delete as needed.
- d. In the blue section (see above in diagram) indicate the budget item.
- e. Under “Eligible Expense”; make sure this is always checked if you are requesting ministry funding.
- f. In the Organe section (see above in diagram), provide the source of the donation/in-kind funds you will be receiving (if any) for this budget item.
- g. In the Yellow section (see above in diagram), provide the dollar value you have received or will be receiving from that preticular source of the donation/in-kind funds you will be receiving (if any) fro that budget item.
- h. In the Green section (see above in diagram), is where you will indicate the dollar value you will be requesting from the ministry.**
- i. Once you have lisited all the project budget items, please scroll down to the bottom of this section.

Additional Comments Relevant to Project Financial Information (maximum 4900 characters)

| Total Project Financials (All Years) |           |                |                  |                   |                     |       |
|--------------------------------------|-----------|----------------|------------------|-------------------|---------------------|-------|
| Item Description                     | Requested | Confirmed Cash | Anticipated Cash | Confirmed In-Kind | Anticipated In-Kind | Total |
| Staffing Expenses                    |           |                |                  |                   |                     |       |
| Benefits Expenses                    |           |                |                  |                   |                     |       |
| Project Expenses                     |           |                |                  |                   |                     |       |
| Administration/Other Expenses        |           |                |                  |                   |                     |       |
| Total :                              |           |                |                  |                   |                     |       |

Total Eligible Expense:

Total Project Budget:

- j. You should see simliar to the above diagram. You may wish to add any additional comments if you need space to explain the budget item.
  - i. **NOTE:** the section in the **red box**, please do not touch, most are auto populated and the others you DO NOT need to fill-in.

17) Once completed proceed to the next section but clicking on section “**I – Client Provided Performance Metrics** ” (see Diagram – A)

- a. Note: only use the Client Provided Performance Metrics of the table and **NOT** the Ministry Provided Performance Metrics.
- b. Using the table list all the measures you will be collecting for this project, please use the “ + ” button on the right to add or the “ X ” on the left side of the table to delete as needed.
- c. Refer to guidelines for details on what the ministry is requesting for this section.

- d. In addition you may add any comments that you wish the review committee may need to know with respect to your performance measures for them to better understand what you are collecting. Note this should be explained in the “*Evaluation Plan / Criteria*” under section G1 – Project Information
- 18) Complete Section “**J – Partnership / Stakeholders Information**” (see Diagram – A)
- a. Using the table list all the partners you will be working with for this project, please use the “ + ” button on the right to add or the “ X ” on the left side of the table to delete as needed.
  - b. Refer to guidelines for details on what the ministry is requesting for this section.
  - c. Under “2. Type” you may leave it as *Partner* as a default.
- 19) Under the Section **Z – Declaration / Signing**. This section allows you to digitally sign the application form. Authorized Signing Officer will click the button ‘Sign Document’ then agree to the Declaration Statement. The form will be automatically populated with the name and date.
- 20) Once you have completed your application, click Validate button to check if all mandatory fields were answered. The form will indicate any mandatory questions left unanswered, go back and complete them.
- 21) Upload the completed form in Step 2 - Complete Application Form then attach supporting or required documents in Step 3 and finally submit the entire application in Step 4.

**Note:**

- If you have any questions or are experiencing technical difficulties, please contact Grants Ontario Customer Service at (416) 325-6691 or 1-855-216- 3090, Monday to Friday from 8:30 a.m. to 5:00 p.m. Eastern Standard Time, or by email at [GrantsOntarioCS@Ontario.ca](mailto:GrantsOntarioCS@Ontario.ca).
- If you have any questions on the grant program or questions on the guidelines please contact Ram at 416-314-0158 or by email at [Ramanan.Thanabalasingam@Ontario.Ca](mailto:Ramanan.Thanabalasingam@Ontario.Ca).

Public Safety Training Division

Division de la formation en matière  
de sécurité publique

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**MEMORANDUM TO:** All Chiefs of Police and  
Commissioner J.V.N. (Vince) Hawkes  
Chairs, Police Services Boards

**FROM:** Stephen Beckett  
Assistant Deputy Minister  
Public Safety Division and Public Safety Training Division

**SUBJECT:** **Standard Field Sobriety Test (SFST) Training – Provincially  
Coordinated Strategy**

|                        |                          |
|------------------------|--------------------------|
| <b>DATE OF ISSUE:</b>  | <b>November 22, 2017</b> |
| <b>CLASSIFICATION:</b> | <b>For Action</b>        |
| <b>RETENTION:</b>      | <b>N/A</b>               |
| <b>INDEX NO.:</b>      | <b>17-0069</b>           |
| <b>PRIORITY:</b>       | <b>High</b>              |

As you may know, the Ministry of Community Safety and Correctional Services (MCSCS) has committed to training 1,500 Standard Field Sobriety Test (SFST) Officers by July 1, 2018 in preparation for the legalization of cannabis. The Ontario Police College (OPC) is assuming a coordinating role for the SFST training across the Province to enhance the current complement of trained SFST Officers and SFST Instructors.

To ensure that police services are better equipped to respond to the potential increase in incidences of drug impaired driving post-legalization, the OPC is launching the Drug Impaired Driving (DID) Initiative. The DID is an accelerated regional training strategy, targeting 63 SFST Courses and 2 SFST Instructor courses that are set to occur across the Province between December 2017 and July 2018.

Further information regarding the course schedule, including location and dates, will be communicated by the OPC via Training Bureaus by the end of November into early December 2017.

MCSCS, through the OPC, will be looking for your cooperation and support in delivering this important initiative. For instance, assistance and support with leveraging existing training facilities to meet regional needs (as needed) and providing officer resources to build our instructor complement.

If you are interested in learning more about the DID Initiative, or if you have any questions, please do not hesitate to contact the following individuals:

Paul Hebert, A/Director – OPC  
Email: Paul.Hebert@ontario.ca  
Telephone: (519) 773-4200

Laura Gorczynski, SFST Provincial Coordinator – OPC  
Email: Laura.Gorczynski@ontario.ca  
Telephone: (519) 773-4252

Thank you for your ongoing cooperation.

Sincerely,

A handwritten signature in black ink, appearing to read 'S. Beckett', with a stylized flourish at the end.

Stephen Beckett  
Assistant Deputy Minister  
Public Safety Division and Public Safety Training Division

**Ministry of Community Safety  
and Correctional Services**

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**MEMORANDUM TO:** All Chiefs of Police and  
Commissioner J.V.N. (Vince) Hawkes  
Chairs, Police Services Boards

**FROM:** Stephen Beckett  
Assistant Deputy Minister  
Public Safety Division and Public Safety Training Division

**SUBJECT:** **New Crown Prosecution Manual and Police Training on  
Police Powers of Release**

|                        |                            |
|------------------------|----------------------------|
| <b>DATE OF ISSUE:</b>  | <b>November 21, 2017</b>   |
| <b>CLASSIFICATION:</b> | <b>General Information</b> |
| <b>RETENTION:</b>      | <b>Indefinite</b>          |
| <b>INDEX NO.:</b>      | <b>17-0068</b>             |
| <b>PRIORITY:</b>       | <b>Normal</b>              |

At the request of the Ministry of the Attorney General (MAG), I am sharing a communication regarding a recent update to the Crown Prosecution Manual, which is a fundamental guide to key areas of Crown practice and discretion. As highlighted in the attached memorandum, the Manual reviews two areas of particular significance: Police and Judicial Interim Release (Bail). This Manual should be shared throughout your service and reviewed.

Additionally, MAG Criminal Law Division will be offering police training on powers of release. I encourage you to participate in this training, and suggest that you reach out to your local Crown office to schedule this at your earliest convenience.

For further details, please see the attached memo from Susan Kyle, Assistant Deputy Attorney General, Criminal Law Division.

Sincerely,

Stephen Beckett  
Assistant Deputy Minister  
Public Safety Division and Public Safety Training Division

Attachment

**Ministry of the Attorney General**  
Assistant Deputy Attorney General  
Criminal Law Division

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**MEMORANDUM TO:** Stephen Beckett  
Assistant Deputy Minister  
Public Safety Division and Public Safety Training Division  
Ministry of Community Safety and Correctional Services

**FROM:** Susan Kyle  
Assistant Deputy Attorney General  
Criminal Law Division  
Ministry of the Attorney General

**SUBJECT:** **New Crown Prosecution Manual and Police Training on  
Police Powers of Release**

---

The Ministry of the Attorney General – Criminal Law Division has completed a review of the Crown Prosecution Manual to ensure it reflects current best practices and any updates and changes in the criminal law. The Manual is the principle mechanism used by the Ministry of the Attorney General to provide guidance to individual Crowns in important areas of their practice and discretion. I believe that you will find the new Manual promotes transparency and accountability, serves to educate the public on the role of the Crown, and sets out the Crown's respective obligations and expectations.

The Manual itself contains 37 interrelated Directives on a variety of topics, including charge screening, disclosure, bail, victims, Indigenous people, impaired driving, intimate partner violence, internet child exploitation, and firearms. Prosecution Directives provide mandatory direction, advice, and guidance to Prosecutors on the exercise of prosecutorial discretion. Each Directive contains a general statement about Ontario's criminal policy, explains what a Crown does and the factors considered in decision-making, articulates what Crowns "must" or "should" do in relation to various circumstances, and clarifies obligations promoting accountability and trust. The Directives will be periodically updated and reference should be made to the "in effect" date outlined at the top of each Directive.

Two Directives of particular note are those pertaining to Police and Judicial Interim Release (Bail). The Directive entitled Police highlights the cooperative, and mutually respectful, relationship between the police and Crown while also acknowledging their important, though distinct, functions. Included in the Directive are sections on Crown advice to the police and the importance of vetting confidential information from disclosure, police as witnesses, disclosure of police disciplinary records, and Crown assistance in police training.

The new Bail Directive places an emphasis on liberty as a guiding principle in bail proceedings and the reinforcement of the “ladder” principle as a basic underpinning of bail. This approach includes a balancing of the rights of the accused and society’s interest in public safety consistent with the provisions of the *Criminal Code* and related jurisprudence.

The manual took effect on November 14<sup>th</sup>, 2017 and is available at: [www.Ontario.ca/crownmanual](http://www.Ontario.ca/crownmanual) (English) and [www.Ontario.ca/manueldelacouronne](http://www.Ontario.ca/manueldelacouronne) (French).

As a justice partner, I encourage police services to review the new Manual at their earliest convenience. I also ask that this memorandum be shared with all appropriate members of each police service.

Furthermore, the Criminal Law Division has prepared police training material on police powers of release. The training would be delivered by local Crown Attorneys directly to police officers. We would ask you to encourage Chiefs of Police and Detachment Commanders to reach out to their local Crown Attorneys and arrange for this training to take place.

Sincerely,

A handwritten signature in black ink, appearing to be 'SK', with a large, loopy initial 'S' and a stylized 'K'.

Susan Kyle  
Assistant Deputy Attorney General  
Criminal Law Division  
Ministry of the Attorney General





**MEMORANDUM TO:** All Chiefs of Police and  
Commissioner J.V.N. (Vince) Hawkes  
Chairs, Police Services Boards

**FROM:** Stephen Beckett  
Assistant Deputy Minister  
Public Safety Division and Public Safety Training Division

**SUBJECT:** **Upcoming Coroner's Office Presentation: Unclaimed  
Bodies**

|                        |                            |
|------------------------|----------------------------|
| <b>DATE OF ISSUE:</b>  | <b>November 29, 2017</b>   |
| <b>CLASSIFICATION:</b> | <b>General Information</b> |
| <b>RETENTION:</b>      | <b>December 6, 2017</b>    |
| <b>INDEX NO.:</b>      | <b>17-0071</b>             |
| <b>PRIORITY:</b>       | <b>Normal</b>              |

On Wednesday December 6, 2017 at 2:00 PM – 3:00 PM the Office of the Chief Coroner of Ontario and St. Michael's Hospital will be hosting a presentation on "Everything You Wanted to Know about Unclaimed Bodies but were Afraid to Ask". The presentation will be held at St. Michael's Hospital in Toronto.

You are encouraged to attend the presentation in person or online via video conference.

Full details of the presentation and the link to the video conference can be found in the poster attached. For further information, please contact Kim Jackson, Health Disciplines Education, St. Michael's Hospital, at 416-864-6060 ext. 5543 or by email at [jacksonk@smh.ca](mailto:jacksonk@smh.ca).

Sincerely,

Stephen Beckett  
Assistant Deputy Minister  
Public Safety Division and Public Safety Training Division

Attachment

# Everything You Wanted to Know About Unclaimed Bodies but were Afraid to Ask:

*How health care institutions and the Coroner's Office can work together to conduct a 'reasonable' claimant search and ensure a timely burial.*

**Wednesday December 6, 2017**

**2:00 - 3:00pm**

**St. Michael's Hospital**

**Allen Waters Auditorium, 2<sup>nd</sup> floor LKS**

**Also available via videoconference:** Join from PC, Mac, Linux, iOS or Android: <https://zoom.us/j/509239644>

**Deidre Bainbridge NP, MN**

Provincial Nurse Manager

Office of the Chief Coroner and Ontario Forensic  
Pathology Service

**Marisa Cicero MSW, RSW**

Director

Health Disciplines Practice and Education  
St. Michael's Hospital

**Shawn Fenton**

Administrative Officer

Office of the Chief Coroner & Ontario Forensic  
Pathology Service

**Michael Couto**

Patient Transport/Morgue Attendant  
St. Michael's Hospital

By the end of the session, participants will be able to:

- understand the current legislative and policy landscape related to an unclaimed body, conducting a reasonable claimant search and issuing a 'warrant to bury at the expense of the municipality'
- appreciate the need for robust processes to advance the patient and family experience and ensure seamless care after death
- learn how to facilitate organizational processes that support timely and dignified burials

Please RSVP to Kimberly Jackson at [jacksonk@smh.ca](mailto:jacksonk@smh.ca) or ext. 5543 by December 4, 2017.



**St. Michael's**

Inspired Care.  
Inspiring Science.

**Ministry of Community Safety  
and Correctional Services**

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**MEMORANDUM TO:** All Chiefs of Police and  
Commissioner J.V.N. (Vince) Hawkes  
Chairs, Police Services Boards

**FROM:** Stephen Beckett  
Assistant Deputy Minister  
Public Safety Division and Public Safety Training Division

**SUBJECT:** **Police Powers of Release Training Deck**

|                        |                            |
|------------------------|----------------------------|
| <b>DATE OF ISSUE:</b>  | <b>December 15, 2017</b>   |
| <b>CLASSIFICATION:</b> | <b>General Information</b> |
| <b>RETENTION:</b>      | <b>Indefinite</b>          |
| <b>INDEX NO.:</b>      | <b>17-0075</b>             |
| <b>PRIORITY:</b>       | <b>Normal</b>              |

I am writing to you further to my All Chiefs Memorandum (ACM), index number 17-0068, dated November 21, 2017. At the request of the Ministry of the Attorney General (MAG), I am sharing a communication regarding the new training being offered on police powers of release, as well as a copy of the PowerPoint deck that is presented as part of this training.

As mentioned in ADM Kyle's memo, a review of the deck on its own does not constitute as training; the deck is being offered as a reference tool. I once again encourage you to participate in this training, and suggest that you reach out to your local Crown office to schedule this at your earliest convenience.

MAG and the Ontario Police College are partnering to offer an e-module that can be used by those individuals not able to participate in Crown training. As further information on this online course becomes available, the ministry will provide updates. We expect this module to be made available in the new year.

For further details, please see the attached memo from Susan Kyle, Assistant Deputy Attorney General, Criminal Law Division.

Sincerely,

Stephen Beckett  
Assistant Deputy Minister  
Public Safety Division and Public Safety Training Division

Attachments

**Ministry of the Attorney General**  
Assistant Deputy Attorney General  
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**MEMORANDUM TO:** Stephen Beckett  
Assistant Deputy Minister  
Public Safety Division and Public Safety Training Division Ministry  
of Community Safety and Correctional Services

**FROM:** Susan Kyle  
Assistant Deputy Attorney General  
Criminal Law Division  
Ministry of the Attorney General

**DATE:** December 7, 2017

**SUBJECT:** Police Training on Police Powers of Release

---

Further to my memo attached to your All Chiefs Memo dated November 21, 2017, the Criminal Law Division has prepared police training material on police powers of release. The training is to be delivered by local Crown Attorneys directly to police officers. The power point used for this training is attached (version 12.1.17) and can be shared with your members. However, we stress that this training is not for stand-alone use but as a reference for those who have received the training delivered by a Crown Attorney.

Furthermore, the Criminal Law Division is working with your office to create an e-module to be used for those members who are not available for the Crown training. This should be available later in the new year.

We would ask you to continue to encourage Chiefs of Police and Detachment Commanders to reach out to their local Crown Attorneys and arrange for this training to take place. We have done the same with our Crown Attorneys as well.

Sincerely,

Susan Kyle  
Assistant Deputy Attorney General  
Criminal Law Division  
Ministry of the Attorney General

Attachment: Police Powers of Release – power point – version 12.1.17

# POLICE POWERS OF RELEASE: Training Materials

Version: 12.1.17

## MINISTRY OF THE ATTORNEY GENERAL

**Based on materials prepared by:** Vivian-Lee Stewart, Assistant Crown Attorney, Ottawa Crown's Office,  
with assistance from Kelly Reitsma (PPSC) and A/Insp Kevin Maloney (OPS)

**Updated by:** Jessica Smith Joy, Counsel, Crown Law Office – Criminal

***NOTE: TRAINING TO BE DELIVERED BY CROWNS - NOT FOR STAND-ALONE USE***

# What We Will Cover

1. The ladder principle & overview of bail principles
2. Options for release by police
  - (a) Release from scene by arresting officer (s.497)
  - (b) Arrested without a warrant (s. 498)
  - (c) Arrested with a warrant (s. 499)
  - (d) The rest (s. 503)
3. Youth Releases
4. Release Documents
5. New Crown Bail Directive
6. Practical Reminders
7. Scenarios

The Ministry of the Attorney General (MAG) & the Ministry of Community Safety and Correctional Services (MCSCS) commissioned a report on bail and remand that was released in early 2017 (the Wyant Report). That report recognized that too many accused are on remand awaiting a bail determination, and set out recommendations to improve bail and remand in Ontario, including:

- the expansion of education for police on their powers of release

<https://www.attorneygeneral.jus.gov.on.ca/english/about/pubs/wyant/>

# *R. v. Antic*

2017 SCC 27

*“The right not to be denied reasonable bail without just cause is an essential element of an enlightened criminal justice system. It entrenches the effect of the presumption of innocence at the pre-trial stage of the criminal trial process and safeguards the liberty of the accused persons. The right has two aspects: a person charged with an offence has the right not to be denied bail without just cause and the right to reasonable bail”*



# 1. Where to Start: The Ladder Principle

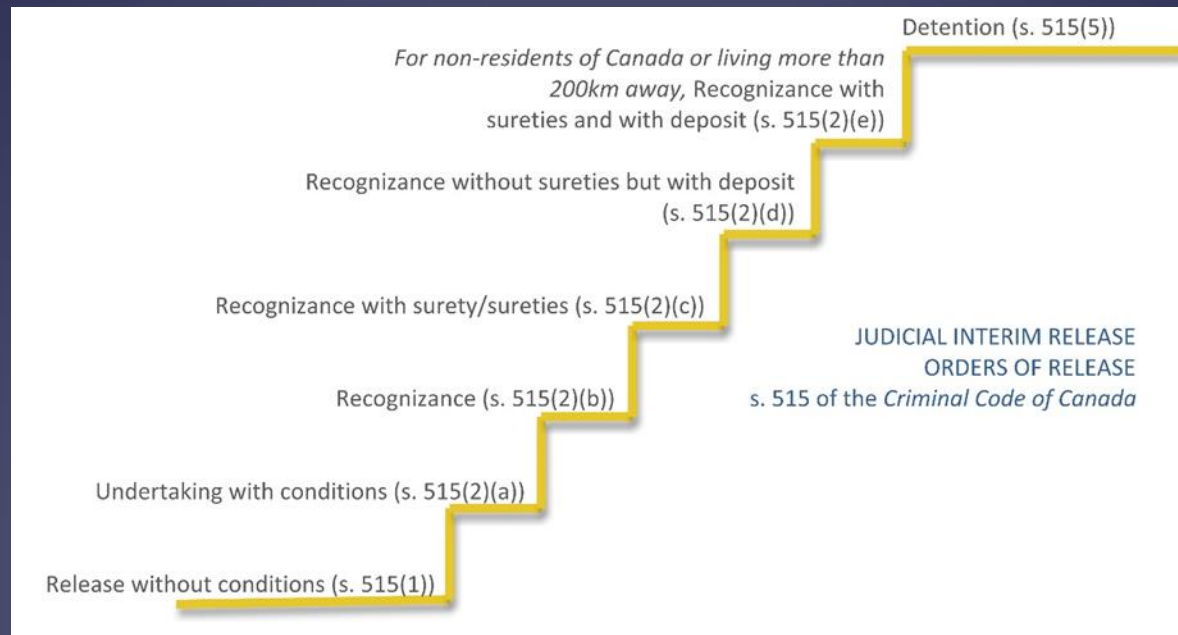
- The decision of whether or not to release an accused person pending trial, and on what conditions, is one of the most significant decisions made in the criminal process
- The decision making starts with the police
- The *Charter* guarantees that an accused not be denied reasonable bail without just cause – section 11(e)

# The Ladder

- The ladder sets out the options for pre-trial release of an accused
- Legal presumption is that an accused will be released on an undertaking without conditions
- Unless it is demonstrated that a more onerous form of release is required

*R. v. Antic*, 2017 SCC 27, para 67

# The Ladder



- A central part of the Canadian law of bail consists of the ladder principle and the authorized forms of release, which are found in s. 515(1) to (3) of the *Criminal Code*
- Release on an undertaking without conditions is the default position
- Alternative forms of release are to be imposed in accordance with the ladder principle
- Release is favoured at the earliest reasonable opportunity and on the least onerous grounds

*R. v. Antic*, 2017 SCC 27

# Who should be released?

- For most offences the starting point is that the accused person should be released on bail
- Consider if there is any reason not to release the person. Bail decisions are an exercise in risk management
- It is not practical (or legal) to hold everyone in an effort to guarantee that an accused person will not reoffend

*R. v. Van*, 2014 ONCJ 232

# Who should be released?

- The power to release or detain requires assessment of the facts of each individual case
- Consider the criminal record of the accused and grounds for detention (primary and secondary grounds)
- Avoid passing the buck - Consider all options available to you for release before moving to next step on the bail ladder

# Reasonable Bail

“...the right to reasonable bail, relates to the terms of bail, including the quantum of any monetary component and other restrictions that are imposed on the accused for the release period. It protects accused persons from conditions and forms of release that are unreasonable”

*R. v. Antic*, 2017 SCC 27

## 2. OPTIONS FOR RELEASE

### (a) Release by an Arresting Officer (s. 497)

- The arresting officer has a discretion to release an accused person by way of a summons or appearance notice (no conditions)
- If the release requires that conditions be imposed, the accused person must be paraded before an Officer in Charge
- When the arresting officer believes the accused person should be detained in custody, that person must be taken to the station/division for preparation of a bail brief



# Release by an Officer in Charge

- Authority comes from sections 498, 499 & 503 of the *Criminal Code*

## s. 498 – Less serious offences

- Shall release unless...

## s. 499 – Arrest with a Warrant

- May or may not release even if warrant endorsed for release
- May not release if warrant unendorsed

## s. 503 – Most other offences

- Shall detain and bring to a justice unless decision made to release

## (b) Arrest without a Warrant (s. 498)

- Person arrested without a warrant by a peace officer **and**
- Has been taken into custody or detained under s. 503(1)  
**for**
  - An offence described in s. 496(a), (b) or (c)
- or**
  - Any offence that is punishable by imprisonment for 5 years or less

# “Shall Release” (s. 498)

Presumption under s. 498 is that the accused person shall be released

If a person has not been taken before a justice or otherwise been released, the officer **MUST** release that person as soon as practicable:

- a) With the intention of compelling to court by summons;
- b) On a promise to appear;
- c) On a recognizance to OIC (< \$500 without surety or deposit);  
or
- d) If not ordinarily resident in the province or within 200km on a recognizance to OIC (<\$500 without surety but with deposit as officer directs).

# Less Serious Offences (s. 496)

- (a) Indictable offences for which the OCJ has absolute jurisdiction. Includes:
- *property offences under \$5000,*
  - *attempts and conspiracies,*
  - *gaming & betting,*
  - *breach of recognizance (s. 811) ,*
  - *failure to comply with probation (s. 733.1),*
  - *simple possession of schedule II (CDSA s. 4(4)(a)),*
  - *trafficking schedule II < prescribed amount (CDSA s. 5(3)(a.1))*
- (b) All hybrid offences
- (c) All summary conviction offences

# “... as soon as practicable...”

What does this mean?

- s. 498 allows you to wait until it's practical to release the person.
- May include:
  - weather conditions
  - level of intoxication
  - physical condition
  - mental condition
  - presence of family or friend

Also consider the state of the investigation. Does s. 516(1) apply?

# s. 516(1)

- When an investigation is on-going and the investigator requires more time to continue or conclude a vital part of the investigation (example: interviewing principle witnesses, seize vital evidence etc.), the Crown can make an application to the court to delay the bail hearing for up to 3 clear days pursuant to 516(1)
- The accused must be charged with at least one offence and must be present at court for the application to be made
- Adjournment should be for the shortest amount of time required in the circumstances
- Final decision made by Justice or Judge

# When should you not release? (s. 498)

- The presumption under s. 498 is that they shall be released.
- However, the officer in charge shall not release if they believe on reasonable grounds that:
  - (1) If released the person will fail to attend court  
(*primary ground concern*) – s. 498(1.1)(b)

# When should you not release? (s. 498)

(2) It is necessary in the public interest that the person be detained in custody or that the release from custody should be dealt with by other means (bail) having regard to all circumstances including the need to.....

- Establish identity of the person
- Secure or preserve evidence of or relating to the offence
- Prevent the continuation or repetition of the offence or the continuation of another offence
- Ensure the safety or security of any victim or witness to the offence  
(*secondary grounds*) – s. 498(1.1)(a)



# Shall NOT Release (s. 498)

- Where a person has been arrested without a warrant by a peace officer for an indictable offence alleged to have been committed in a different province

(see section 503(3) - 6 day remand procedure)

## (c) Arrest with a Warrant (s.499)

- An accused arrested pursuant to a warrant must be brought before the court to allow for execution of that warrant
  - Includes bench warrants, warrants in the first
- **Exception** is where the warrant is endorsed by judicial officer
  - Pursuant to section 507(6)
- If the warrant is endorsed, an officer in charge may exercise his/her discretion to release from station pursuant to section 499(1)

## (c) Arrest with Warrant (s. 499)

Where the warrant has been endorsed, the officer in charge **MAY** release:

- a) On a promise to appear;
  - b) On a recognizance to OIC (< \$500 without surety or deposit);  
or
  - c) If not ordinarily resident in the province or within 200km on a recognizance to OIC (<\$500 without surety but with deposit as officer directs).
- Allows the OIC to impose conditions (Form 11.1 undertaking)
  - The list of conditions that can be imposed is set out s.499(2)

# Cannot Release (s. 469)

- treason
- alarming Her Majesty
- intimidating Parliament or legislature
- inciting to mutiny
- piracy
- piratical acts
- murder
- accessory after the fact to high treason or treason or murder
- bribery by the holder of a judicial office
- crimes against humanity
- attempting to commit any offence mentioned above
- conspiring to commit any offence mentioned above

# (c) Arrest with a Warrant (s. 499)

Consider:

- What is the risk posed by this accused?
- Can conditions be fashioned which will minimize the risk to an acceptable level?
- Warrant in the First or Bench Warrant?
- Is the warrant endorsed?
  - Endorsement permits the officer to use his/her discretion concerning release

# **(c) Arrest with a Warrant (s. 499)**

## **Consider.....**

- Is the accused charged with a serious offence?
- Has the accused been avoiding contact with police?
- Does the accused have a history of FTA or non-compliance?
- Does the accused have other outstanding charges?
- Is the accused charged with an offence which garners mandatory minimum penalties (MMP)?
- Is the accused involved in Drug Treatment Court (DTC)?
- How long has the warrant been outstanding?

## **(d) Section 503 - Shall Bring to Justice unless...**

- Person must be brought before a Justice within 24 hours unless released
  - 24 hours is the outer limit of what is a reasonable period
  - Police must take the accused before a JP without unreasonable delay
- This section also gives authority to the OIC to attach conditions to a release

# Conditions of Release

- The list of conditions that can be imposed is set out s. 503(2.1) [same conditions as listed in s.499(2)]:
  - Remain in jurisdiction
  - Notify of change of address or employment
  - Non-communication with victims/witnesses
  - Deposit passport
  - Abstain from possessing firearms
  - Report to police
  - Abstain from drugs/alcohol
  - Comply with conditions to ensure safety of victim/witness



# Conditions of Release

- Release conditions should relate to the specific circumstances of the accused and the offence
- Conditions should be realistic - the accused should be able to comply with the condition
  - For example, a condition requiring a homeless or mentally ill person to report to police weekly or monthly may be virtually impossible for them to comply with
  - Consider whether an alcohol or drug prohibition is necessary – it will likely be impossible for an addict to comply with such a condition

# Release Conditions – s. 503(2.1)(a)

To remain within a territorial jurisdiction specified in the undertaking

“Remain in the City of Ottawa”

## Consider:

- Is there reason to believe that the accused will leave the jurisdiction, and NOT RETURN for their court date?

**Yes** – primary ground concern exists, send to bail court

**No** – no reason for this condition

- This condition cannot be used to exclude an accused from an area or jurisdiction. Example: “Do not be in the City of Ottawa.” or “Not to be found within the bounds of ...”

# Release Conditions – s. 503(2.1)(b)

To notify a peace officer or another person mentioned in the undertaking of any change in his or her address, employment or occupation

## Consider:

- Whether we will need to know where the accused is living for service or compliance purposes
- Whether the accused is capable of complying with this condition – accused who are homeless, mentally ill, or addicted may have great difficulty complying with this condition

# Release Conditions – s.503(2.1)(c)

To abstain from communicating, directly or indirectly, with any victim, witness or other person identified in the undertaking, or from going to a place specified in the undertaking, except in accordance with conditions specified in the undertaking

## Consider:

- Are there any people who the accused should not be able to contact?
- Includes victims, witnesses, co-accused

**Yes** – use correct spelling of names and confirm addresses

**No** – no reason for this condition

# Release Conditions – s.503(2.1)(d)

To deposit the person's passport with the peace officer or other person mentioned in the undertaking

## Consider:

- Is there reason to believe that the accused will use his/her passport to leave Canada and not return?

**Yes** – primary ground concerns, send to bail court

**No** – no reason for this condition

# Release Conditions – s.503(2.1)(e)

**To abstain from possessing a firearm and to surrender any firearm in the possession of the person and any authorization, licence or registration certificate or other document enabling that person to acquire or possess a firearm**

## **Consider:**

- Is this an offence of violence or threats of violence or weapons?
- See also: s. 515(4.1)

**...not to possess any weapons including knives and cross-bows...**

## **Consider:**

- Whether the offence involved violence or threats of violence or weapons

**Yes** – include this condition in your release

**No** – no reason for this condition

# Release Conditions – s.503(2.1)(f)

To report at the times specified in the undertaking to a peace officer or other person designated in the undertaking

## Consider:

- Is there reason to believe that the accused will leave the jurisdiction, or is not living in a stable residence?
- Also consider whether this is a condition that the accused can realistically comply with, specifically in cases with a mentally ill accused

# Release Conditions – s.503(2.1)(g)

To abstain from

- i) the consumption of alcohol or other intoxicating substances
- ii) the consumption of drugs except in accordance with a medical prescription

## Consider:

- Are drugs and/or alcohol directly related to this offence?
- Will the accused realistically be able to comply with a “no alcohol/no drugs” condition?



# Additional Release Conditions – s.503(2.1)(h)

To comply with any other condition specified in the undertaking that the officer in charge considers necessary to ensure the safety and security of any victim of or witness to the offence

- Any conditions included in an Undertaking must be directly related to circumstances of the offence, justified and reasonable

**Before including any additional conditions ask:**

- Is the condition directly related to the alleged offence?
- Is the condition required to protect the safety of any victim or witness?

# Police cannot impose these conditions

- Do not possess tools
- Do not enter a certain jurisdiction or area
- Do not possess cell phones, pagers etc.
- Do not associate with persons known to you to have a criminal record
- Do not be in a motor vehicle without the owner present
- Keep the peace and be of good behaviour

***These conditions can only be imposed by a court.***

# Release Conditions – Effective Period

- All conditions remain in effect until the final disposition of the associated charges or judicial variation
- If there are conditions given without authority the court will likely not uphold a breach

# Release Conditions

## Intimate Partner Violence (IPV)

- IPV (formerly domestic violence) charges do not bar an accused from a release from the station
- Consideration should be given to the specific circumstances, on a case by case basis

### In cases involving children:

- CAS must be advised in every case where children can be expected to be present in the home
  - Children do not have to be present at the time of the offence or ordinarily resident in the home

# Officer in Charge Notes

- Record why you decided to release:
  - What principles you considered?
  - What risks you perceived?
  - How the conditions you used would mitigate those risks?
- Record why you decided to detain for a bail hearing:
  - Why you thought you could not mitigate the risks with the conditions available?
- Remember that you may be called to give evidence in court or at an inquest concerning the release or detention of an accused person
  - You might be asked to explain your decision to release or detain the accused person and, if released, the rationale behind the release conditions

# Reverse Onus – s.515(6)

- An accused is in a reverse onus position and must “show cause” why he should be released when charged with:
  - An indictable offence committed while out on another release for an indictable offence
  - Certain criminal organization and terrorism offences
  - Enumerated offences under the *Security of Information Act*
  - Trafficking or import/exporting firearms
  - Enumerated offences when committed with a firearm (including attempted murder, aggravated sexual assault, robbery, extortion)
  - Any offence involving a firearm, crossbow, prohibited or restricted weapon, prohibited device or ammunition **when** accused is subject to a prohibition order under section 84(1) of the *Criminal Code*
  - An indictable offence and not ordinarily resident
  - Fail to appear, fail to comply with recognizance or other form of release
  - An offence punishable by life under any of sections 5 to 7 of *CDSA*

# Reverse Onus – s.515(6)

- The *Criminal Code* does not prohibit police from releasing an accused from the station (for non-469 offences) in a reverse onus situation
- Police should pay close attention to the provisions of s.498 (1.1)(a) before deciding to hold a reverse onus case for a bail hearing
- Detention may very well be warranted but should not be automatic but rather the result of a careful application of the principles in s.498 (1.1)
- Crowns will not automatically seek detention of an accused in a reverse onus position
- Crown bail directive recognizes that the obligation to follow the ladder principle continues to exist in reverse onus situations

# Administration of Justice (AOJ) Offences

- Includes fail to appear, fail to comply with condition of release, fail to comply with probation
- Dramatic increase in number of AOJ offences being charged and prosecuted in Ontario
- Consider whether it is appropriate to use your discretion and *not charge* all AOJ offences
- **Consider:**
  - The seriousness of the alleged breach
  - Any apparent reason for the breach
  - The underlying facts



# 3. Youth Releases

- Sections 28 – 33 of the *YCJA*
- Part XVI of the *Criminal Code* still applies
- Detention as a Social Measure is prohibited.
  - “A youth court justice or judge shall not detain a young person in custody prior to being sentenced as a substitute for appropriate child protection, mental health or other social measures”
- Accused persons younger than 16 must be released to a parent or guardian
- Serve the Notice to Parent when releasing a Youth offender

# 3. Youth Releases

- A young person may be detained in custody only if:
  - Young person charged with a serious offence
  - or
  - There is a history that indicates a pattern of either outstanding charges or findings of guilt
- and
- Judge finds that:
  - There is substantial likelihood the accused will not attend court
  - or
  - Detention is necessary for the protection or safety of the public including any victim or witness having regard to the circumstances of the case including whether there is a substantial likelihood that the accused will commit a serious offence if released

## 4. Release Documents

Types of release documents available to an Officer in Charge include:

- Adult Promise to Appear – Form 10
- Adult Recognizance – Form 11
- Adult Undertaking – Form 11.1
- Young Offender Promise to Appear – Form 10 (YCJA)
- Young Offender Recognizance – Form 11 (YCJA)
- Young Offender Undertaking – Form 11.1 (YCJA)

## 4. Release Documents

- Subsection 501(1) of the *Criminal Code* dictates that the release document must include, amongst other things, the *substance of the offence*. Case law requires that the substance of the offence must set out the statute. Short form wordings are acceptable, i.e. *CC 266 – Assault*
- Ensure that the correct region is included on the release
- Double check court dates for statutory holidays, court closures or designated first appearance court schedules

# 5. New Crown Bail Directive

- In effect as of November 14, 2017
- Change in language from the “potential for tragedy at the bail hearing stage” to “one of the fundamental presumptions in Canadian criminal law is that a person arrested and charged with an offence will be out of custody prior to trial”
- The change in tone in the new directive is deliberate
- Moving away from risk aversion that has been the subject of criticism
- To an approach that is in step with the requirements of the *Criminal Code* and the direction from the Supreme Court in *R. v. Antic*, 2017 SCC 27

# Highlights of the new Bail Directive

- An emphasis on liberty as a guiding principle in bail proceedings and the recognition of detention as an exceptional practice
- A reminder that the fundamental bail principles apply with respect to all charges
- The reinforcement of the “ladder” principle as a basic underpinning of bail
- A statement that surety release is an exceptional measure
- Suggestions to make the bail process more efficient and less time-consuming and, overall
- A balancing of the rights of the accused and the public interest/public safety consistent with the provisions of the *Criminal Code* and related jurisprudence

# 6. Practical Reminders

- Conditions may NOT be attached to an Appearance Notice
- An Undertaking may accompany either a Promise to Appear or Recognizance
- A Promise to Appear, Recognizance or Undertaking may be used for Summary Conviction offences only if an arrest is made
- Recognizance must be used for out-of-province residents or anyone who resides more than 200 km from the jurisdiction in which the offence occurred

## 6. Practical Reminders

- Accused does not have to sign a Promise to Appear or a Recognizance s. 501(4)
- Undertakings must be signed by the accused
- Both sides of the Recognizance must be printed out although it does not have to be completed on the reverse



# 6. Practical Reminders

- The OIC who releases the accused must fill out two copies of the documents (PTA & Undertaking or Recognizance). The accused is to sign both copies
- The signed release documents must then be scanned in to the corresponding file and then sent to local Court Liaison
- Processing and distribution of all release documents should occur prior to the end of the shift
- If releasing on an endorsed warrant immediately provide a copy of the release documents to CPIC

## 6. Practical Reminders

- Where an accused has drug and criminal charges on the same information, the more serious charge takes precedence for first appearance court
- Set all co-accused to the same first appearance date (Youth and adults cannot appear in the same first appearance court)

# 7. Scenarios

## #1

- 38 year old male charged with Impaired driving and over 80
- Arrested on scene after single motor vehicle collision
- BAC readings 195mg & 190mg
- Has criminal record for Impaired driving from 2001
- Promise to appear from another jurisdiction from January 2017 for Impaired driving
- Outstanding warrant in Alberta for theft and theft of a motor vehicle from 1999
- Residence, job and girlfriend in arresting jurisdiction

# #2

- 25 year old male charged with sexual assault and voyeurism
- Accused of photographing and having intercourse with his 24 year old terminally ill girlfriend while she is heavily medicated
- She has also seen photographs on his cellphone of other “younger” females
- No criminal record, no outstanding charges
- Accused has a job but was residing with the victim

# #3

- On May 16, accused was charged with theft from the LCBO and released on an appearance notice
- On June 25, accused was charged with theft from a different LCBO and released on another appearance notice
- On August 6, accused was charged with theft from yet another LCBO and released on a promise to appear and Form 11.1
- On September 12, the accused failed to appear in remand court and a bench warrant was issued and endorsed by the presiding Justice of the Peace
- Accused has a criminal record starting in 1987 for property offences
- Accused ordinarily resides in the shelter system and is an alcoholic

# #4

- Accused is charged with one count of assault against his girlfriend of two years
- Allegation is that accused shoved her and slapped her across the face
- Victim gave a statement to officers on the scene but has declined to come to the station for a video statement
- No children
- No prior occurrences and accused has no criminal record

# Additional Resources: Embedded Crowns

- Crowns are embedded at two police services in Ontario
  - Toronto Police Service, 51 Division
  - Ottawa Police Service
- One of the duties of the embedded Crowns is to support and provide advice to police in their exercise of pre-trial release powers
- If you work in one of these jurisdictions, use this resource

# Additional Resources: Bail Vettors

- Bail vettor Crowns are in place in 10 courthouses across the province:
  - Kenora
  - London
  - Kitchener
  - Newmarket
  - Barrie
  - Brampton
  - Ottawa
  - Hamilton
  - Old City Hall (Toronto)
  - College Park (Toronto)
- Available upon request to provide advice to local police on issues around detention and release



Public Safety Training Division

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**MEMORANDUM TO:** All Chiefs of Police and  
Commissioner J.V.N. (Vince) Hawkes  
Chairs, Police Services Boards

**FROM:** Stephen Beckett  
Assistant Deputy Minister  
Public Safety Division and Public Safety Training Division

**SUBJECT:** Human Trafficking Investigation Pilot Course

|                        |                            |
|------------------------|----------------------------|
| <b>DATE OF ISSUE:</b>  | <b>December 15, 2017</b>   |
| <b>CLASSIFICATION:</b> | <b>General Information</b> |
| <b>RETENTION:</b>      | <b>January 22, 2018</b>    |
| <b>INDEX NO.:</b>      | <b>17-0076</b>             |
| <b>PRIORITY:</b>       | <b>Normal</b>              |

The Ministry of Community Safety and Correctional Services is pleased to announce the Human Trafficking Investigation Course (HTIC) offered by the Ontario Police College (OPC). This course is designed to provide investigators with the skills and knowledge to effectively investigate human trafficking incidents from a reactive and proactive perspective. It is also designed to capture the fundamental principles of combatting human trafficking, including prevention, protection, prosecution and partnership, and support for survivors. The course applies an evidence-based approach and uses collaborative and interactive learning methods of instruction.

This course will be offered as a pilot from January 22 – 26, 2018. Although the course is intended for officers new to human trafficking investigations, OPC would like to gather a diverse group of officers with varying investigative backgrounds for the purposes of the pilot.

Registration for the Pilot HTIC course is now open. Applications can be submitted to the OPC Registration Office via e-mail at [opc.registrar@ontario.ca](mailto:opc.registrar@ontario.ca). Please direct all program inquiries to Instructor Blake Easto, by telephone at 519-773-4449 or via e-mail at [Blake.Easto@ontario.ca](mailto:Blake.Easto@ontario.ca), or Instructor Carolyn Fraser, by telephone at 519-773-4205 or e-mail at [Carolyn.Fraser@ontario.ca](mailto:Carolyn.Fraser@ontario.ca).

Sincerely,



Stephen Beckett  
Assistant Deputy Minister, Public Safety Division and Public Safety Training Division

## **APPENDIX – HUMAN TRAFFICKING INVESTIGATION COURSE DESCRIPTION**

Human trafficking is a complex crime that can often go undetected as it can be embedded in a multitude of calls for service, and due to its clandestine nature and reluctance of survivors to come forward to report such crimes. Human trafficking is a global issue affecting all parts of the world. Human trafficking has been occurring in Canada for decades; however, prevalence rates are growing as awareness, education and detection methods increase. It can be a local or multijurisdictional crime that requires both proactive and reactive initiatives. In order to effectively investigate human trafficking cases, law enforcement requires the skills, knowledge and abilities to recognize indicators of human trafficking, respond appropriately, and to manage survivors. Human trafficking cases are unique as survivors can be greatly impacted by the victimization and trauma they have been exposed to, thus making survivor management an extremely labour-intensive process.

Participants will learn about human trafficking (sexual exploitation and forced labour), both domestic and international, and study the different human trafficking investigative elements with an emphasis on survivors, and how to effectively work with them within the investigative context. They will have the opportunity to practice interviewing techniques and learn from case studies in small groups. In addition, participants will have the unique opportunity to hear the testimony of a survivor of human trafficking.

### **Topics:**

- Introduction to Human Trafficking
- Human Trafficking and Related Legislation
- Trauma Informed Survivor Interviewing
- Evidence Collection – Open Source and Software
- Proactive Investigations
- Search – Law
- Bail Hearings – Human Trafficking
- Forced Labour
- Survivor Witness Management / Professional Practice
- Case Planning and Expert Testimony

### **Pre-Requisites:**

- Candidates must have completed the Ontario Police College (OPC) General Investigative Training course or equivalent.

### **Course Date/ Location:**

January 22 – 26, 2018; OPC

### **Class Size:**

24 Participants



**MEMORANDUM TO:** All Chiefs of Police and  
Commissioner J.V.N. (Vince) Hawkes  
Chairs, Police Services Boards

**FROM:** Stephen Beckett  
Assistant Deputy Minister  
Public Safety Division and Public Safety Training Division

**SUBJECT:** **911 Disclosure and the Memorandum of Understanding  
Following R. v. M.G.T.**

|                        |                            |
|------------------------|----------------------------|
| <b>DATE OF ISSUE:</b>  | <b>January 8, 2018</b>     |
| <b>CLASSIFICATION:</b> | <b>General Information</b> |
| <b>RETENTION:</b>      | <b>Indefinite</b>          |
| <b>INDEX NO.:</b>      | <b>18-0001</b>             |
| <b>PRIORITY:</b>       | <b>Low</b>                 |

At the request of the Ministry of the Attorney General (MAG), I am sharing a communication regarding the disclosure of 911 tapes as per the recent *R. v. M.G.T.* Court of Appeal decision.

For further details, please review the attached memo from Assistant Deputy Attorney General Susan Kyle and consult with your local Crown Attorney's office.

Sincerely,

Stephen Beckett  
Assistant Deputy Minister  
Public Safety Division and Public Safety Training Division

Attachment

**Ministry of the Attorney General**  
Assistant Deputy Attorney General  
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**MEMORANDUM TO:** Stephen Beckett  
Assistant Deputy Minister  
Public Safety Division and Public Safety Training Division Ministry of  
Community Safety and Correctional Services

**FROM:** Susan Kyle  
Assistant Deputy Attorney General  
Criminal Law Division  
Ministry of the Attorney General

**DATE:** January 4, 2018

**SUBJECT:** Disclosure of “911 tapes” and the MOU in the wake of *R. v. M.G.T.*  
(OCA 2017) decision

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### ***Introduction***

This memo deals with the Court of Appeal’s decision in *R. v. M.G.T.*, 2017 ONCA 736 and how the disclosure of 911 calls is dealt with in the *Framework Memorandum of Understanding* (“MOU”).

### ***The M.G.T. Decision***

This is a sexual assault case involving a recanting witness. The appellant was convicted of sexually assaulting his wife. Her evidence at trial was corroborated by a third person who overheard the assault and called 911. After conviction, but before sentencing, the appellant brought an application to re-open his case. He filed affidavits from people who claimed to have heard that the 911 caller had fabricated his evidence at trial. The trial judge refused to re-open the case.

On appeal, the appellant argued that the trial judge should have allowed him to re-open. He also sought to introduce fresh evidence of the alleged recantation, and a transcript of the 911 call, which had not been disclosed before trial.

The Peel Crown office policy was not to provide the 911 calls as part of the initial disclosure package. Justice Watt, writing for the Court of Appeal states at paragraph 151:

It is unfathomable that over two decades after *Stinchcombe*, a local Crown Attorney’s office would promulgate and adhere to a policy of non-disclosure, at once ill-conceived and constitutionally infirm. Such a policy amounts to an abrogation of the Crown’s constitutional obligation, the creation of a *Charter*-free zone that bars entry by an accused to obtain his or her constitutional entitlement. If it persists to this day, it has exceeded its best before date by about 35 years and should cease immediately.  
[Emphasis added]

## ***The MOU***

Our MOU, dated June 13, 2017, is a framework agreement endorsed by the Ministry of the Attorney General (MAG) and the Ontario Association of Chiefs of Police (OACAP) for use as a disclosure protocol across Ontario. Disclosure of 911 tapes (and other “recorded incoming communications from public”) is specifically addressed in the MOU, at section 5.3:

- 5.3.1 Audio of incoming communications from the public (for example: emergency response calls from civilians or “911 tapes”) containing **direct evidence** of the commission of the offence(s) will be provided as part of Initial Disclosure,<sup>1</sup> and where feasible, as part of Bail Briefs.<sup>2</sup>
- 5.3.2 In preparation for preliminary inquiry or trial, and upon the request of the Crown, transcripts of emergency response calls containing **direct evidence** will be produced by Police. The digital format of the audio and/or video recorded emergency response calls must be available for use as an exhibit with a transcript.

“Direct Evidence”, as defined in the MOU, refers to “all information establishing and/or corroborating the commission of an offence” (see §1.4.9).

***In order for the definition of “direct evidence” to conform to the Court of Appeal’s decision in R. v. M.G.T., it must include the following:***

- Both inculpatory and exculpatory information;
- Any information that can reasonably be used by the accused in meeting the case for the prosecution, advancing a defence or otherwise determining how to conduct a defence; and
- Unless the information is protected by privilege or clearly irrelevant (e.g. where the communications are clearly not “the fruits of an investigation”), the disclosure practice is to err on the side of inclusion.

Local police chiefs should consult their local Crown Attorneys to ensure that their disclosure with respect to 911 calls is consistent with *R. v. M.G.T.*

Sincerely,



Susan Kyle  
Assistant Deputy Attorney General  
Criminal Law Division  
Ministry of the Attorney General

---

<sup>1</sup> The MOU defines Initial Disclosure as “the first, main, and substantive documentary and/or electronic evidence package provided to the Crown by police following an investigation” (see §1.4.11)

<sup>2</sup> The MOU defines Bail Brief as “the disclosure brief relating to matter where the accused is held in-custody for bail hearing” (see §1.4.5)

## **Shuniah Police Services Board**

November 23, 2017

Marie-France Lalonde  
Minister of Ministry of Community Safety and Correctional Services  
18th Floor, George Drew Building  
25 Grosvenor Street  
Toronto, Ontario M7A 1Y6

Dear Minister Lalonde:

**Re: Bill 175, Safer Ontario Act - Police Services Act, 2017**

Please be advised that although welcoming the long awaited new Police Services Act the Shuniah Police Services Board has some serious concerns regarding the proposed legislation with respect to OPP detachment boards.

We believe that if this proposed legislation is not amended the large detachment boards will take away from the individual board governance abilities.

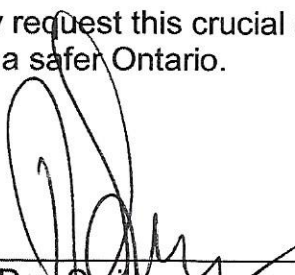
In the north as in other areas of the province there are unique differences within detachment areas and it is crucial if the government truly wants good governance and accountability that these boards remain autonomous and not lumped into a big board which presides over many section 10 and 5.1 areas. It is important that municipalities have a voice in policing needs

As the regulations and discussions move forward we strongly request this crucial area of oversight and governance be addressed and amended to truly provide a safer Ontario.

Respectfully submitted:



Robert Van Natto  
Chair, Shuniah Police Services Boards



Don Smith  
OAPSB Section 10 North Director

cc Ontario Association of Police Service Boards (OAPSB) – for distribution to members  
OAPSB Zone 1 – for distribution to members  
Hon. Michael Gravelle, MPP Thudner Bay – Superior North  
Hon. Bill Mauro, MPP. Thunder Bay - Aitikoken  
Mayor and Council Municipality of Shuniah





# MICHAEL GRAVELLE, MPP

Thunder Bay - Superior North | Thunder Bay - Superior-Nord

November 27, 2017

The Hon. Marie-France Lalonde Minister  
Ministry of Community Safety &  
Correctional Services  
18<sup>th</sup> Floor 25 Grosvenor St. Toronto, ON M7A 1Y6

Dear Minister Lalonde,

Please find enclosed a copy of a letter to your office I received from Mr. Robert Van Natto, Chair of the Shuniah Police Services Board. The letter is also signed by Mr. Don Smith, Shuniah Councilor, and Director for Section 10 North of the Ontario Association of Police Service Boards (OAPSB.)

The Shuniah Police Services Board is writing regarding Bill 175 the *Safer Ontario Act* and *Police Services Act 2017*.

Concern is expressed over the stricture of one large police service board governing OPP detachments, which are large and serve multiple communities in Northern Ontario. The Shuniah PSB would prefer governance and input from individual PSB's and communities.

As MPP, I wanted Mr. Van Natto, Mr. Smith, and the Shuniah PSB to know that I have received their statement to your Minister's office, and that I will support its inclusion and full consideration in the debate of Bill 175.

Yours, sincerely,

Michael Gravelle, MPP  
Thunder Bay-Superior North

cc Mr. Robert Van Natto Chair  
Shuniah Police Services Board  
Municipality of Shuniah  
420 Leslie Ave.  
Thunder Bay, ON P7A 1X8

MUNICIPALITY OF SHUNIAH  
NOV 28 2017

Per

Constituency Office  
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[mgravelle.mpp.co@liberal.ola.org](mailto:mgravelle.mpp.co@liberal.ola.org) | [www.michaelgravelle.ca](http://www.michaelgravelle.ca)

**From:** Holly Doty <admin@oapsb.ca>

**Sent:** November 27, 2017 1:14:10 PM

**To:** Holly Doty

**Subject:** OAPSB Update - The key elements of OPP Governance in Bill 175

Greetings Members!

OPP Governance was discussed at length at the OAPSB Board of Directors' meeting of 15 November 2017. The key elements of OPP Governance in Bill 175, as discussed at that meeting, are:

**Articles 72-75 OPP Governance Advisory Council.** The Council's role is to provide advice to the Minister regarding the use of the Minister's powers with respect to the OPP. OAPSB advocated for OPP governance at the provincial level, separate from the government itself. The approach in Bill 175 is a step in that direction.

**Articles 67-71: Detachment Boards:**

- There will be a Detachment Board for each OPP detachment, or more than one as per a to-be-written Regulation. OAPSB has advocated, and continues to advocate, that any board amalgamations need to consider geography and the wishes of the affected boards and municipalities. In this regard, Bill 175 provides us with the flexibility we have asked for. Furthermore, ADM Beckett has indicated that our position will carry significant weight in the drafting of this Regulation.
- Detachment Boards will provide governance authority on behalf of roughly 200 municipalities that receive OPP municipal policing but have no police services boards (Section 5.1 Community Policing Advisory Committees have no authority). OAPSB has been lobbying for strengthening of OPP governance in Section 5.1 communities, and Bill 175 is a reasonable approach to that need.
- Detachment Boards will govern, with authority, both municipal *and* provincial policing conducted by their Detachment, within the framework of provincial policies and plans. This goes beyond the strengthened board authority that OAPSB advocated for.
- Composition of OPP Detachment Boards will be addressed in a to-be-written Regulation. OAPSB has advocated for flexibility in the composition of any amalgamated boards, and Bill 175 provides a flexible approach to meeting our goals.

Overall, Bill 175 fulfills all of the OAPSB advocacy objectives for OPP Governance, which were based on our survey of members in 2016. Of course this didn't happen by accident, and your input has been and continues to be invaluable!

Thanks!

Eli El-Chantiry

Chair

Holly Doty

**Ontario Association of Police Services Boards**

180 Simcoe St, London, ON N6B 1H9 (New Address!)

T: [1-800-831-7727](tel:1-800-831-7727) | C: [519.636.7707](tel:519.636.7707)

[admin@oapsb.ca](mailto:admin@oapsb.ca)

Fred Kaustinen

Executive Director



Box 403  
Terrace Bay, ON  
P0T 2W0

November 30, 2017

Premier Kathleen Wynne  
Legislative Building  
Queen's Park  
Toronto, ON  
M7A 1A1

Dear Ms. Wynne;

**RE: Bill 175 Proposed New Police Services Act**

---

I represent members of police service boards from ten communities in Northwestern Ontario. The area is known as Zone 1, which covers the region west to the Manitoba border, east to White River, north to Red Lake and south to the U.S. border. All but two of the communities are policed by the O.P.P. through a contract.

On behalf of our members I wish to bring to your attention our concerns regarding Bill 175, the new *Police Services Act*. While we welcome a number of the changes to the new *Police Services Act*, we do have some serious concerns.

### **O.P.P. Detachment Boards**

The new legislation states; "*There shall be an O.P.P. detachment board*". The Association of Municipalities estimates this will eliminate approximately 100 independent civilian Police Services Boards. The section goes on to mention, only once, "*or more than one O.P.P. detachment board in accordance with the regulations*".

Northwestern Ontario has a vast geography with great distance between communities. If police services boards were required to have one board per detachment, board members would be required to travel great distance to the main detachment community to participate in board meetings and other board functions. This would also mean the loss of individual community autonomy and local civilian governance that they now have in their communities. Each of our communities has unique differences within the detachments and it is very important that our communities remain independent. Policing is fundamentally local and should stay a local governance responsibility, as community safety starts in the community.

We believe that individual Boards should decide as a Board whether or not to create a detachment board. This choice should be set out in the Act and not left to unknown regulations. The Act doesn't state who would be on a detachment board, or how many members per community. The bill leaves far too much to regulations and omits things that should be clarified in the Act.

We are asking that the Act specify that local police services boards decide whether or not to amalgamate as a detachment board. Local Police Services Boards are in the best position to decide what is in the best interest of their communities.

Although amalgamations may be beneficial for other communities, given the distances in Northwestern Ontario, we strongly believe that one board/one detachment is not in the best interest of our communities.

### **Community Safety and Well Being Plan**

The bill requires all municipalities develop a Community Safety and Well-Being Plans. This will also have a significant impact on small municipalities. Municipalities must establish an advisory committee that include community service representatives from LHINs, health care, education, social services, child services, an elected official, a police service board member, and others as prescribed. Many of our small communities don't have all these resources locally, which may require more travel in order to fulfill the requirements of an advisory committee.

We ask that your government consider smaller communities and their limited resources, finances and geography before accepting Bill 175 without these important considerations.

Kind regards,

Jody Davis  
Zone 1 Director

JD/db

c Minister Marie-France Lalonde, MCSCS  
Hon. Yasir Naqvi Attorney General  
Hon. Bill Mauro, MPP Thunder Bay – Atikokan Minister of Municipal Affairs  
Hon Michael Gravelle – MPP Thunder Bay Superior North  
Andrea Horwath – Leader NDP  
Patrick Brown – Leader PCP  
Sara Campbell – Kenora- Rainy River  
Fred Kaustinen – Ontario Association of Police Services Board  
Board Members of Zone 1

November 29, 2017

Hon. Steven Del Duca  
Minister of Transportation  
Ferguson Block 3rd Flr,  
77 Wellesley St W, Toronto, ON M7A 1Z8

**COPY**

Dear Mr. Del Duca:

**RE: Request for independent safety audit and issues at Mackenzie Station Rd & 11/17 intersection - Council Resolution 1527-19**

Enclosed please find Council Resolution No. 1527-19 dated November 28, 2017 evidencing Council's request for a full independent safety audit of all intersection along the newly twinned Highway 11/17 within the Municipality of Shuniah. Council is also extremely concerned with the very apparent and significant issue at the Mackenzie Station Road intersection at Highway 11/17. This intersection lacks visual apparentness upon the north bound approach and the absence of a noticeable east bound lane could be the reason for this past summers' very serious collision causing 7 people being sent to hospital resulting in two young children being airlifted to London Ontario.

We are aware that since the accident in July 2017, the original stop sign has been replaced with a larger sign however Council is requesting that further measures be taken to make this intersection more apparent and to calm traffic upon approach.

Should you require anything further please contact our office.

Yours truly,



Nadene Hunley-Johansen  
Clerk/Manager of Planning  
Encl.

c.c. The Honourable Michael Gravelle, MPP, Minister of Northern Development and Mines, Ms. Wendy Hamlin, Secretary, Shuniah Police Services Board, John Taylor, Regional Director MTO Northwest Region, Mr. Rick Inman, Senior Project Manager, Planning & Design Section, MTO Northwest Region



## COUNCIL RESOLUTION

Resolution No.: 1527-19

Date: Nov 28, 2017

Moved By: Councillor Ron Giardetti

Seconded By: Councillor Don Smith

WHEREAS the Ministry of Transportation has completed its twinning of Highway 11/17 through much of the Municipality of Shuniah;

AND WHEREAS since the new Highway has been opened several large and significant vehicular accidents have occurred at several intersections along this corridor.

AND WHEREAS on July 7, 2017 a two-vehicle collision at the intersection of Mackenzie Station Road and Highway 11/17 sent seven people to hospital which resulted in two young children being airlifted to a London, Ontario hospital.

AND WHEREAS the driver of the vehicle entering onto Highway 11/17 proceeded directly into oncoming traffic without stopping.

AND WHEREAS the Ministry of Transportation has since that time replaced the original undersized stop sign at this intersection to a larger more conspicuous sign;

AND WHEREAS a northerly approach on Mackenzie Station Road to the east-bound lanes of Highway 11/17 are on an uphill grade which does not make the east bound lanes visually apparent.

AND WHEREAS other vehicular accidents have also occurred at all other new intersections along this corridor;

THEREFORE BE IT RESOLVED THAT the Council of the Municipality of Shuniah requests that the Ministry of Transportation do a full independent safety audit of all the intersections within Shuniah along the new Highway 11/17 corridor.

AND FURTHER THAT the Council is requesting at the very least, additional safety measures be installed at the Mackenzie Station Road intersection that will enable the travelling public to be alerted to the location of the intersection through flashing lights and other traffic calming measures.

☒ Carried

☐ Defeated

☐ Amended

☐ Deferred

Wendy Landry  
Signature

December 13, 2017

## Copy of Draft

Mayor and Council  
Municipality of Shuniah  
420 Leslie Avenue  
Thunder Bay ON P7A 1X8

Dear Mayor and Council:

The Shuniah Police Services Board has expressed concerns for the safety of the travelling public in the Municipality of Shuniah and therefore strongly support your letter to Minister Steven Del Duca requesting a full independent safety audit of all intersections along the newly twinned Highway 11/17 within the Municipality.

The Board's concerns relate to issues observed at the intersections of Highway 17 and Mackenzie Station Road, Mackenzie Heights Road, Birch Beach Road, Eldorado Beach Road, and Pass Lake. These concerns are outlined as follows:

- An inconsistency exists between the size of stop signs at these intersections. The stop signs at the intersections of Mackenzie Station Road and Birch Beach Road are 4' x 4' while the ones located at Eldorado Road and Mackenzie Heights Road are 30" x 30"
- The line of sight is an issue at least one intersection – Mackenzie Station Road when entering from the east. There are several roadside signs which potentially impact on clearly observing oncoming traffic to the left.

It should be noted that two serious accidents have occurred since the new Highway was put into use. A double fatality occurred at the Birch Beach intersection shortly after it had opened, and a very serious accident happened recently at the Mackenzie Station Road intersection. It appears that some members of the public are having difficulty when they approach these intersections. The Board believes that safety at these intersections should be improved.

As noted above, the Board strongly supports your request to the Ministry and to ensure that current traffic control strategies not only meet MTO regulations, but also meet the safety needs of our community. The Board would suggest the following items be taken into consideration:

- Review all the existing signage at the intersections identified and ensure that all stop signs are consistent in size (i.e., 4' x 4')
- Review line of sight
- Consider the installation of red LED flashing lamps as an addition to the stop signs
- Consider the placement of solid lines at each intersection to indicate passing is not an option at these locations

Should you require any further information please contact me.

Respectfully yours,

Robert Van Natto, Chair  
Shuniah Police Services Board

cc: The Honourable Del Duca, Minister of Transportation  
Michael Gravelle, MPP  
Minister of Northern Development and Mines  
John Taylor, Regional Director MTO Northwest Region  
Rick Inman, Senior Project Manager, Planning & Design Section, MTO Northwest Region  
Inspector Jim Graham, Ontario Provincial Police

Good morning to all,

Yesterday I spoke with Inspector Jim Graham regarding his request for support from SPSB in obtaining a Proceeds of Crime Grant. If Jim is successful with his application, it will facilitate an expanded involvement by OPP in the Northwest Centre of Responsibility and Situation Table in outlying detachments in the District.

Our involvement would be that of a “sponsoring Board” and we would have signing authority for the grant money – apparently a necessary procedure in order to procure this Grant (see Jim’s email below for more detail – 3rd and 4th paragraph from bottom).

As you can see from Jim’s 2nd last paragraph, this item is time sensitive. If you are OK with Jim’s request, get back to me ASAP and I will indicate our support for this Grant.

Thanks, in advance  
Bob

**From:** Graham, Jim S. (OPP)  
**Sent:** Monday, December 18, 2017 11:14 AM  
**To:** Robert Van Natto (robtoosusie@tbaytel.net)  
**Subject:** Proceeds of Crime Grant Application

Bob

Thanks for taking the time to talk today. As discussed what the Northwest Community Mobilization Network is looking to do is apply for a Proceeds of Crime Grant.

I have included the Project Summary for you to see:

“Last year, The Thunder Bay Police Service received funding to operationalize a local Situation Table and regional North West Centre of Responsibility (NWCOR). The Success of this project has prompted interest in other communities within the Northwest Region to mobilize Situation Tables and be engaged with the regional NWCOR. This grant proposal supports the mobilization of Situation Tables in the District of Thunder Bay and the engagement of existing Situation Tables in the region.

Mobilizing Situation Tables at the local level will bridge the gap between the justice, social and health sectors and better coordinate services for people at acutely elevated risk of criminalization, victimization or harm. Engaging Situation Tables within the region will ensure the NWCOR membership is reflective of Northwestern Ontario and better inform system planning according to local needs”

The Thunder Bay OPP is the applicant for the purpose of this grant as it benefits the outlying detachments in the District and we are already involved in the NWCOR and local Situation Table. I have been involved with this initiative since it got started just over 2 years ago and it really does link us to the services we need for our most vulnerable people.

For the Thunder Bay OPP to be the applicant we need to be supported by our Police Service Board. If successful in obtaining the grant the money would be placed in an account set up by the Grants Ontario system and the Shuniah Police Service Board would be the signing authority on the account. The Canadian Mental Health Association would be the group responsible for the hiring and the administration of the position associated to this project. They in turn would send an invoice on a monthly basis to the Police Service Board who would have to approve the transfer out of the Grant Account.

Currently the Thunder Bay Police Services Board does the same function for the money that was received last year for the first part of this project. It will not amount to much of a work load for our board but it will have a significant impact on the outlying communities. Shuniah and the Thunder Bay OPP have received benefit from the first part of this project already and this next phase won't have a large benefit to us directly. The reason for our involvement is really just the linkage that the OPP locally provides, already being involved in the NWCOR, and our organizational link to the rest of the communities in the NW Region. The support from the Shuniah PSB and the Thunder Bay OPP would be helping our community partners further out in the District and Region.

I am hoping that the Board will be amenable to supporting the Grant Application and I will wait to hear from you. The deadline for the application is the 22<sup>nd</sup> of December 2017. I apologise for the short notice but this grant application just got started last week by the NWCOR because of short timelines that the province gave for this funding opportunity.

I have included the Grant Application for your review if you want. It doesn't format well due to some system issues but the body of the text will give you some idea of the intricacies of the proposal.

[Jim S. Graham](#)

Inspector #8159

Detachment Commander

Thunder Bay, OPP

[jim.s.graham@opp.ca](mailto:jim.s.graham@opp.ca)

(807) 939-2133 Phone

(807) 939-2144 Fax

(807) 621-4381 Mobile

If you have any accommodation needs or require communication supports or alternate formats, please let me know.





Information and Privacy  
Commissioner of Ontario

Commissaire à l'information et à la  
protection de la vie privée de l'Ontario

December 20, 2017

## Re: 2017 Annual Statistical Reporting

I'm writing to let you know that the IPC's [Online Statistics Submission Website](#) is now open for institutions to submit their annual statistics for 2017.

Every year, as heads of institutions, you deal with a number of freedom of information requests and are vigilant in keeping track of these requests and responses. Whether or not your institution received any formal requests during 2017, now is the time to report back to the IPC by submitting your annual statistics. **The deadline is Wednesday, February 28, 2018.**

All institutions that are subject to the *Freedom of Information and Protection of Privacy Act (FIPPA)* or the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)* are required by law to submit their statistics. This applies even if your institution received no requests during the reporting year. If you are both a health information custodian under the *Personal Health Information Protection Act (PHIPA)* and an institution under *FIPPA* or *MFIPPA*, you must submit a *FIPPA/MFIPPA* and a *PHIPA* report. This will be the case for hospitals and medical officers of health, for example.

I trust that you will complete your report and submit it by February 28, 2018, to my office. This exercise forms an important part of the work of your institution and is required by law. Please note that the names of institutions that fail to report may be listed in the IPC's 2017 Annual Report.

You should find it easy to submit your annual statistics to the IPC on our [Online Statistics Submission Website](#). However, if you have any questions, consult our [Frequently Asked Questions: FIPPA and MFIPPA Statistical Report](#). If you need further clarification, email [statistics@ipc.on.ca](mailto:statistics@ipc.on.ca) or call 1-800-387-0073 and ask to speak to an Information Officer. They will be happy to assist you.

I thank you for your cooperation and attention to this matter.

Sincerely,

Brian Beamish  
Commissioner



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