

SHUNIAH POLICE SERVICES BOARD



A G E N D A

Regular Meeting to be held on

April 18, 2017 at 5:00 pm

In Council Chambers
420 Leslie Avenue, Thunder Bay ON

* Hard Copy at Meeting

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

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

3) ***DISCLOSURE OF PECUNIARY INTEREST***

4) ***MINUTES OF PREVIOUS MEETING***

A) Minutes of the Police Services Board meeting held on March 20, 2017 ***{res}****

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

6) ***PETITIONS AND DELEGATIONS***

7) ***REPORTS***

A) Ontario Provincial Police (OPP) Monthly Report - ***{*to be presented at the Meeting}***

B) Status Report of Ongoing Business*

8) ***CORRESPONDENCE***

A) Thunder Bay OPP - March 2017 newsletter

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

- Collection of Identifying Information in Certain Circumstances - Online Training
- Update on the National Inquiry into Missing and Murdered Indigenous Women and Girls (MMIWG)
- Production of Records for the National Inquiry into MMIWG
- Inquiry Services System Oversight Framework
- Updates to the Driver's Licence Card Features
- Changes to Sex Designation on Driver's Licence Card
- ACM Guidance Note 15 - Respiratory Protection Program Policy and Program
- Request for Feedback on Police Street Checks Public Awareness
- Transportation of Radioactive Materials in Ontario

C) 2017-18 Proceeds of Crime Front-Line Policing Grant Call for Applications

9) ***OLD BUSINESS***

A) OAPSB Spring Conference to the Agenda re registration, planning and travel details*

10) ***NEW BUSINESS***

A) Information and Privacy Commissioner Coming to Thunder Bay* {res}

B) Invitation from The Honourable Justice Michael Tullock to Present Report on Independent Review of the Civilian Oversight Bodies for Police in Ontario in Thunder Bay* {res}

C) New Era of Public Safety and Security - Innovating the Service Deliver Model

11) ***OTHER MATTERS FOR DISCUSSION***

12) ***ADJOURNMENT*** {res}

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

PRESENT:

Board Members	Robert Van Natto, Chair and Municipal Appointee Don Smith, Council Appointee Karen Cameron Powell, Provincial Appointee
Police Representatives:	Detachment Commander Staff Sergeant Jim Graham Constable Gary Wojciechowski
Also Present:	Wendy Hamlin, Secretary Regional Commander, Chief Superintendent Mark Pritchard

1) CALL TO ORDER

Resolution No. 291/17	
Moved By:	Don Smith
Seconded By:	Karen Cameron Powell
THAT the Shuniah Police Services Board meeting is hereby called to order at the hour of 5:05 p.m.	
CARRIED	

2) APPROVAL OF AGENDA

Resolution No. 292/17	
Moved By:	Karen Cameron Powell
Seconded By:	Don Smith
THAT the agenda be accepted as presented.	
CARRIED	

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 February 21, 1017

Resolution No. 293/17	
Moved By:	Don Smith
Seconded By:	Karen Cameron Smith
THAT the minutes of the Police Services Board meeting held on February 21, 2017 be adopted as circulated.	
CARRIED	

5) **BUSINESS ARISING FROM THE MINUTES**

6) **PETITIONS AND DELEGATIONS**

7) **REPORTS**

- A) Regional Commander, Chief Superintendent Mark Pritchard in attendance to meet the Board

The Chair welcomed Chief Pritchard to the meeting. The Chief informed the Board of the OPP is restructuring and as a result Staff Sgt. Graham has been promoted to Inspector. Chief Prichard then gave the Board a history of his service.

- B) Ontario Provincial Police (OPP) Monthly Report

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

- an 85-year-old male who suffers from dementia was arrested for assault, uttering threats, and careless storage of a firearm
- a female's intoxicated husband was trying to kick down their locked bedroom, the male was arrested for assault and mischief
- total calls for Service were 29 to January 2017 compared to 51 in 2016
- the total calls for service were then reviewed item by item.

Staff Sgt. Graham informed the Board that with respect to the Protocol Agreement the reports are presented monthly.

- C) Staff Sgt. Graham to recap at the meeting on the Policing Effectiveness and Modernization (PEM) Grant Webinar

Staff Sgt. Graham recapped the PEM Webinar and explained the change in the grant system there may be more flexibility on how the money is spent and the grant may not have a cap but will need to show the necessity. Don Smith informed the Board that he will be at a meeting with the Minister of MCSCS and requested Staff Sgt. Graham to forward him an outline of concerns with respect to the PEM Grant and he will be bring them to her attention.

Staff Sgt. Graham informed the Board that the papers will be forwarded shortly to apply the 1,000 officers' grant, which will be brought forward for the Board for signatures.

- D) Status Report of Ongoing Business

The Chair reviewed the items listed on the status report. Staff Sgt. Informed the Board that Constable Cole will include information on the ATV By-law in the OPP Monthly Newsletter.

8) **CORRESPONDENCE**

The following matters of Correspondence were noted and the contents reviewed.

- A) Thunder Bay OPP - March 2017 newsletter

- B) Ministry of Community Safety and Correctional Services (MCSCS)
- Revised Constable Selection System Pre-Background Questionnaire
 - Basic Constable Training Program
 - Annual Reporting Requirements - Violent Crime
 - Changes to Sex Designation on Driver's Licence Card

- C) Ontario Police Arbitration Commission (OPAC) re Improved Website

9) OLD BUSINESS

A) Memo from Nadene Hunley-Johansen, Clerk re ATV By-law with set Fines

The information received from the Clerk on the ATV By-law was noted.

10) NEW BUSINESS

The following matters of New Business were reviewed and any direction given is as noted.

A) Ontario Association of Police Service Boards (OAPSB) 2017 Spring Conference

Resolution No: 294/17	
Moved By:	Karen Cameron Powell
Seconded By:	Don Smith
That the Board hereby requests Pre-Budget approval from Council to allow the following members to attend the Ontario Association of Police Services Board 2017 Spring Conference and Annual General Meeting being held at the Blue Mountain Resort June 21 to 24, 2017 and that their expenses be paid according to policy: Don Smith, Karen Cameron, Robert Van Natto.	
CARRIED	

B) Review OAPSB Association By-law

The OAPSB was requesting input from Board Members on its voting methods with respect to reviewing the Association’s by-law, Board members will answer the questions on the website individually.

C) Freedom of Information Webinar Invitation

11) OTHER MATTERS FOR DISCUSSION

12) ADJOURNMENT

Resolution No. 295/17	
Moved By:	Don Smith
Seconded By:	Karen Cameron Powell
THAT the hour of 5:55 pm having arrived and meeting adjourn	
CARRIED	

CONFIRMED AND ADOPTED THIS DAY OF , 2017

Chair

Secretary

STATUS OF ONGOING BUSINESS ARISING FROM SPSB MEETINGS

Status	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
Protocol Agreement with Detachment Commander	To bring forward the Protocol Agreement between the Board and the Detachment Commander for review	Secretary	Pending
PEM Funding	To forward Don Smith an outline of concerns with respect to the PEM Grant which he will then bring forward to the Minister of MCSCS's attention	Staff Sgt. Graham	Pending

**Ministry of Community Safety
and Correctional Services**Public Safety Division
Public Safety Training Division25 Grosvenor St.
12th Floor
Toronto ON M7A 2H3Telephone: (416) 314-3377
Facsimile: (416) 314-4037**Ministère de la Sécurité communautaire
et des Services correctionnels**Division de la sécurité publique
Division de la formation en matière
de sécurité publique25 rue Grosvenor
12^e étage
Toronto ON M7A 2H3Téléphone: (416) 314-3377
Télécopieur: (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 Identifying Information in Certain
Circumstances (CIICC) Online Training – April 1, 2017**

DATE OF ISSUE:	March 23, 2017
CLASSIFICATION:	General Information
RETENTION:	N/A
INDEX NO.:	17-0023
PRIORITY:	Normal

As of April 1, 2017, all police service staff will be able to access the *Collection of Identifying Information in Certain Circumstances* (CIICC) online training via the Ontario Police College Virtual Academy (OPCVA) at no cost. The course is currently available on the Canadian Police Knowledge Network (CPKN) and new registrations will be available on this platform through to March 31, 2017. Police service staff registered in the course prior to March 31, 2017 will be able to complete their training through CPKN; however, as of April 1, 2017, new course registrations will only be available via OPCVA.

All police service members can access the CIICC training on the OPCVA at www.opcva.ca. Further information on accessing this training will be sent to training branches for distribution.

If you have difficulties accessing the system or have members who do not have OPC student numbers, please email the Distance Learning Unit at opcdl@ontario.ca. Should you have any questions regarding the transition, please contact Chief Instructor Glen Hawkins at glen.hawkins@ontario.ca.

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.
12th Floor
Toronto ON M7A 2H3Tel.: 416 314-3377
Fax: 416 314-4037**Ministère de la Sécurité communautaire
et des Services correctionnels**

Division de la sécurité publique

25, rue Grosvenor
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Toronto ON M7A 2H3Tél.: 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: **Update on the National Inquiry into Missing and
Murdered Indigenous Women and Girls**

DATE OF ISSUE:	March 20, 2017
CLASSIFICATION:	General Information
RETENTION:	April 10, 2017
INDEX NO.:	17-0020
PRIORITY:	High

At the request of the Ministry of the Attorney General, I am sharing the information below regarding the National Inquiry into Missing and Murdered and Indigenous Women and Girls (“the Inquiry”) currently underway, and its Standing Application process.

The Inquiry’s mandate is to inquire into and report on:

- the systemic causes of all forms of violence – including sexual violence – against Indigenous women and girls in Canada; and,
- institutional policies and practices implemented in response to violence experienced by Indigenous women and girls in Canada, including the identification and examination of practices that have been effective in reducing violence and increasing safety.

In addition, the Inquiry will make recommendations on:

- concrete and effective action that can be taken to remove systemic causes of violence and to increase the safety of Indigenous women and girls; and,
- ways to honour and commemorate the missing and murdered Indigenous women and girls in Canada.

The Inquiry has powers under both federal and provincial public inquiries legislation to hold hearings, examine witnesses, and require the production of documents relevant to its mandate. The final report of the Inquiry is to be issued on November 1, 2018. The federal Terms of Reference and Ontario Order-in-Council for the Inquiry can be found at:

- <http://www.mmiwg-ffada.ca/files/terms-of-reference.pdf>
- <https://news.ontario.ca/mag/en/2016/09/order-in-council-3.html>

The Inquiry has recently announced that its hearings will take place in three parts:

- **Part I** of the Inquiry will hear from Indigenous families who have lost loved ones to violent, wrongful or suspicious death and/or disappearance, Indigenous women and girls who have experienced violence (including sexual violence), and members of communities who have lost loved ones. This part of the Inquiry will commence in May 2017 and continue for the balance of this year.
- **Part II** will hear from individuals and representatives from institutions and organizations, Indigenous and non-Indigenous, including governments and agencies such as police and child welfare authorities. This part of the Inquiry is expected to commence in Spring 2018.
- **Part III** of the Inquiry will hear from experts from various disciplines. This part of the Inquiry will be held concurrently with Parts I and II.

Consistent with its broad systemic mandate, the Inquiry will examine, among other things: police practices and relationships with Indigenous Peoples and communities; the criminal justice system; death investigation processes; education and education systems; health and health services; and, the media. While the Inquiry is barred from making legal findings of criminal or civil liability, there is the potential that organizations and individuals, both past and present, may be the subject of the Inquiry's examination and fact findings.

The Inquiry has recently released its process for individuals and organizations to apply for standing as a party at the Inquiry. Standing may entitle a person or organization to actively participate in the Inquiry process, including being granted access to Inquiry documents, examining witnesses and making submissions before the Commissioners. We expect that the Inquiry will actively encourage similarly interested parties to apply for standing in coalition, and it has the power to unilaterally combine or group applicants for standing into one party. There is also a process for applying for funding for parties with standing, where the applicant lacks the financial resources to participate without such funding.

The Inquiry has imposed a deadline of April 10, 2017 for applications for both standing and funding. The Inquiry's rules and forms for submitting an application can be found at: <http://www.mmiwg-ffada.ca/en/legal-notice-and-documents/> and have also been appended to this memo for your convenience. We would suggest that you discuss this matter with your legal counsel at your earliest convenience.

The Ontario government has created an Missing and Murdered Indigenous Women and Girls Inquiry Team in response to the calling of the National Inquiry. For general inquiries, you are welcome to contact counsel with the Inquiry Team if you have questions:

Julian Roy, BA, LL.B
Counsel, Indigenous Justice Division
Ministry of the Attorney General
720 Bay St. 4th Floor
Toronto, ON, M7A 2S9
Office: 416-325-2726
Mobile: 416-620-9860
Julian.Roy@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

National Inquiry into
Missing and Murdered
Indigenous Women and Girls



Enquête nationale
sur les femmes et les filles
autochtones disparues et assassinées

Notice of Applications for Standing at the

National Inquiry into Missing and Murdered Indigenous Women and Girls

Issued March 13, 2017

By virtue of Terms of Reference issued by Canada and Orders in Council issued by each common law Province and Territory, and an Administrative Decree by the Province of Quebec, Marion Buller, Michele Audette, Brian Eyolfson, Marilyn Poitras, and Qajaq Robinson have been appointed as the Chief Commissioner and Commissioners, respectively, of the National Inquiry into Missing and Murdered Indigenous Women and Girls (the “National Inquiry”). The Terms of Reference, and companion Orders in Council and Administrative Decree, authorize the Commissioners, in their unfettered discretion, to grant standing to persons, organizations or other entities, if they meet the criteria and interests stated below:

1. The Commissioners of the National Inquiry will inquire into and report on those matters stated in the federal Terms of Reference, which are replicated in the counterpart Provincial and Territorial Orders in Council and Administrative Decree, as follows:
 - (a) systemic causes of all forms of violence — including sexual violence — against Indigenous women and girls in Canada, including underlying social, economic, cultural, institutional and historical causes contributing to the ongoing violence and particular vulnerabilities of Indigenous women and girls in Canada, and
 - (b) institutional policies and practices implemented in response to violence experienced by Indigenous women and girls in Canada, including the identification and examination of practices that have been effective in reducing violence and increasing safety; and
2. Furthermore, the Commissioners of the National Inquiry will make recommendations on the following:
 - (a) concrete and effective action that can be taken to remove systemic causes of violence and to increase the safety of Indigenous women and girls in Canada, and
 - (b) ways to honour and commemorate the missing and murdered Indigenous women and girls in Canada.

Hearings of the National Inquiry in Three Parts:

3. Fact gathering hearings will be held across Canada as determined by the Commissioners.
4. These hearings will be divided into three parts:
 - i. **Part I** will hear from Indigenous families who have lost loved ones to violent, wrongful or suspicious death and/or inexplicable disappearance, Indigenous women and girls who have suffered, and may still be suffering, violence, including sexual violence, and members from communities who have lost loved ones. These will be called the “**Family and Survivor Fact Gathering Hearings**”.
 - ii. **Part II** will hear from individuals, and representatives, from institutions and organizations, Indigenous and non-Indigenous, including governments, and government agencies such as police authorities, and other institutions such as child welfare agencies in what will be called the “**Institutional Fact Gathering Hearings**”.
 - iii. **Part III** of the National Inquiry will hear from experts from different disciplines and will be called the “**Expert hearings**”.
5. The Family and Survivor Fact Gathering Hearings will start first, followed by the Institutional Fact Gathering Hearings. The Expert Hearings will be held concurrent with Parts I and II (ie: throughout the fact gathering hearings).

Types of Standing:

6. The applicant(s) may apply for two types of broad standing:
 - (a) Regional standing which will allow the designated applicant to participate in those events which are classified as regional, such participation to be determined by the Commissioners. The regions are the respective Provinces and Territories, although the Commission recognizes that Indigenous traditional territories have boundaries that do not necessarily fit into any one province or territory but rather are fluid throughout the country. Applicants may apply for standing in one or more regions. For purposes of this Standing process, the regions are as follows :
 - i. Alberta;
 - ii. British Columbia;
 - iii. Manitoba;
 - iv. Newfoundland;
 - v. New Brunswick;
 - vi. Nova Scotia;
 - vii. Northwest Territories;
 - viii. Nunavut;
 - ix. Ontario;

- x. Prince Edward Island;
- xi. Quebec;
- xii. Saskatchewan;
- xiii. Yukon.

(b) National Standing which will allow the designated applicant to participate in those events which are classified as national in a manner to be determined by the Commissioners, including fact gathering hearings involving the federal government and federal institutions, and expert panels or individual expert witnesses that are national in scope.

Issue Specific Standing:

7. The applicant(s) may also apply for special standing limited to a specific issue(s) within the Regional or National Standing category which shall be identified in the written Application and are relevant to the mandate of the National Inquiry. Issues can include, but are not limited to, areas of :
 - Police practices and relationships with Indigenous peoples and communities;
 - child welfare; constitutional issues; criminal justice system; death investigation processes; education and education systems; health and health services; impact of colonization on violence against Indigenous women and girls; and the media.

Standing Criteria:

8. Commission counsel, who will assist the Commissioners throughout the National Inquiry and are to ensure the orderly conduct of the National Inquiry, have standing throughout the National Inquiry. Commission Counsel have the primary responsibility for representing the public interest at the Inquiry, including the responsibility to ensure that all interests that bear on the public interest are brought to the Commissioners' attention.
9. Witnesses that receive summons or are called by the Commission do not require standing and do not have to apply for standing, unless they wish to apply for special rights associated with standing, and meet the criteria as set out in this Notice (and repeated in the National Inquiry's *Legal Path: Rules of Practice and Respect*).
10. Persons or groups may be granted standing by the Commissioners, if the Commissioners are satisfied that they,
 - (a) Have an interest which is directly and substantially affected by the subject matter of Terms of Reference, and companion Orders in Council and Administrative Decree, of the National Inquiry; and

- (b) Represent distinct ascertainable interests and perspectives that are essential to the discharge of the Commissioners' mandate as expressed in the Terms of Reference, and the companion Orders in Council and Administrative Decree of the National Inquiry, and that the Commissioners consider ought to be separately represented before the National Inquiry,

in which event the party may participate in a manner to be determined by the Commissioners.

- (c) Applicants that have common interests are encouraged to organize themselves into single collective group and apply as one party for the purpose of seeking single party status. The Commissioners reserve the right to unilaterally combine or group applicants into one party for standing purposes.
- (d) All standing applications will be received in writing. Applications by interested individuals and organizations, including governments and government agencies, Indigenous and non-Indigenous organizations, for standing and funding in relation to the fact gathering hearings (Parts I, II and/or III) of the National Inquiry will be heard in writing.

11. The Commissioners will determine the extent to which a party granted standing might participate in Parts I, II and/or III of the National Inquiry.
12. The term "party" is used to convey the grant of standing and is not intended to convey notions of an adversarial proceeding.
13. Counsel representing witnesses called to testify before the Commission may participate during the hearing of such evidence as provided in the *Legal Path: Rules of Process and Respect* without applying for, or being granted, standing.

Scope of Participation:

14. The Commissioners will determine the scope and extent of rights which a party granted standing will have ranging from:
 - (a) the right to make closing written and/or oral submissions at the conclusion of the public hearings;
 - (b) the right to request that Commission counsel call particular evidence;
 - (c) the right to cross examine at Parts II and III hearings but not at Part I: Family and Survivor Fact Gathering Hearings;

- (d) advance access and access to:
 - i. documents;
 - ii. summaries of anticipated statements;
 - iii. access to written statements;
- (e) any other rights to be determined by the Commissioners in their unfettered discretion.

15. Applicants who are granted standing shall be deemed to attorn to the jurisdiction of the Commissioners and the National Inquiry's *Legal Path: Rules of Process and Respect*.

Standing Application:

16. Applications for standing and funding will be posted on the website of the National Inquiry at www.mmiwg-ffada.ca under "Legal Notices and Documents".

17. An Application form must be submitted and any additional written submissions accompanying the form shall not exceed five (5) typed double space pages on 8 ½ by 11" paper. The following information is required in the Application:

- (a) Whether standing is sought for Part I, Part II and/or Part III of the inquiry;
- (b) Whether the applicant seeks regional and/or national standing, and if regional standing, for which region or regions;
- (c) Whether the applicant seeks issue specific standing and, if so, for which issue or issues;
- (d) a statement of how the applicant satisfies the criteria for standing set out in the *Legal Path: Rules of Practice and Respect* (as reflected in this Notice).

Funding Application:

There is some capacity to provide funding to parties granted standing but it is limited and therefore criteria and application for funding are necessary.

18. Applications for funding must be made in writing and should provide the following information:

- (a) A statement of how the applicant satisfies the criteria for funding set out in in this Notice (and reflected in the National Inquiry's *Legal Path: Rules of Process and Respect*) that demonstrates why the applicant would not otherwise be able to participate without such funding. The application must include accurate and comprehensive financial information that can be in the form of, for example, Financial statements, Organization's Annual General Reports; operating budgets, the number of members and membership fee structure;

- (b) Applicant should also indicate whether they have contacted other groups or individuals to bring them into an amalgamated group and the results of those contacts;
- (c) A description of the purposes for which the funds are required, how the funds will be disbursed and how they will be accounted for;
- (d) A statement of the extent to which the applicant will contribute its own funds and personnel to participate in the National Inquiry;
- (e) The name, address, telephone number and position of the individual who will be responsible for administering the funds, and a description of the financial controls put in place to ensure that the funds are disbursed for the purposes of the National Inquiry.

More information Available:

More information on the legal process, including fact gathering hearings, are set out in the National Inquiry's *Legal Path: Rules of Process and Respect* which can be found at our website at www.mmiwg-ffada.ca under "Legal Notices and Documents" or a copy can be obtained by contacting the National Inquiry from its Head Offices at the addresses and or telephone numbers set out below.

Two Rounds of Application for Standing:

This Notice of Application for Standing will provide an opportunity for standing applications to be filed later in the process. This second round of Applications for Standing, however, will be for the purpose of making written and/or oral closing submissions, at the conclusion of the hearings, only. This further opportunity to apply for Standing for closing submissions will occur after Part I: Family and Survivor Fact Gathering Hearings have concluded, and the form and due date will be publicly posted.

First Round Submissions Due Date:

Applications for standing and/or funding must be submitted to the National Inquiry by delivering a copy either to our Head Office in Vancouver at the address set out below or by fax to the National Inquiry's Head Office at 1-604-775-5009 or by email at legal@mmiwg-ffada.ca to be received by no later than **5:00 PM PDT on April 10, 2017**.

If you have any questions you may contact us at 1-604-775-9702.

National Inquiry into Missing and Murdered Indigenous Women and Girls,
Head Office,
P.O. Box 500,
Station A,
Vancouver, British Columbia V6C 2N3

Susan Vella, Lead Commission Counsel

National Inquiry into
Missing and Murdered
Indigenous Women and Girls



Enquête nationale
sur les femmes et les filles
autochtones disparues et assassinées

Application for Standing at the

National Inquiry into Missing and Murdered Indigenous Women and Girls

Instructions for Individual or Single Organization/Entity

This is the application form to seek individual party standing at the National Inquiry into Missing and Murdered Indigenous Women and Girls. There is another form available for Applicants that have organized themselves into a single collective group or coalition to apply as one party or for the purpose of seeking single party status but have multiple individuals, groups or organizations represented under the single collective. If you are applying as a group, coalition or collective group please fill out the "Single Collective Group Form" available on-line at www.mmiwg-ffada.ca under "Legal Notices and Documents".

Please note that witnesses that are summoned or called to testify at the Inquiry do not require standing but may apply if they so wish to and if they meet the criteria set out in the National Inquiry's *Legal Path: Rules of Process and Respect* which will be available on-line and are replicated in the *Notice of Applications for Standing* at the National Inquiry into Missing and Murdered Indigenous Women and Girls at www.mmiwg-ffada.ca. All applicants must demonstrate that they:

- (a) Have an interest which is directly and substantially affected by the subject matter of the National Inquiry as set out in the Terms of Reference, companion Orders in Council and Administrative Decree.
- (b) Represent distinct ascertainable interests and perspectives that are essential to the discharge of the Commissioners' mandate that the Commissioners consider ought to be separately represented before the National Inquiry, in which event the party may participate in a manner to be determined by the Commissioners.

In addition to filling out this form, any additional written submissions accompanying the form shall not exceed five (5) typed double space pages on 8 ½ by 11" paper. Applicants can expand their answers to question in the form in the additional written submissions and are specifically asked to make:

- (a) a statement of how the applicant satisfies the criteria for standing set out in the Notice of Applications for Standing.

It is recommended that you address how your interest is directly and substantially affected by the subject matter of Part I of the National Inquiry and how you represent distinct ascertainable interests and perspectives that are essential to the discharge of the Commissioners' mandate in Part I of Canada's Terms of Reference.

It is also recommended that you outline and address your interests and knowledge if you are seeking Issue Specific Standing. It is necessary for you to provide further description of what issues you are seeking standing and how you can address the issue(s).

Applications must be submitted to the National Inquiry by delivering a copy either to our Head Office in Vancouver at the address set out below or by fax to the National Inquiry's Head Office at 1-604-775-5009 or by email at legal@mmiwg-ffada.ca to be received by no later than **5:00 PM PDT on April 10, 2017**.

If you have any questions you may contact us at 1-604-775-9702.
National Inquiry into Missing and Murdered Indigenous Women and Girls,
Head Office, P.O. Box 500, Station A,
Vancouver, British Columbia V6C 2N3

Susan Vella, Lead Commission Counsel

Standing Application Form for Individual, or Single Organization/Entity

The Applicant(s)

Name(s)

Address:

Phone numbers:

Email:

What is the best way to contact you?

Phone

email

mail

The applicant is seeking Standing for:

Part I- Family and Survivor Fact Gathering Hearings

Part II- Institutional Fact Gathering Hearings

Part III- Expert hearings

The applicant is seeking:

Regional Standing

National Standing

Issue Specific Standing

If Standing is regional, in which region(s) are you seeking Standing? Alberta

British Columbia

Manitoba

Newfoundland

New Brunswick

Nova Scotia

Northwest Territories

Nunavut

Ontario

Prince Edward Island

Quebec

Saskatchewan

Yukon

If you are seeking Standing in more than one region, but not National Standing Please explain why:

If Standing Application is for Issue Specific Standing, please explain which issue(s) are you seeking to address?

child welfare

constitutional issues death

criminal justice system

investigation processes

education and education systems

Health and health services

impact of colonization

media and social media

policing

Other Issue(s)

If Other issues, what issues:

Please briefly describe the issue(s) for which you are seeking standing.

In addition to this form, please provide a written statement that explains how you satisfy the criteria for standing, including:

- (a) Your interest which is directly and substantially affected by the subject matter of Part I of the National Inquiry in which event the party may participate in accordance the Terms of Reference, companion Orders in Council and Administrative Decree.

And

- (b) how you represent distinct ascertainable interests and perspectives that are essential to the discharge of the Commissioners' mandate in Part I, which the Commissioners consider ought to be separately represented before the National Inquiry, in which event the party may participate in a manner to be determined by the Commissioners.

Please indicate whether or not you will also be submitting a Funding Application:

Yes

No

If you are submitting a funding application please be sure to submit both Application forms at the same time. You can find the Funding Application Form at www.mmiwg-ffada.ca

National Inquiry into
Missing and Murdered
Indigenous Women and Girls



Enquête nationale
sur les femmes et les filles
autochtones disparues et assassinées

Application for Standing at the National Inquiry into Missing and Murdered Indigenous Women and Girls

Instructions for the Single Collective Group Application Form

This is the application form to seek single party status for collective groups at the National Inquiry into Missing and Murdered Indigenous Women and Girls. It is intended for Applicants that have organized themselves into a single collective group to apply as one party or for the purpose of seeking single party status. Single Collective Groups may have multiple individuals, groups or organizations represented under a single party. Another form is available to seek individual party standing. If you are not part of a collective group of applicants please fill out the "Standing Application Form for Individual or Single Organization/Entity Party" available on-line at www.mmiwg-ffada.ca under "Legal Notices and Documents"

Please note that criteria and applications rules are set out in the National Inquiry's *Legal Path: Rules of Process and Respect* which will be available on-line and are replicated in the Notice of Applications for Standing at www.mmiwg-ffada.ca under "Legal Notices and Documents". All applicants must demonstrate that they:

- (a) Have an interest which is directly and substantially affected by the subject matter of Part I of the National Inquiry in which event the party may participate in accordance the Terms of Reference, companion Orders in Council and Administrative Decree.
- (b) Represent distinct ascertainable interests and perspectives that are essential to the discharge of the Commissioners' mandate in Part I, which the Commissioners consider ought to be separately represented before the National Inquiry, in which event the party may participate in a manner to be determined by the Commissioners.

In addition to filling out this form, any additional written submissions accompanying the form shall not exceed five (5) typed double space pages on 8 ½ by 11" paper. Applicants can expand their answers to question in the form in the additional written submissions and are specifically asked to make:

- (a) a statement of how the applicant satisfies the criteria for standing set out in the *Legal Path Rules of Practice and Respect*.

It is recommended that you address how your interest is directly and substantially affected by the subject matter of Part I of the National Inquiry and how you represent distinct ascertainable interests and perspectives that are essential to the discharge of the Commissioners' mandate in Part I.

It is also recommended that you outline and address your interests and knowledge if you are seeking Issue Specific Standing. A further description of what issues you are seeking standing is necessary.

Applications can be submitted must be submitted to the National Inquiry by delivering a copy either to our Head Office in Vancouver at the address set out below or by fax to the National Inquiry's Head Office at 1-604-775-5009 or by email at legal@mmiwg-ffada.ca to be received by no later than

5:00 PM PDT on April 10, 2017.

National Inquiry into Missing and Murdered Indigenous Women and Girls,
Head Office,
P.O. Box 500, Station A,
Vancouver, British Columbia V6C 2N3
Susan Vella, Lead Commission Counsel

Standing Application Form for Single Collective Group

Collective's Name

Lead Organization/Group

Name and title of contact at Organization

Address:

Phone number(s):

Email and Website:

What is the best way to contact you? Phone email mail

This form allows for up to five partnering organizations/groups to be added on the form. If your collective or coalition has more than five additional members, please attach a list with this form that includes the Organization/Group's name, a contact name, phone number and email

Partnering Organizations/Groups

Name and title of contact at Organization

Address:

Phone number:

Email:

What is the best way to contact you? Phone email mail

Partnering Organizations/Groups

Name and title of contact at Organization

Address:

Phone number:

Email:

What is the best way to contact you? Phone email mail

Partnering Organizations/Groups

Name and title of contact at Organization

Address:

Phone number:

Email:

What is the best way to contact you? Phone email mail

Partnering Organizations/Groups

Name and title of contact at Organization

Address:

Phone number:

Email:

What is the best way to contact you? Phone email mail

Partnering Organizations/Groups

Name and title of contact at Organization

Address:

Phone number:

Email:

What is the best way to contact you? Phone email mail

The applicants are seeking Standing for:

Part I- Family and Survivor Fact Gathering Hearings

Part II- Institutional Fact Gathering Hearings

Part III- Expert hearings

The applicants are seeking:

Regional Standing

National Standing

Issue Specific Standing

If Standing is regional, in which region(s) are you seeking Standing?

Alberta

British Columbia

Manitoba

Newfoundland

New Brunswick

Nova Scotia

Northwest Territories

Nunavut

Ontario

Prince Edward Island

Quebec

Saskatchewan

Yukon

If you are seeking Standing in more than one region, but not National Standing Please explain why:

If Standing Application is for Issue Specific Standing, please explain which issue(s) are you seeking to address?

child welfare

constitutional issues

criminal justice system

death investigation processes

education and education systems

health and health services

impact of colonization

media and social media

policing

Other _____

Please briefly describe the issue(s) for which you are seeking standing. If you require more room please include in additional submissions.

In addition to this form, please provide a written statement that explains how you satisfy the criteria for standing, including:

- (a) Your interest which is directly and substantially affected by the subject matter of Part I of the National Inquiry in which event the party may participate in accordance the Terms of Reference, companion Orders in Council and Administrative Decree.

And

- (b) how you represent distinct ascertainable interests and perspectives that are essential to the discharge of the Commissioners' mandate in Part I, which the Commissioners consider ought to be separately represented before the National Inquiry, in which event the party may participate in a manner to be determined by the Commissioners.

Please indicate whether or not you will also be submitting a Funding Application:

Yes

No

If you are submitting a funding application please be sure to submit both Application forms at the same time. You can find the Funding Application Form at www.mmiwg-ffada.ca

Please have each partnering organization/group have an authorized individual from their organization or group acknowledge and confirm, by signing below that the group or organization that they represent is making this application, collectively with each and every other group or organization that is listed in this application. It is up to the collective to determine who will be their lead or organizing partner and how they will exercise any scope of participation that may be granted to them as a Single Party.

Lead Organization/Group

Individual with signing authority

Signature

Partnering Organizations/Groups

Individual with signing authority

Signature

[illegible]



Application for Funding for Parties with Standing

Instructions

Please note that criteria and the application rules are set out in the National Inquiry's *Legal Path: Rules of Process and Respect* which will be available on-line and are replicated in the Notice of Applications for Standing at the National Inquiry into Missing and Murdered Indigenous Women and Girls, and below.

Please note that only parties that are granted standing will be eligible for funding from the National Inquiry. Applications for Standing and Applications for Funding shall be submitted together.

Applications for funding must be made in writing in an *Affidavit* by the Applicant and should provide the following information:

- (a) A statement of how the applicant satisfies the criteria for funding set out in the National Inquiry's *Legal Path: Rules of Process and Respect* that demonstrates why an applicant would not otherwise be able to participate without such funding. The application shall include financial information that can be:
 - i. Financial statements, Organizations Annual General Reports; operating budgets, the number of members and membership fee structure.
 - ii. Applicant should also indicate whether they have contacted other groups or individuals to bring them into an amalgamated group and the results of those contacts;
- (b) A description of the purposes for which the funds are required, how the funds will be disbursed and how they will be accounted for;
- (c) A statement of the extent to which the applicant will contribute its own funds and personnel to participate in the National Inquiry;
- (d) The name, address, telephone number and position of the individual who will be responsible for administering the funds and a description of the financial controls put in place to ensure that the funds are disbursed for the purposes of the National Inquiry.

Please fill out the below Funding Application Form and submit it along with your Affidavit to the National Inquiry by delivering a copy either to our offices in Vancouver at the address set out below or by fax to 1-604-775-5009, or by email at legal@mniwg-ffada.ca by no later than

5:00 PM PDT on April 10, 2017

National Inquiry into Missing and Murdered Indigenous Women and Girls
 P.O. Box 500,
 Station "A",
 Vancouver, British Columbia
 V6C 2N3
 1-604-775-9702

Susan Vella, Lead Commission Counsel

Funding Application Form

Individual's Name or Collective's Name:

Address:

Phone number(s):

Email(s):

What is the best way to contact you? Phone email mail

Please indicate whether or not you submitted your Application for Standing as Individual or Single Collective Group:

Individual or Single Organization/Group Single Collective Group

What Part (s) did you seek standing for? Part I Part II Part III

Please check which type(s) of standing that you applied for:

Regional Standing National Standing Issue Specific Standing

Please provide a list of the documents with financial information that you are relying on to demonstrate that you satisfy the criteria and that that demonstrates why you or the single collective group you represent would not otherwise be able to participate without such funding (these will be the same documents used as exhibits in your *Affidavit*):

Is the name, address, telephone number and position of the individual who will be responsible for administering the funds the same as the contact name in this application?

Yes No

If it is not the same individual, please provide the contact information here:

FUNDING APPLICATION AFFIDAVIT TEMPLATE

The National Inquiry into Missing and Murdered Women and Girls (the “National Inquiry”) will accept any sworn or affirmed Affidavit from any applicant that is also applying for standing at the National Inquiry. That means that applicants for funding can draft their own Affidavit that addresses the criteria as stated in section 18 of the *Notice of Application for Standing*.

The Affidavit template is provided to assist applicants that are not familiar with writing legal documents and to ease the application process. It is designed to allow an applicant to use the template so that they can fill out information to explain how they meet the criteria. As it is only a template it requires applicants to complete the document by providing further information and to have the document sworn or affirmed before a Commissioner of Oaths or a Notary Public.

INSTRUCTIONS TO USE THE AFFIDAVIT TEMPLATE:

- (1) Only one person, for themselves, or on behalf of a single collective group is required to make an Affidavit. Therefore an individual, also known as the **affiant** should be the person to finalize and have the Affidavit sworn or affirmed.
- (2) Submitted Affidavits and exhibits to an affidavit must be signed by a Commissioner of Oaths or a Notary Public that witnessed the affiant’s oath and signature.
- (3) Any documents that are listed as exhibits must be attached to the Affidavit and be signed by a Commissioner of Oaths or a Notary Public, marked as an exhibit.
- (4) The below template should be completed by filling in information as specified in square brackets “[]” and *italicized* for each paragraph. For example where it says [*name of affiant*], the affiant would replace this with their own name. Where it asks to [*explain...*] or [*provide description...*], the affiant would replace this, by explaining or describing their response in his or her own words.
- (5) Where there is an option between two words, such as “SWEAR/AFFIRM” or “I/we”, the affiant should pick only the word that applies.
- (6) The template is in WORD format so that any applicant can modify or take the space they require to provide information to demonstrate they meet the funding criteria. It is recommended that the template is downloaded and saved and then can be completed by the individual or single collective group in accordance with their application.

The funding Application and Affidavit must be submitted together with the Application for Standing to the National Inquiry by delivering a copy either to our Head Office in Vancouver at the address set out below or by fax to the National Inquiry’s Head Office at 1-604-775-5009 or by email at legal@mmiwg-ffada.ca to be received by no later than **5:00 PM PDT on April 10, 2017**.

National Inquiry into Missing and Murdered Indigenous Women and Girls,
Head Office,
P.O. Box 500,
Station A,
Vancouver, British Columbia V6C 2N3

Susan Vella, Lead Commission Counsel

**IN THE MATTER OF APPLICATION FOR FUNDING FOR A PARTY WITH STANDING
IN THE NATIONAL INQUIRY INTO MISSING AND MURDERED WOMEN AND GIRLS**

A F F I D A V I T

I, [name of affiant], of [First Nation, town or city of residence of the affiant], in the Province/Territory of [Province or Territory of residence of the affiant], **SWEAR/AFFIRM** the following:

1. **THAT** I am [or if on behalf of a Single Collective Group, add the name of the group,] making an application for Standing in the National Inquiry into Missing and Murdered Indigenous Women and Girls (“the National Inquiry”) for part(s) [list which parts you have applied for]; [If it is a Single Collective Group applying the affiant should explain (i) his or her role in the group; (ii) that the affiant is authorized to speak on behalf of the group; and, (iii) who or what organizations/entities are also part of the group. This may take more than one paragraph]
2. **THAT** I [or add the name of the collective group]
 - a. Have an interest which is directly and substantially affected by the subject matter of Terms of Reference, and companion Orders in Council and Administrative Decree, of the National Inquiry; and
 - b. Represent distinct ascertainable interests and perspectives that are essential to the discharge of the Commissioners’ mandate as expressed in the Terms of Reference, and the companion Orders in Council and Administrative Decree of the National Inquiry, and that the Commissioners consider ought to be separately represented before the National Inquiry;
3. **THAT** I [or add the name of collective group] meet the criteria for funding set out in the Notice of Applications for Standing and in the National Inquiry’s *Legal Path: Rules of Process and Respect*.
4. **THAT** I [or add the name of collective group] would not otherwise be able to participate without such funding because [add description of why]
5. **THAT** my [or add the name of collective group] financial situation and need for funding to participate in the National Inquiry is demonstrated by the attached Exhibits including: [list exhibits eg: Exhibit “A” Audited Financial Statements, Exhibit “B” 2016/2017 Operating Budget, etc...];
6. **THAT** I have [or I have not] contacted other groups or individuals so that we can seek standing as a collective group with single party standing. [If you have contacted other groups or individuals list who and the results of those contacts];
7. **THAT** the funds will be used [provide description of the purposes for which the funds are required];
8. **THAT** the funds will be disbursed by [explain how];
9. **THAT** I [or add the name of collective group] will account for the funds by [explain how];

10. **THAT** I or *[add the name of collective group]* will contribute my/our own funds by *[explain what you are contributing financially]* and/or personnel *[add description of what staff/personnel or non-financial resources will be used]* to participate in the National Inquiry;
11. **THAT** *[add name, address, telephone number and position of the individual]* will be responsible for administering the funds;
12. **THAT** *[name of person responsible]* will *[explain a description of the financial controls]* will be put into place to ensure that the funds are disbursed for the purposes of the National Inquiry.

I make this affidavit for the purpose of making an application for funding, should I/we be granted standing at the National Inquiry and for no other improper purpose or reason.

SWORN/AFFIRMED BEFORE ME at the)	
_____ , in the Province /Territory of)	
_____ , this _____ day of _____ 2017.)	
)	
)	
.....)
Commissioner of Oaths, or a Notary Public)	Affiant: _____

**Ministry of Community Safety
and Correctional Services**

Public Safety Division

25 Grosvenor St.
12th Floor
Toronto ON M7A 2H3Tel.: 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^e étage
Toronto ON M7A 2H3Tél.: 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: **Production of Records for the National Inquiry into
Missing and Murdered Indigenous Women and Girls**

DATE OF ISSUE:	April 11, 2017
CLASSIFICATION:	For Action
RETENTION:	April 18, 2017
INDEX NO.:	17-0027
PRIORITY:	High

I am writing to you further to my All Chiefs Memorandum dated March 20, 2017. As you are aware, on August 2, 2016, the federal government established a National Inquiry into Missing and Murdered Indigenous Women and Girls (the "Inquiry"). The Inquiry has been authorized under both federal and provincial law to inquire fully into the systemic causes and institutional responses to violence against Indigenous women and girls. It is empowered to compel the production of documents and the appearance of witnesses on matters relating to its mandate. The Inquiry has commenced its work and is expected to issue its final report on November 1, 2018. The federal Terms of Reference and Ontario Order-in-Council can be found at:

<http://www.mmiwg-ffada.ca/files/terms-of-reference.pdf>
<https://news.ontario.ca/mag/en/2016/09/order-in-council-3.html>

The Ministry of the Attorney General (MAG) has established an Inquiry Team that is responsible for obtaining, reviewing and vetting Ontario government documents that may be the subject of production to the National Inquiry. The Ontario Inquiry Team will also be responsible for presenting Ontario's government-wide response to violence against Indigenous Women and Girls at the National Inquiry.

As you may also be aware, applications for standing at the Inquiry are now due on April 18, 2017. Per my previous memo, you may wish to discuss the Inquiry and any associated implications for your police service with your legal counsel.

Ontario, along with other provinces, has participated in some discussions with Commission counsel and we would like to make you aware of what may be expected in terms of the production of police records.

The Inquiry is mandated to, among other things:

- “Inquire into and report on... systemic causes of all forms of violence – including sexual violence - against Indigenous Women and Girls...”;
- Inquire into “...institutional policies and practices implemented in response to violence experienced by Indigenous Women and Girls...”; and,
- Make recommendations on “concrete and effective action that can be taken to remove systemic causes of violence and increase the safety of Indigenous Women and Girls in Canada”.

Given the breadth of the Inquiry’s mandate, records held by your police service could potentially be relevant and subject to production to the Inquiry. From our correspondence with Commission staff, we understand that the Inquiry is interested in the following categories of records:

- (a) “Police files relating to Indigenous women and girls who were reported to be missing [and remain missing] and/or were found deceased as a result of violence, including suspicious circumstances surrounding the death...” for the period 1980 to 2017. The Inquiry has indicated that it is interested in “closed”, “cold” and “open” files;
- (b) Police records relating to domestic violence and sexual assault for the period 2011 to 2017; and
- (c) “Unfounded” sexual assault reports (including formal complaints) and any associated police records relating to those reports where made by Indigenous women and girls from 2007 and 2017. Commission staff has advised that the Inquiry has a particular interest in those reports already provided to the *Globe and Mail* in its recent investigative reporting on this issue.

We encourage you to take the necessary measures to ensure that records that are potentially relevant to the Inquiry are preserved, at least for the duration of the Commission’s mandate.

We anticipate that the Inquiry will contact you directly with respect to which of the records it will require, as well as the process for the production of such records. You may wish to discuss the contents of this Memorandum with your legal counsel.

For general inquiries, you are welcome to contact counsel with the Inquiry Team if you have questions:

Julian Roy, BA, LL.B
Counsel, Indigenous Justice Division
Ministry of the Attorney General
720 Bay St. 4th Floor
Toronto, ON, M7A 2S9
Office: 416-325-2726
Mobile: 416-620-9860
Julian.Roy@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

**Ministry of Community Safety
and Correctional Services**

Public Safety Division

25 Grosvenor St.
12th Floor
Toronto ON M7A 2H3Tel.: 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^e étage
Toronto ON M7A 2H3Tél.: 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: Inquiry Services System Oversight Framework

DATE OF ISSUE:	March 23, 2016
CLASSIFICATION:	General Information
RETENTION:	Indefinite
INDEX NO.:	17-0022
PRIORITY:	Normal

At the request of the Ministry of Transportation, I am sharing the new requirements for police services accessing the Inquiry Services System (ISS) effective May 1, 2017.

Please see the attached memo from Heidi Francis, Assistant Deputy Minister for the Road User Safety Division, for further details.

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

**Ministry of
Transportation**

Road User Safety Division
87 Sir William Hearst Avenue
Room 191
Toronto, ON M3M 0B4
Tel: 416-235-4453
Fax: 416-235-4153

**Ministère des
Transports**

Division de Sécurité Routière
87, avenue Sir William Hearst
bureau 191
Toronto, ON M3M 0B4
télé: 416-235-4453
télécopieur: 416-235-4153



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

FROM: Heidi Francis
Assistant Deputy Minister
Road User Safety Division
Ministry of Transportation

SUBJECT: Inquiry Services System (ISS) Oversight Framework

The purpose of this memorandum is to advise the policing community about the new requirements for police services accessing the Ministry of Transportation's (MTO) Inquiry Services System (ISS).

Effective May 1, 2017, MTO will begin roll-out of an audit/oversight framework for police services accessing the ISS. The framework was developed jointly with the Ontario Association of Chiefs of Police (OACP) in response to a commitment made to the Information and Privacy Commissioner (IPC) of Ontario, to implement an audit/oversight framework prior to MTO's allocation of additional photo accounts to police services in Ontario. Authorized ISS police services will be required to: 1) conduct a transactional audit (on an annual basis) and; 2) conduct a review of user activity (twice annually).

Police services have had access to MTO's ISS since 2004. Photo accounts were rolled-out incrementally to police services since 2010 as part of a photo pilot. Once the audit/oversight framework is in place, MTO will proceed with "full" roll-out of photo accounts to police services that have completed the required audits/user activity reviews.


Every police service in Ontario that has an ISS agreement with MTO is required to assign a "Compliance Administrator" for the purposes of conducting the audit/user review. The Compliance Administrator is a separate role from the Local Administrator named in the ISS Memorandum of Agreement. Please provide the name of the Compliance Administrator by April 14, 2017, to Kelly Lackner, ISS Team Lead, at 416-235-4146 or Kelly.Lackner@Ontario.ca of the MTO's Information Management and Services Oversight Office.

- 2 -

Please bring this memorandum to the attention of the appropriate members of your service to assist MTO in communicating this new requirement.

Attached are a set of questions and answers (Q & As) related to the ISS audit/oversight framework that will be useful for the designated Compliance Administrator who will conduct the transactional audits and user reviews.

Thank you for your assistance.


for,

Heidi Francis
Assistant Deputy Minister
Road User Safety Division

Attachment

ISS Oversight Framework Questions and Answers

Audit/Oversight Framework

1) What is ISS?

ISS is a web-based intranet application that was developed in 2003, primarily for MTO's enforcement officers, but was expanded in 2004 to Ontario Police Services and Ontario Government clients. Police can access real-time driver, vehicle and carrier information, including digitized photos, either at a desktop or on a mobile workstation to assist in making business and enforcement decisions.

The Suspension and Impoundment Management System (SIMS) is an enforcement reporting tool available through the ISS and is designed to capture all information required to report and issue administrative driver licence suspensions and Criminal Code of Canada (CCC) convictions for vehicle impoundments under the *Highway Traffic Act* (HTA).

In addition, police services can order electronically certified documents for provincial offenses prosecutions online through ISS.

2) What is the audit/oversight framework?

To access ISS, MTO clients must complete an application and enter into a Memorandum of Agreement (MOA) with MTO after demonstrating that their organization is legally entitled to collect the information in accordance with specific legislative and regulatory provisions as well as the *Freedom of Information and Protection of Privacy Act*.

As part of the ISS MOA, each client nominates a local administrator who serves as the point of contact between MTO and the clients' users and who also has responsibility for adding, disabling, and/or closing user accounts and resetting user passwords.

In order to validate appropriate use of MTO data and to respond to the IPC of Ontario, MTO jointly with the OACP developed an oversight framework for all police users of ISS including the three main components below:

- 2 -

- A) Declaration of Compliance (**EXISTING Requirement**) – All police services submit an annual declaration of compliance to MTO, IMSOO. The signatory to the ISS agreement attests to compliance on an annual basis.
- B) Transactional Audit (**NEW Requirement**) – involves MTO random sampling of ISS transaction logs (including photo lookups) followed by a secure file transfer of these logs to the respective ISS Compliance Administrator for validation and report back to MTO.
- C) User Exception Testing Review (**NEW Requirement**) - involves MTO random sampling of police ISS Users, (an extraction of their ISS lookups conducted over a pre-established timeframe) followed by a secure file transfer of detailed ISS User Audit Logs to the designated Compliance Administrator for validation and report back to MTO twice annually.

3) Who is required to conduct 1) the transactional audit and 2) the user exception testing review?

Currently, all police services have a designated Local Administrator identified in the MOA between MTO and the respective police service.

The respective police service (Chief or Deputy of Police) is required to assign a Compliance Administrator (which is a different role from Local Administrator) who will be responsible for conducting 1) a transactional audit and 2) a user exception testing review and reporting the results to MTO. If the respective police service has an audit department/Professional Standards Division, MTO recommends a Compliance Administrator be assigned from that area.

4) How will it work?

1) Transactional Audit:

Commencing in the spring of 2017, MTO will pick a random sample of policing transactions amongst all the police services in Ontario. If your respective agency has transactions that are randomly picked, the designated Compliance Administrator will be required to review those transactions (including photo lookups) and validate whether it was for law enforcement purposes. The audit results must be reported back to MTO on the required template. The overall results will be reflective of all police services in Ontario.

- 3 -

2) User Exception Testing Review:

In addition to the transactional audit, MTO will select a specific number of users within each police service in Ontario, along with three months of transactions for each user to be reviewed by the Compliance Administrator twice annually.

5) Will there be any guidelines to follow when conducting 1) the transactional audits and 2) user exception testing review?

Yes, MTO has created a document that outlines the steps to follow when conducting 1) a transactional audit and 2) user exception testing reviews. This document and associated report back templates will be provided to the designated Compliance Administrators.

6) Are all police services required to conduct the 1) transactional audit and 2) user exception testing review?

1) Only those police services whose transactions were randomly selected will be required to conduct the transactional audit. Those respective police services will be notified by MTO.

2) All police services will be required to conduct the user exception testing review twice annually.

7) When will police services be granted additional photo accounts?

Any police service that completes a transactional audit (if transactions were selected for particular police services) and a user exception testing review will be allocated additional photo accounts.

**Ministry of Community Safety
and Correctional Services**

Public Safety Division

25 Grosvenor St.
12th Floor
Toronto ON M7A 2H3Tel.: 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^e étage
Toronto ON M7A 2H3Tél.: 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: Updates to the Driver's Licence Card Features

DATE OF ISSUE:	March 14, 2016
CLASSIFICATION:	General Information
RETENTION:	Indefinite
INDEX NO.:	17-0018
PRIORITY:	Normal

At the request of the Ministry of Transportation (MTO), I am sharing the attached memo regarding changes to the Ontario Driver's Licence Card features for 2016 and 2017.

Please see the attached memo from Heidi Francis, Assistant Deputy Minister of the Road User Safety Division, for further details.

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

**Ministry of
Transportation****Road User Safety Division**

87 Sir William Hearst Avenue
Room 191
Toronto, ON M3M 0B4
Tel: 416-235-4453
Fax: 416-235-4153

**Ministère des
Transports****Division de Sécurité Routière**

87, avenue Sir William Hearst
bureau 191
Toronto, ON M3M 0B4
télé: 416-235-4453
télécopieur: 416-235-4153



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

FROM: Heidi Francis
Assistant Deputy Minister
Road User Safety Division
Ministry of Transportation

SUBJECT: **Updates to the Driver's Licence Card Features for
Police Services Information/Action**

The purpose of this memorandum is to notify the policing community across the province of changes to the Ontario Driver's Licence card features in 2016 and upcoming changes commencing Fall 2017.

Expired DL Logo

As of February 2016, all Ontario driver's licences bearing the old Ontario logo have expired and are no longer in circulation (see Sample 1a). All valid licences must bear the stylized Ontario Logo (see Sample 1b).

Format Change to Date of Birth

As of July 2016, the series of Ontario driver's licences displaying "DATE OF BIRTH/DATE DE NAIS" expired (see Sample 2a). All valid licences must bear the "DOB/DDN" format (see Sample 2b).

Expired Magnetic Strip

As of October 2017, the series of Ontario driver's licences cards bearing a magnetic strip on the back of the driver's licence card will expire (see Sample 3a). All valid licences in circulation after October 2017 will bear a 1D and 2D bar codes only (see Samples 3b).

- 2 -

Any card(s) shown to be fraudulent or cards held in evidence after the appeal window is closed are to be returned to:

Attn: Service Management and Business Integrity Office
Ministry of Transportation
3rd floor
125 Sir William Hearst Avenue
Toronto, Ontario
M3M 10B

Please ensure the card(s) are placed in a secondary envelope clearly marked as "Counterfeit or Altered" on the envelope with the officer's contact information.

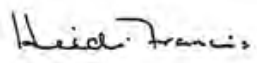
For all other card types (expired, suspended or cancelled), please continue to follow the existing process by sending the cards to:

Attn: Driver Improvement Office
Ministry of Transportation
77 Wellesley Street, Box 671
Toronto, Ontario
M7A 1N3

Contact

If members of the police community would like to discuss these recent changes, they may contact the Ministry of Transportation's Service Management and Business Integrity Office at (416) 235-4036 or email verificationMTO@ontario.ca.

Thank you for your assistance.



Heidi Francis
Assistant Deputy Minister
Road User Safety Division

Attachment

Attachment

Expired DL Logo

Sample 1a



Sample 1b

**Format Change to Date of Birth**

Sample 2a



Sample 2b

**Expired Magnetic Strip**

Sample 3a



Sample 3b



**Ministry of Community Safety
and Correctional Services**

Public Safety Division

25 Grosvenor St.
12th Floor
Toronto ON M7A 2H3Tel.: 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^e étage
Toronto ON M7A 2H3Tél.: 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: **Changes to Sex Designation on Driver's Licence Card**

DATE OF ISSUE:	March 14, 2016
CLASSIFICATION:	General Information
RETENTION:	Indefinite
INDEX NO.:	17-0019
PRIORITY:	Normal

At the request of the Ministry of Transportation (MTO), I am sharing the attached memo regarding recent changes to sex designation on the Ontario Driver's Licence Card.

Please see the attached memo from Heidi Francis, Assistant Deputy Minister of the Road User Safety Division, for further details.

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

**Ministry of
Transportation****Road User Safety Division**

87 Sir William Hearst Avenue
Room 191
Toronto, ON M3M 0B4
Tel: 416-235-4453
Fax: 416-235-4153

**Ministère des
Transports****Division de Sécurité Routière**

87, avenue Sir William Hearst
bureau 191
Toronto, ON M3M 0B4
télé: 416-235-4453
télécopieur: 416-235-4153



MEMORANDUM TO: Stephen Beckett
Assistant Deputy Minister
Ministry of Community Safety and Correctional Services

FROM: Heidi Francis
Assistant Deputy Minister
Road User Safety Division
Ministry of Transportation

SUBJECT: **Changes to Sex Designation on the Ontario Driver's
Licence (DL) Card**

In June 2016, the Ontario government announced changes to the driver's licence card to better reflect the changing understanding of gender identity and to be more thoughtful in how it uses the information.

Effective March 13th the Ontario driver's licence card can include X (non-gender specific identifier), M (male) and F (female) in the sex designation field. This is in line with the government's broader policy on the collection, retention, use and display of gender information on government products and forms.

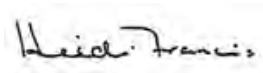
At this time, only the driver's licence card will display M, F or X in the sex designation field. Although a driver's licence card may display X, we will continue to record male or female in the driver's record. Work is underway to upgrade our licensing system however, until such time as new technology is in place, the system will continue to capture M or F on the driver's record.

An Ontario driver's licence card with M, F or X is equally valid and aligns with North American Standards. There are no other changes to the information on the driver's licence card (see attachment).

-2-

I would ask that you please bring this memorandum to the attention of the appropriate members of your service. If members of the law enforcement community would like to discuss further, they may contact Angela Litrenta, Manager of the Driver Programs Office of MTO's Program Development and Evaluation Branch at (416) 235-5130.

Sincerely,

A handwritten signature in dark ink, appearing to read "Heidi Francis". The signature is written in a cursive, flowing style.

Heidi Francis
Assistant Deputy Minister
Road User Safety Division

Attachment

Sample of Ontario Driver's Licence Card with X:

**Ministry of Community Safety
and Correctional Services**Public Safety Division
Public Safety Training Division25 Grosvenor St.
12th Floor
Toronto ON M7A 2H3Telephone: (416) 314-3377
Facsimile: (416) 314-4037**Ministère de la Sécurité communautaire
et des Services correctionnels**Division de la sécurité publique
Division de la formation en matière
de sécurité publique25 rue Grosvenor
12^e étage
Toronto ON M7A 2H3Téléphone: (416) 314-3377
Télécopieur: (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: **Ministry of Labour – Ontario Police Health and Safety
Committee – Guidance Note 15: Respiratory Protection
Program Policy and Program**

DATE OF ISSUE:	March 30, 2017
CLASSIFICATION:	General Information
RETENTION:	Indefinite
INDEX NO.:	17-0024
PRIORITY:	Normal

At the request of the Ministry of Labour and the Ontario Police Health and Safety Committee (OPHSC), I am sharing the attached memorandum regarding a new Guidance Note (#15) concerning the Respiratory Protection Program Policy and Program.

Please see the attached from the OPHSC and the Labour and Management Co-Chairs, Jim Glena and Bryan Larkin, for further details.

Sincerely,

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



Memorandum

March 2017

To: All Chiefs of Police and Commissioner J.V.N. (Vince) Hawkes

From: Ontario Police Health and Safety Committee
Labour and Management Co-Chairs

Re: New Guidance Note #15: Respiratory Protection Policy and Program

The Ontario Police Health and Safety Committee (OPHSC) is appointed by the Minister of Labour under Section 21 of the *Occupational Health and Safety Act (OHSA)* for the purpose of advising the Minister and making recommendations on occupational health and safety issues that affect police personnel across Ontario.

As you know, police personnel face unique occupational health and safety hazards that may not specifically be addressed in Ontario's *Police Services Act*, its regulations, or in supporting policing guidelines.

The OPHSC has developed a new Guidance Note #15: Respiratory Protection Policy and Program. This guidance note has been developed to provide information to police service employers, supervisors, workers, joint health and safety committees and health and safety representatives to raise awareness about respiratory hazards. It also provides some suggested practices for the development of a respiratory protection policy and program to protect the health and safety of workers if they are required to wear a respirator.

The OPHSC is seeking your support in ensuring this Guidance Note is distributed broadly within the policing community.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jim Glena".

Jim Glena
Labour Co-Chair
Police Association of Ontario

A handwritten signature in blue ink, appearing to read "Bryan Larkin".

Bryan Larkin
Management Co-Chair
Ontario Association of Chiefs of Police



Ontario Police Health and Safety Committee

Guidance Note # 15 Respiratory Protection Policy and Program

This guidance note has been developed to provide information to employers, supervisors, workers, joint health and safety committees and health and safety representatives to raise awareness about respiratory hazards and provide some suggested practices for the development of a respiratory protection policy and program to protect the health and safety of workers if they are required to wear a respirator.

Introduction

There are times when police service workers may be at risk of exposure to respiratory hazards such as dusts, mists, fumes, gas, vapor and smoke. It is important to try to eliminate or control exposure to respiratory hazards. When exposure to respiratory hazards cannot be avoided or effectively controlled, workers should use appropriate respiratory protection.

Under the *Occupational Health and Safety Act* (OHSA), police service employers and supervisors have a range of legal obligations including the duty to take every precaution reasonable in the circumstances for the protection of a worker. This includes protecting a worker from respiratory hazards.

Under Ontario Regulation 833, Control of Exposure to Biological or Chemical Agents, employers are required to take all measures reasonably necessary in the circumstances to protect workers from exposure to a hazardous biological or chemical agent because of the storage, handling, processing, or use of the agent in the workplace.

Under the OHSA, supervisors have a duty to ensure that a worker uses or wears the equipment, protective device or clothing that the worker's employer requires to be used or worn.

The following guidance may assist police service employers in complying with their duties under the *Occupational Health and Safety Act* (OHSA) to protect workers who may be at risk of exposure to respiratory hazards.

Risk Assessment

The first step in protecting police service workers from respiratory hazards should be to conduct a risk assessment particular to the task being performed. The purpose of a risk assessment is to determine the likelihood of a worker being exposed to a hazard and the potential consequence of that exposure. The outcome of a risk assessment is then used to make informed decisions, develop action plans and policies and procedures for appropriate control measures, personal protective equipment (PPE), information, instruction and supervision etc. It is important to determine if the respiratory hazard can be eliminated. Where it is not possible to eliminate the hazard, measures and procedures should be taken to decrease the likelihood of exposure and/or minimize the risks associated with exposure. Police service employers should clearly communicate expectations to workers.

The following are some questions that can be asked as part of this risk assessment:

- Who is conducting the risk assessment? For example an in-house specialist (i.e. respirator program administrator, competent supervisor, staff with knowledge and experience) or an external specialist such as an occupational health professional (physician, nurse) or occupational hygienist?
- How are the results of the risk assessment shared with workers (as appropriate)?
- In emergency situations are workers instructed and supported to step back and ask ‘what is the risk in this situation (i.e. infectious agents, unknown hazardous drugs, chemical spill) and how does that risk influence my response options?’
- Are workers aware of available resources (specialists, equipment, controls, etc.) to address situations involving respiratory hazards?
- Who should be performing this task? For example are the workers at the scene expected to await specialized units and/or other emergency services e.g. fire services with training and equipment to respond?
- Can the risk of exposure to a respiratory hazard be controlled through the application of engineering controls? Administrative controls? Controls at the source?
- If the use of a respirator is required, is the appropriate respirator (and filtration cartridges, if applicable) available to the worker for the task?
- Are respirators selected with consideration for extraordinary circumstances in the operations that could adversely affect the operation of a respirator (e.g. extreme heat or cold, oxygen deficient atmosphere)?
- Are workers who are required to wear respirators trained in the limitations, capabilities, use (putting the respirator on and off, seal checks) and care (cleaning, inspection, and storage) of the respirator(s) (including if applicable, filtration cartridges)?

It is important that police service workers engage in constant and ongoing risk assessments and follow safe procedures as conditions can change over time.

Respirator User Screening and Medical Assessment

Where a worker is required to wear a respirator it is important to assess the ability for a worker to wear it without difficulty. This should be assessed before a worker is fit-tested on a respirator. An initial assessment of user suitability should be conducted. This may be done by someone who is not a healthcare professional (i.e. qualified fit tester, respirator program administrator, health and safety professional). The CSA standard on Selection, Use and Care of Respirators has a sample respirator user screening form that can be used to determine if it is suitable for a worker to wear a respirator or to flag any health concerns requiring a medical assessment by a healthcare professional to determine whether medical restrictions exist that may preclude workers from using specific respirators. The information obtained on the user screening form should indicate if the worker is fit to wear the respirator, is fit to wear the respirator with restrictions or is not permitted to wear the respirator.

Fit Testing

To ensure a proper fit and protection of a worker the manufacturer's specifications for the use of tight fitting respirators should be followed including performing a fit test. Respirator fit tests are explained in the CSA Standard: Selection, Care and Use of Respirators. According to the CSA standard no person shall use or be assigned to use a tight-fitting respirator until a satisfactory fit has been verified by a qualitative or quantitative fit test. The purpose of a fit test is to verify the ability to obtain an effective seal to protect the worker. If facial hair interferes with where the respirator seals with the face or neck the worker would not be protected.

The CSA standards states that a fit test shall be conducted: after completion of user screening; after or during training; prior to initial use of a tight-fitting respirator; when changes to a user's physical condition (e.g., significant weight change or changes to facial or dental features) could affect the respirator fit; when there is a change in respirator (e.g., make, model, size); when a respirator user experiences continued significant discomfort during use or difficulty in completing a successful user seal check; when there is a change in PPE use that could affect the respirator; and at least every 2 years. Records of the results of fit-testing should be maintained for future reference.

Police service employers should develop policies for police service workers who may not be able to wear a tight fitting respirator (e.g. religious reasons, medical reasons, facial characteristics, under-cover operations, etc.). Refer to the CSA Standard: Selection, Use and Care of Respirators for more information.

Information, instruction and supervision.

Under the OHSA, all employers are required to provide information, instruction and supervision to a worker to protect the health and safety of the worker, which includes protecting a worker from respiratory hazards.

Supervisors are also required to advise a worker of the existence of any potential or actual danger to the health or safety of a worker of which the supervisor is aware. Employers and supervisors should take action to ensure that workers receive timely information and instruction to recognize, assess and control their risks of exposures to respiratory hazards.

All workers and supervisors should be provided with information, instruction and supervision related to the police service respiratory protection policy and program appropriate to their role.

All workers and supervisors should be provided with information, instruction and supervision related to methods of risk assessment and strategies for workers to utilize to maintain their own respiratory safety while performing their duties in emergency situations.

Information, instruction and supervision should include but not be limited to areas such as: inspecting the respirator; how to put on and take off the respirator correctly to maximize protection and avoid contamination; how to conduct a user seal check (if applicable) each time the respirator is put on; how to safely and properly dispose of single-use respirators after use; information on the limitations of the respirator (and the respirator filtration cartridges if applicable) and how to care for, store, and clean the respirator (if not single use).

Respirators – Inspection, Care and Maintenance

Police service employers have a duty under the OHSA to ensure that personal protective equipment (PPE) provided by the police service employer, including respirators, are maintained in good condition and used as prescribed.

Police services should establish and maintain a comprehensive inspection, and replacement system for respirators and filtration cartridges and maintain equipment records. Equipment inspection, care and maintenance policies should be implemented in accordance with manufacturers' recommendations.

Police services should follow the manufacturer's specifications for the inspection, care and maintenance of respirators and filtration cartridges to ensure they are in proper working condition.

Police service workers should participate in the inspection process and notify their employer or supervisor of any defects or concerns with the respirator. Respirators that are not properly maintained or are damaged must be taken out of service and replaced.

Advancing a culture of health and safety together

Through careful risk assessment, planning, training, and the appropriate use of respirators we can all work together to protect workers from exposure to respiratory hazards and advance a culture of health and safety.

Acknowledgements

The Ontario Police Health and Safety Committee is made up of professionals in police services from across the province with representatives from the Police Association of Ontario, Ontario Provincial Police, Ontario Provincial Police Association, Toronto Police Service, Toronto Police Association, Ontario Association of Chiefs of Police, Ontario Association of Police Services Boards, Ministry of Community Safety and Correctional Services, Ministry of Labour, Ontario Police College, Ontario Police Health and Safety Association, Ontario Senior Officers' Police Association and Public Services Health and Safety Association. The committee also receives input from experts in the police sector. The Ministry of Labour would like to thank the committee for their help in making this guidance note possible.

Glossary

Cartridge –removes specific air contaminants when air passes through it

Fit test – the use of a qualitative or quantitative method to evaluate the fit of a specific make, model, and size of respirator on an individual

Respirator – a device that is tested and certified by procedures established by testing and certification agencies recognized by the authority having jurisdiction and used to protect the user from inhaling a hazardous atmosphere

Tight-fitting respirator – a respirator that is designed to form a complete seal with the face or neck.

User seal check – an action conducted by the respirator user to determine if the respirator is properly sealed to the face

Additional Information

OPHSC Guidance Note #4: Worker Information, Instruction and Training

OPHSC Guidance Note #5: Personal Protective Equipment

OPHSC Guidance Note #7: Searching Hazardous Sites

References

Ontario Occupational Health and Safety Act

R.R.O. 1990, Regulation 833 - Control of Exposure to Biological or Chemical Agents

CAN/CSA-Z94.4-11 (R2016) - Selection, use, and care of respirators.

Health and Safety System Partners

<http://www.labour.gov.on.ca/english/hs/websites.php>

This document should be shared with the workplace Joint Health and Safety Committee or Health and Safety Representative, incorporated into the workplace occupational health and safety policy and program and posted on the police service's intranet.

The Public Services Health and Safety Association may be contacted for assistance in the development and implementation of an occupational health and safety program, training and specialized services: <http://www.pshsa.ca/>

For more information, contact the Ministry of Labour Health & Safety Contact Centre toll free at 1-877-202-0008.

For additional information on the requirements under the Occupational Health and Safety Act (OHSA), refer to http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_90o01_e.htm

This guidance note has been prepared to assist the workplace parties in understanding some of their obligations under the *Occupational Health and Safety Act* (OHSA) and the regulations. It is not intended to replace the OHSA or the regulations and reference should always be made to the official version of the legislation.

It is the responsibility of the workplace parties to ensure compliance with the legislation. This guidance note does not constitute legal advice. If you require assistance with respect to the interpretation of the legislation and its potential application in specific circumstances, please contact your legal counsel.

While this guidance note will also be available to Ministry of Labour inspectors, they will apply and enforce the OHSA and its regulations based on the facts as they may find them in the workplace. This guidance note does not affect their enforcement discretion in any way.

**Ministry of Community Safety
and Correctional Services**

Public Safety Division

25 Grosvenor St.
12th Floor
Toronto ON M7A 2H3Tel.: 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^e étage
Toronto ON M7A 2H3Tél.: 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: **Request for Feedback on Police Street Checks Public Awareness**

DATE OF ISSUE:	April 4, 2017
CLASSIFICATION:	For Action
RETENTION:	April 19, 2017
INDEX NO.:	17-0025
PRIORITY:	Normal

I am pleased to share with you the attached memo from Communications Branch Director Stuart McGetrick, dated March 31, 2017, requesting feedback on the ministry's public education campaign materials in relation to O. Reg. 58/16 Collection of Identifying Information in Certain Circumstances ("street checks").

All feedback must be submitted to MCSCS.Feedback@ontario.ca no later than April 19, 2017. Please see the attached memo for further details.

Thank you for your collaboration,

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

**Ministry of Community Safety
and Correctional Services**

Communications Branch

25 Grosvenor Street
10th Floor
Toronto ON M7A 1Y6
Tel: 416-314-7868
Fax: 416-326-0498

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

Direction des communications

25, rue Grosvenor
10^e étage
Toronto ON M7A 1Y6
Tél. : 416-314-7868
Téléc. : 416-326-0498



DC-2017-45

FROM: Stuart McGetrick
Director, Communications Branch

DATE: **MAR 31 2017**

SUBJECT: Request for Feedback on Police Street Checks Public Awareness

On January 19, 2017, I wrote to you and shared the public awareness materials developed by the ministry in support of the new street checks regulation. These materials included web content, social media shareables and a printable poster and fact sheet.

The products were designed to prevent confusion and help people understand what they can expect during police interactions under the new regulation. The products address when the regulation applies and when it does not, including that it does not apply to a driver who is the subject of a traffic stop.

I am now writing to ask for your feedback on these materials as well as to ask you for any overall insights you have about public awareness about the new regulation. Your feedback will help inform decisions about whether changes are needed to these products to ensure that they meet the objective of clearly communicating the changes in a way that members of the public can understand.

If you can also share any information about whether you used these products, and how, that would be greatly appreciated. I would be grateful for receiving any feedback you have by April 19, 2017.

I would like to thank you in advance for your assistance.

Sincerely,

Stuart McGetrick
Director, Communications Branch
Ministry of Community Safety and Correctional Services

**Ministry of Community Safety
and Correctional Services**Public Safety Division
Public Safety Training Division25 Grosvenor St.
12th Floor
Toronto ON M7A 2H3Telephone: (416) 314-3377
Facsimile: (416) 314-4037**Ministère de la Sécurité communautaire
et des Services correctionnels**Division de la sécurité publique
Division de la formation en matière
de sécurité publique25 rue Grosvenor
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Toronto ON M7A 2H3Téléphone: (416) 314-3377
Télécopieur: (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: **Transportation of Radioactive Materials in Ontario**

DATE OF ISSUE:	April 7, 2017
CLASSIFICATION:	General Information
RETENTION:	Indefinite
INDEX NO.:	17-0026
PRIORITY:	Normal

At the request of our Office of the Fire Marshal and Emergency Management and the Ministry of Transportation (MTO), I am sharing the attached memorandum regarding a training support package related to the transportation of radioactive materials in Ontario.

The training support package is located on the [Ontario Police College's Virtual Academy](#).

For further details, please see the attached memorandum from Ross Nichols, Fire Marshal and Chief of Emergency Management, and Shelley Tapp, Assistant Deputy Minister and Chief Administrative Officer at MTO.

Sincerely,

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

**Ministry of
Community Safety and
Correctional Services**

Office of the
Fire Marshal and
Emergency Management

25 Morton Shulman Avenue
Toronto ON M3M 0B1
Tel: 647-329-1100
Fax: 647-329-1143

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

Bureau du
commissaire des incendies et
de la gestion des situations d'urgence

25, avenue Morton Shulman
Toronto ON M3M 0B1
Tél: 647-329-1100
Téléc: 647-329-1143



Date: March 6, 2017

To: Emergency Management Officials

From: Ross Nichols
Fire Marshal and Chief, Emergency Management
Office of the Fire Marshal and Emergency Management
Ministry of Community Safety and Correctional Services

Shelley Tapp
Assistant Deputy Minister and Chief Administrative Officer
Corporate Services Division
Ministry of Transportation

Re: **Transportation of Radioactive Materials in Ontario**

We are pleased to announce the release of new awareness materials to support emergency preparedness and response activities related to transportation incidents involving radioactive materials.

As you are likely aware, a variety of radioactive materials are routinely transported on Ontario roads. In general these shipments pose a minimal risk to public health and safety due to strict packaging and safety standards (outlined in Transport Canada's *Transportation of Dangerous Goods Regulation* and by the Canadian Nuclear Safety Commission's *Packaging and Transport of Nuclear Substances Regulation*). Despite this low risk, both the Ministry of Transportation and the Office of the Fire Marshal and Emergency Management recognize the importance of ensuring that communities know how to prepare for - and respond appropriately to - these incidents.

The attached slide deck provides background information on types of radiation, the materials being transported in Ontario, and appropriate response actions. Also attached is a fact sheet on Highly Enriched Uranium/Highly Enriched Uranyl Nitrate (HEU/HEUNL). As indicated in recent media reports, HEUNL will be repatriated from Chalk River to the United States under the *Global Threat Reduction Initiative*. The first

shipments are expected to begin this Spring. It is our understanding that the routes will not be publicized by the federal government.

If you have any questions or require further information on these new products please contact Stephanie Maragna of the Ministry of Transportation at stephanie.maragna@ontario.ca or Jonathan Stone of the Ministry of Community Safety and Correctional Services at jonathan.stone@ontario.ca.

We appreciate your ongoing emergency management and transportation safety efforts.

Sincerely,



Ross Nichols
Fire Marshal and Chief, Emergency Management
Office of the Fire Marshal and Emergency Management
Ministry of Community Safety and Correctional Services



Shelley Tapp
Assistant Deputy Minister and Chief Administrative Officer
Corporate Services Division
Ministry of Transportation

**Ministry of Community Safety
and Correctional Services****Ministère de la Sécurité communautaire
et des Services correctionnels**

Public Safety Division

Division de la sécurité publique

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12th Floor
Toronto ON M7A 2H325 rue Grosvenor
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Toronto ON M7A 2H3Telephone: (416) 314-3377
Facsimile: (416) 314-4037Téléphone: (416) 314-3377
Télécopieur: (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

SUBJECT: **2017-2018 Proceeds of Crime
Front-Line Policing Grant Program**

DATE OF ISSUE:	March 20, 2017
CLASSIFICATION:	General Information
RETENTION:	April 21, 2017
INDEX NO.:	17-0021
PRIORITY:	Medium

I am pleased to advise you that the Ministry of Community Safety and Correctional Services is now accepting applications under the Proceeds of Crime (POC) Front-Line Policing (FLP) Grant for the 2017-18 fiscal year. Funding is available to municipal and First Nations police services, and the Ontario Provincial Police for projects that focus on “**Creating a Safer Ontario through Community Collaboration**”.

The safety and well-being of our communities cannot be achieved by one agency or sector alone. Community safety and well-being must be a shared responsibility among community members, traditional and political leaders, the police and other justice partners, community organizations, healthcare providers, social services, victim services, education, housing, cultural groups and private enterprise.

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 **\$100,000**. However, proposals submitted by a partnership of multiple police services for funds exceeding this amount will be considered.

This year, the ministry is using a new process where all participants are required to apply on-line. Please carefully review the attached guidelines and instructions before applying. The guideline and instructions will clearly provide you detailed information on the grant process and the eligibility criteria and the step by step on to how to register using the new system, how to apply and also the step-by-step on how to fill out the application form on-line. This document should be read carefully before applying.

Grant funding is subject to the ministry receiving the necessary appropriation from the Ontario Legislature. Applications must be submitted using the Grants Ontario System by **4:00 p.m. on April 21, 2017.**

All inquiries regarding the application process should be directed to Ram Thanabalasingam at (416) 314-0158 or by e-mail to 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

Attachment



Ministry of Community Safety and Correctional Services

Application Guidelines and Instructions

2017-2018

**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 2017-2018 Proceeds of Crime (POC) Front-Line Policing (FLP) Grant Program. These 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 2017-2018 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, contractual work and/or seconded positions for the period of the project. Please note that only 10 per cent of the total funding requested from MCSCS may be used to pay external consultants.
- Education/training: training of investigators, law enforcement support personnel and community members.
- Equipment: purchase or lease of equipment required for the project.
- Other costs associated with the implementation of the project.

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 (6 points):

- Indicate your budget items that are associated with this project under Project Expenses. Note: In-kind contributions will be taken into consideration.

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 follow: (12 points)
 - a. Using their letter head.
 - b. Brief description of their organization.
 - c. How they will be contributing towards this project.
 - d. 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 and budget sheets, must be received by **4:00 p.m. on April 21, 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. 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.

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

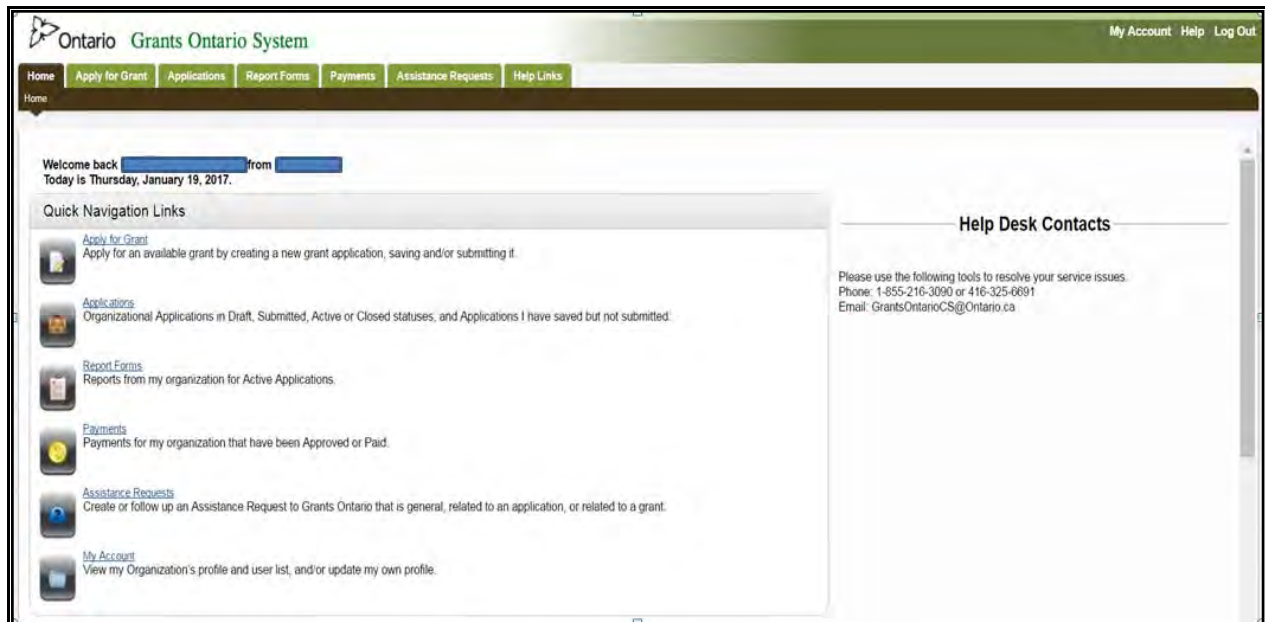


View / Update Existing Registration

Grants Ontario

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

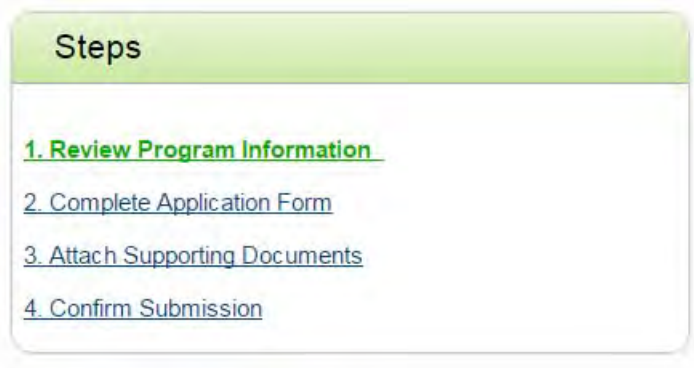
You will then see the Grants Ontario System Homepage (as shown below)



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. Saluation
 - b. First Name
 - c. Last Name
 - d. Title
 - e. Work Phone
 - f. Mobile Phone (if applicable)
 - g. Fax Number (not nessecary)
 - 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 – Project Expenses

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

- i.
- b. You will **NOT** need to fill out other years so please click the Collapse button for Year 2, Year 3, Year 4 and Year 5.



- 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 listed 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 similar 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)

- Note: only use the Client Provided Performance Metrics of the table and **NOT** the Ministry Provided Performance Metrics.
- 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.
- Refer to guidelines for details on what the ministry is requesting for this section.
- 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)

- 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.
- Refer to guidelines for details on what the ministry is requesting for this section.
- 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.
- 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.



Registration is now open for OAPSB's
55th Annual AGM & Spring Conference
on June 21 - 24 at Blue Mountain Resort!

Dear Members,

Please join us for the OAPSB 2017 Spring Conference & AGM from June 21 – 24th, 2017 at the Blue Mountain Resort in Blue Mountain.

We have put together a program featuring a variety of special guest speakers, topical learning sessions, networking opportunities and social events.

Please click [HERE](#) for the preliminary Conference Program.

This year we will be offering a companion program that will consist of a luxury spa day, three hot breakfasts, 2 dinners (including an Elvis Tribute Evening and the Gala), 2 receptions and 1 drink ticket. Since there is limited capacity - ***Companion purchases are required by May 1, 2017.***

Please click [HERE](#) for more information and to register for the OAPSB 2017 Spring Conference & AGM and companion program.

For transportation information, a map and directions to Blue Mountain Resort, as well as a personalized hotel reservation link please visit the OAPSB website by click [HERE](#).

All registrations and payment are due by June 14th, 2017. **Please note that member boards will be charged for any guest rooms they have reserved on or after June 1st, whether or not they are occupied during the conference.** In other words, if you have rooms reserved that you don't need, please free them up early, to help out your colleagues and avoid unnecessary costs.

If you have already registered - please accept my thanks. We're looking forward to seeing you in Blue Mountain in June!

Sincerely,

Eli El-Chantiry, President & Chair, OAPSB

For more information please reach out to:

Holly Doty, Ontario Association of Police Services Boards

111 Waterloo St., Suite 610, London, Ontario

T: 1-800-831-7727 | C: 519.636.7707

admin@oapsb.ca



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[Click here to see the Conference Program 2017 Conference Program](#)

Conference Rates:

- Early Bird Pricing: \$560 (until May 1, 2017)
- Full Conference (OAPSB Member): \$580 (as of May 1, 2017)
- Full Conference (Non OAPSB Member): \$660
- *Companion – Spa Experience (June 22) & Meals (3 breakfast and 2 dinners) : \$400
- Single Day (OAPSB Members) : \$300
- Single Day (Non OAPSB Members): \$400
- President's Gala Banquet or Elvis Tribute Dinner : \$99
- Golf (June 2, 2:30pm – 6:30pm): \$90

***Companion Package includes – Solace and Savour**

Package: Package includes a 60-minute Swedish Relaxation Massage, robe rental, access to the Scandinavian Baths, Tea Time & a personal Scandinave Spa Signature Water Bottle.

Upon Request some options are available for Companion Spa Only or Meals only. Please email admin@oapsb.ca.

Accommodations – click her to book

GROUP NAME: OAPSB 2017 Spring Conference GROUP CODE:
GRP115650

Door-to-door passenger service between
Simcoe County & Pearson
International Airport

Rate information

Type in your city to get rate information

***Rates are for one way, prices are subject to change.**

blue mountain inn

[See complete Listing \(completeListing.php?for=rates\)](#)

Prices For Blue Mountain Inn

Shared Transportation

Passengers	cost
1 Passengers	\$123.00
2 Passengers	\$162.00
3 Passengers	\$192.00
4 Passengers	\$224.00
5 Passengers	\$252.00
6 Passengers	\$282.00
7 Passengers	\$301.00
8 Passengers	\$342.00

Private Transportation

Airport	Cost
Billy Bishop	\$270.00
Pearson	\$230.00

Extras

Additonal Luggage	\$7.00
Additonal Stops	\$12.00

Make a Reservation

To book an online reservation, please complete our reservation form

[Make A Reservation \(makeReservation.html\)](#)

[Home \(/\)](#)[Our Services \(services.html\)](#)[Reservation \(makeReservation.html\)](#)[Contact Us \(contact.html\)](#)

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2017 Spring Conference

Wednesday, June 21st, 2017 Pre-Conference Activities

11:00 am – 5:00 pm <i>Atrium – Ground Floor</i>	Conference Registration and Information Desk
11:00 am – 2:30 pm <i>Algonquin - Mezzanine</i>	OAPSB Board of Directors Meeting (2015/16 OAPSB Board of Directors and nominated 2016/17 OAPSB Directors, only)
2:30 - 3:00 pm <i>Atrium – Ground Floor</i>	Refreshment and Stretch Break
2:00 pm - 6:00 pm	Golf - Monterra Golf - Blue Mountain
6:30 pm – 8:30 pm <i>Outside (Weather Permitting)</i>	Welcome Reception & Barbeque Delegates and Registered Companions Cash Bar



2017 Spring Conference

Thursday, June 22, 2017

7:30 am – 5:00 pm Atrium – Ground Floor	Conference Registration and Information Desk	
7:30 am – 9:00 am Georgian Bay Ballroom - Third Floor	Hot Buffet Breakfast Delegates and Registered Companions	
9:00 am – 9:10 am Huron Ballroom - Ground Floor	Opening Ceremony <i>OAPSB President Eli El-Chantiry, Executive Director Fred Kaustinen</i>	
9:10 am – 9:45 am Huron Ballroom - Ground Floor	Opening Address <i>Speaker: Minister Lalonde, Minister of Community Safety and Correctional Services (invited)</i>	
9:45 am – 11:00 am	The Human Equity Advantage: Beyond Diversity to Talent Optimization <i>Keynote Speaker: Trevor Wilson</i>	
11 – 11:15 am Atrium – Ground Floor	Refreshment and Stretch Break	
11:15 am – 12:00 pm	Human Rights & Policing: Creating & Sustaining Organizational Change	
12:00 pm – 1:00 pm Georgian Bay Ballroom - Third Floor	Buffet Lunch Delegates Only <i>Speaker: Commissioner Hawkes</i>	
1:00 pm – 1:45 pm	Collection of Identifying Information	OPP Billing Reform
1:45 pm – 2:45 pm	School Board Partnerships	OPP Technology Update
2:45 pm – 3:00 pm Atrium – Ground Floor	Refreshment and Stretch Break	
3:00 pm – 3:45 pm		OPP Standardized Reporting, Q&A
3:45 pm – 4:30 pm Petun I – IV – Mezzanine & Silver Creek – Third Floor	Zone Meetings	
6:00 pm – 9:00 pm Georgian Bay Ballroom - Third Floor	Buffet Dinner Dress: Casual Attire Entertainment: Elvis Tribute Show Delegates and Registered Companions	



2017 Spring Conference

Friday, June 23rd, 2017

7:30 am – 4:00 pm	Conference Registration and Information Desk
8:00 am – 9:00 am <i>Georgian Bay Ballroom - Third Floor</i>	Hot Buffet Breakfast Delegates and Registered Companions
9:00 am – 10:45 am	Body Cameras & Information Management
10:00 am – 10:15 am <i>Atrium – Ground Floor</i>	Refreshment and Stretch Break
10:15 am – 11:00 am	First Nations Policing
11:00 am – 11:45 am	Youth Issues Speaker: Norma Nicholson
11:45 am – 12:00 pm	S10 Elections <u>Restricted to Section 10 delegates</u>
12:00 pm – 1:00 pm <i>Georgian Bay Ballroom - Third Floor</i>	Buffet Lunch Delegates Only
1:00 pm – 2:00 pm	Marijuana Panel Discussion
2:00 pm – 2:15 pm <i>Atrium – Ground Floor</i>	Refreshment and Stretch Break
2:15 pm – 4:00 pm <i>Huron Ballroom - Ground Floor</i>	OAPSB Annual General Meeting Resolutions, confirmation of the Board of Directors, and the 2016 Financial Statement and Auditor's Report <u>Restricted to voting delegates (PSB members) and their Board staff</u>
4:00 pm – 4:10 pm <i>Huron Ballroom - Ground Floor</i>	OAPSB Board of Director's Meeting <i>2017/18 Board of Directors Only</i>
5:30 pm – 6:30 pm <i>Atrium – Ground Floor</i>	Pre-Banquet Cocktail Reception Cash Bar
6:30 pm – 9:00 pm <i>Huron Ballroom - Ground Floor</i>	OAPSB Gala Banquet Dress: Business Suit/Dress Delegates and Registered Companions Entertainment: Jazz



2017 Spring Conference

Saturday, June 24th, 2017

7:30 am – 8:30 am Georgian Bay Ballroom - Third Floor	Hot Buffet Breakfast (Delegates and Registered Companions)
8:30 am – 11:30 am Huron Ballroom - Ground Floor	PSA – Rewrite Changes Justice Tulloch (invited) Steve Beckett, ADM Public Safety
10:00 am Atrium – Ground Floor	Refreshment and Stretch Break
11:30 am Huron Ballroom - Ground Floor	Closing Remarks Board Chair

"Do or do not. There is no try." -Yoda

"Strive not to be a success, but rather to be of value." -Albert Einstein

"I am not a product of my circumstances. I am a product of my decisions." -Stephen Covey

"The most difficult thing is the decision to act, the rest is merely tenacity." -Amelia Earhart

"The question isn't who is going to let me; it's who is going to stop me." -Ayn Rand

"Everything you've ever wanted is on the other side of fear." -George Addair

Information and Privacy Commissioner Coming to Thunder Bay - May 3



IPC Coming to Thunder Bay

The Office of the Information and Privacy Commissioner (IPC) will host an event in Thunder Bay as part of its Reaching Out to Ontario program. Commissioner Brian Beamish and IPC experts will update Ontarians on access and privacy issues facing the province's public and health sectors. The morning will begin with an overview by the Commissioner on the latest developments at the IPC, followed by two concurrent information sessions. The sessions will focus on changes to legislation, new policies and procedures, recent decisions and orders and best practices and guidelines for information management.

Event Details

Wednesday, May 3, 2017

8.30 – 11:30 a.m.

Valhalla Inn, Thunder Bay, Ontario

Agenda

8:30 a.m. Doors open - registration and networking

9:00 – 9:40 a.m. Welcome and presentation from Brian Beamish, Commissioner

10:00 – 11:00 a.m. Concurrent information sessions:

Session A: Key developments in access to information and privacy

Session B: The latest developments in protecting personal health information

Q & A periods will follow each session.

Registration: While there is no cost to attend this event, we ask that you RSVP below and let us know whether you would like to attend Session A or Session B.

RSVP	<u>I Will Be Attending</u>
-------------	--

March 24, 2017

Dear Community Member:

As you are aware, on April 29th, 2016, I was asked by the Government of Ontario to conduct an independent review of the civilian oversight bodies for police in Ontario. These bodies are the Special Investigations Unit (SIU), the Office of the Independent Police Review Director (OIPRD), and the Ontario Civilian Police Commission (OCPC).

Once I accepted the assignment I put together a team of highly dedicated and competent professionals to assist me in conducting the review. Over the past eleven months my team and I have examined in detail the existing legislation, practices and processes regarding police oversight. As well, we have reviewed numerous past reports which led to the creation and evolution of the oversight bodies and engaged in a very extensive and unprecedented consultation process across the province.

We have now completed our consultations and I want to take this opportunity to thank you for your participation and your contribution. Your input in this process was essential to the formulation of my recommendations.

As required by the [Order-in-Council](#), my Report containing all recommendations will be delivered to the Attorney General on March 31, 2017. I expect that it will be made available to the public the following week.

Following the public release, I will be presenting my Report in five cities to community and policing stakeholders. As a gesture of goodwill, please consider this as your personal invitation to attend one of the presentations. I am also asking you to extend this invitation to any member of the community or individual who may be interested in these issues. The presentations will be held at the following locations:

Toronto

April 11, 2017

Ryerson University, Ryerson International Living Learning Centre, International Room
240 Jarvis Street
6:30-8:30pm

- 2 -

Ottawa

April 12, 2017

Ottawa Conference & Event Centre, Room 110

200 Coventry Road

6:30-8:30pm

Windsor

April 18, 2017

St. Clair College Centre for the Arts, Waterfront Ballroom

201 Riverside Drive West

6:30-8:30pm

Thunder Bay

April 20, 2017

Da Vinci Centre, Marco Polo Room

340 S. Waterloo Street

6:30-8:30pm

Hamilton

April 24, 2017

Sheraton Hamilton Hotel, Centre Ballroom

116 King Street West

6:30-8:30pm

As space is limited, please ensure that you rsvp your attendance to info@policeoversightreview.ca, indicating which presentation you will be attending.

Once again thank you again for your contributions to improving our police oversight in Ontario. I look forward to meeting with you once again.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Michael Tulloch', with a long horizontal flourish extending to the right.

The Honourable Justice Michael Tulloch
Independent Reviewer

Join Us for the New Era of Public Safety and Security: Innovating the Service Delivery Model Conference | June 1, Ottawa

Stacey Roy <sroy@chamber.ca>

Tue 2017-04-11 1:07 PM

To: Stacey Roy <sroy@chamber.ca>;



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- How were public-private partnerships in other countries successfully implemented?
- What is the recipe for a winning public-private partnership?
- How can business be part of the solution as a reliable complementary partner to public sector police and security services?



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- Sir Denis O'Connor, Former Chief Inspector of Constabulary for the U.K.
- Fred Kaustinen, Executive Director, Ontario Association of Police Service Boards
- Professor Christian Leuprecht, Royal Military College of Canada
- Katy Bourne, Police and Crime Commissioner, District of Sussex, U.K.
- Blair Gibbs, Former Senior Policy Advisor to the U.K. Secretary of State for Justice and Lord Chancellor
- Chris Sims, Retired Police Chief of West Midlands, U.K.
- Armin Berchtold, CEO, Securitas CH and Secretary General, International Security League
- Tom Statamakis, President, Canadian Police Association
- Andy Pringle, Chair, Toronto Police Services Board
- Dr. Laura Huey, Director, Canadian Society of Evidence Based Policing
- Cal Corley, CEO, Community Safety Knowledge Alliance



Agenda

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