

**NORTH HURON POLICE SERVICES BOARD  
AGENDA**

**Date:** Tuesday, December 19, 2017  
**Time:** 7:00 pm  
**Location:** HELD IN THE WINGHAM POLICE STATION BOARD ROOM

	<b>Pages</b>
<b>1. CALL TO ORDER</b>	
<b>2. ACCEPT OR AMEND AGENDA</b> <i>THAT the North Huron Police Services Board hereby accept the Agenda for the December 19, 2017 Police Services Board Meeting, as presented.</i>	
<b>3. DECLARATION OF PECUNIARY INTEREST</b>	
<b>4. MINUTES OF THE PREVIOUS MEETING</b> <i>THAT the North Huron Police Services Board hereby adopts the Minutes of the Police Services Board Meeting held November 28, 2017, as presented.</i>	<b>3</b>
<b>5. DELEGATIONS / PETITIONS / INVITED GUESTS</b>	
<b>6. BUSINESS ARISING FROM THE MINUTES</b>	
<b>7. POLICE CHIEF'S REPORT</b>	
<b>7.1 DEPARTMENT UPDATE - December 2017</b> <i>THAT the North Huron Police Services Board hereby approves the Police Chief's December 2017 Report as presented.</i>	<b>8</b>
<b>8. TREASURY REPORT</b>	
<b>8.1 BILLS &amp; ACCOUNTS</b> Police (2200) \$6,879.26 Police Station (2210) \$901.66 Total \$7,780.92 <i>THAT the North Huron Police Services Board hereby authorizes and approves payment of the Bills and Accounts in the total amount of \$7,780.92 for the period ending December 15, 2017.</i>	<b>12</b>
<b>9. BY-LAWS AND POLICIES FOR CONSIDERATION</b>	
<b>9.1 Draft Procedural By-law Update</b>	<b>17</b>
<b>10. CORRESPONDENCE</b> <i>THAT the North Huron Police Services Board hereby directs that the correspondence be ordered, read and filed.</i>	

10.1	OAPSB	
10.1.1	OAPSB Update - The key elements of OPP Governance in Bill 175	31
10.2	Ministry of Community, Safety & Correctional Services	
10.2.1	All Chiefs Memo 17-0071 - OCC Presentation - Unclaimed Bodies	33
10.2.2	All Chiefs Memo 17-0072 - 2018-20 Safer and Vital Communities Grant - Call for Applications	35
10.2.3	All Chiefs Memo 17-0073 - Amendment to the Common Sense Firearms Licensing Act	52
10.2.4	All Chiefs Memo 17-0074 - Expansion of the Ontario Naloxone Program to Police Services	57
10.2.5	All Chiefs Memo 17-0075 - Police Powers of Release Training Deck	61
10.2.6	All Chiefs Memo 17-0076 - Human Trafficking Investigation Pilot Course	123
11.	<b>NEW BUSINESS</b>	
12.	<b>BOARD MEMBERS' INQUIRIES &amp; REPORTS</b>	
13.	<b>PUBLIC GALLERY QUESTIONS AND / OR COMMENTS</b>	
14.	<b>IN CAMERA SESSION</b>	
	<i>THAT the North Huron Police Services Board hereby proceeds at .... pm to an In Camera Session (Closed to the Public) pursuant to Section 35 (4) of the Police Services Act, to discuss matters that are of the opinion fall under either:</i>	
	<i>(a) matters involving public security may be disclosed and, having regard to the circumstances, the desirability of avoiding their disclosure in the public interest outweighs the desirability of adhering to the principle that proceedings be open to the public; or</i>	
	<i>(b) intimate financial or personal matters or other matters may be disclosed of such a nature, having regard to the circumstances, that the desirability of avoiding their disclosure in the interest of any person affected or in the public interest outweighs the desirability of adhering to the principal that proceedings be open to the public, R.S.O. 1990, C. p 15, S.35.</i>	
15.	<b>NEXT MEETING</b>	
	Tuesday January 16, 2018 at 7:00pm	
16.	<b>ADJOURNMENT</b>	
	<i>THAT there being no further business before the North Huron Police Services Board, the meeting be hereby adjourned at ... p.m.</i>	

**MINUTES OF THE NORTH HURON  
POLICE SERVICES BOARD MEETING**

**Date:** Tuesday, November 28, 2017  
**Time:** 7:00 pm  
**Location:** HELD IN THE WINGHAM POLICE STATION BOARD ROOM

MEMBERS PRESENT: Trevor Seip  
Yolanda Ritsema-Teeninga  
Joan van der Meer  
Bill Gregoriadis

STAFF PRESENT: Sgt. Murray Foxton  
Richard Al, Secretary

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**1. CALL TO ORDER**

Chair Seip called the meeting to order at 7:00 pm.

**2. ACCEPT OR AMEND AGENDA**

**PSB72/17**

**MOVED BY:** Yolanda Ritsema-Teeninga

**SECONDED BY:** Joan van der Meer

*THAT the North Huron Police Services Board hereby accept the Agenda for the November 28, 2017 Police Services Board Meeting, as presented.*

**CARRIED**

**3. DECLARATION OF PECUNIARY INTEREST**

None declared.

**4. MINUTES OF THE PREVIOUS MEETING**

**PSB73/17**

**MOVED BY:** Yolanda Ritsema-Teeninga

**SECONDED BY:** Bill Gregoriadis

*THAT the North Huron Police Services Board hereby adopts the Minutes of the Police Services Board Meeting held October 17, 2017, as presented.*

**CARRIED**

**5. DELEGATIONS / PETITIONS / INVITED GUESTS**

None in attendance.

**6. BUSINESS ARISING FROM THE MINUTES**

None noted.

**7. POLICE CHIEF'S REPORT**

**7.1 DEPARTMENT UPDATE - November 2017**

Sgt. Murray Foxtan delivered a verbal report addressing items in the Police Chief's November 2017 Report.

**PSB74/17**

**MOVED BY:** Yolanda Ritsema-Teeninga

**SECONDED BY:** Joan van der Meer

*THAT the North Huron Police Services Board hereby approves the Police Chief's Report as presented.*

**CARRIED**

**8. TREASURY REPORT**

**8.1 BILLS & ACCOUNTS**

**PSB75/17**

**MOVED BY:** Bill Gregoriadis

**SECONDED BY:** Yolanda Ritsema-Teeninga

*THAT the North Huron Police Services Board hereby authorizes and approves payment of the Bills and Accounts in the total amount of \$36,470.19 for the period ending November 23, 2017.*

**CARRIED**

**9. BY-LAWS AND POLICIES FOR CONSIDERATION**

None for consideration.

**10. CORRESPONDENCE**

**10.1 OAPSB**

**10.1.1 OAPSB - Initial Response to new Police Services Act**

10.1.2 OAPSB 2018 Membership Renewal Information

10.2 Ministry of Community, Safety & Correctional Services

10.2.1 All Chiefs Memo 17-0060 - Basic Constable Training Program - January 10 - April 6, 2018

10.2.2 All Chiefs Memo 17-0063 - Crime Prevention Week 2017 "Building Safer Communities Together"

10.2.3 All Chiefs Memo 17-0064 - Safe Access Zones

10.2.4 All Chiefs Memo 17-0065 - A Shared Commitment in Ontario Booklet

10.2.5 All Chiefs Memo 17-0066 - Safe Access Zone Clarification

10.2.6 All Chiefs Memo 17-0067 - IMS Survey

10.2.7 All Chiefs Memo 17-0068 - Crown Prosecution Manual and Powers of Release Training

10.2.8 All Chiefs Memo 17-0069 - SFST Provincial Training Strategy

10.2.9 All Chiefs Memo 17-0070 - POC FLP Call for Applications

10.2.10 Bill 175 - Safer Communities Act, 2017 Overview

**PSB76/17**

**MOVED BY:** Joan van der Meer

**SECONDED BY:** Bill Gregoriadis

*THAT the North Huron Police Services Board hereby directs that the correspondence be ordered, read and filed.*

**CARRIED**

**11. NEW BUSINESS**

**11.1 Relocation of Police Services Board Meetings**

Chair Seip inquired as to whether the Police Services Board wished to consider holding future Police Services Board meetings at the Town Hall to allow live streaming and recording of the meetings.

Discussion took place regarding potentially relocating Police Services Board meetings and the logistics associated.

A motion was made to direct the Secretary to amend the Procedural by-law and include the revised version on the December 19, 2017 agenda for consideration.

**PSB77/17****MOVED BY:** Joan van der Meer**SECONDED BY:** Yolanda Ritsema-Teeninga

*THAT the North Huron Police Services Board hereby directs the Secretary to amend the Procedural By-law to modify the location of the Police Services Board Meetings and include provisions to record Closed Session meetings.*

**CARRIED****12. BOARD MEMBERS' INQUIRIES & REPORTS**

Member Ritsema-Teeninga inquired regarding other potential amendments to the Procedural By-law in conjunction with amendments to the location of meetings.

Discussion took place regarding amendments to the Procedural By-law.

Member Gregoriadis inquired regarding OPP costing timelines.

**13. PUBLIC GALLERY QUESTIONS AND / OR COMMENTS**

None noted.

**14. IN CAMERA SESSION****PSB78/17****MOVED BY:** Bill Gregoriadis**SECONDED BY:** Yolanda Ritsema-Teeninga

*THAT the North Huron Police Services Board hereby proceeds at 7:28 pm to an In Camera Session (Closed to the Public) pursuant to Section 35 (4) of the Police Services Act, to discuss matters that are of the opinion fall under either:*

*(a) matters involving public security may be disclosed and, having regard to the circumstances, the desirability of avoiding their disclosure in the public interest outweighs the desirability of adhering to the principle that proceedings be open to the public; or*

*(b) intimate financial or personal matters or other matters may be disclosed of such a nature, having regard to the circumstances, that the desirability of avoiding their disclosure in the interest of any person affected or in the public interest outweighs the desirability of adhering to the principal that proceedings be open to the public, R.S.O. 1990, C. p 15, S.35.*

**CARRIED**

**15. NEXT MEETING**

Tuesday December 19, 2017 at 7:00pm

**16. ADJOURNMENT**

**PSB81/17**

**MOVED BY:** Bill Gregoriadis

**SECONDED BY:** Joan van der Meer

*THAT there being no further business before the North Huron Police Services Board, the meeting be hereby adjourned at 8:30 p.m.*

**CARRIED**

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Trevor Seip, Chair

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Richard Al, Secretary

## **BOARD REPORT DECEMBER 2017**

### **CALLS FOR SERVICE**

During the month of November, 2017 Wingham Police responded to 109 calls for service 8 of those calls were assisting the OPP and 1 of those calls were actual dispatches to OPP area. During the same period in 2016, we had 130 calls. Attached is the crime statistics summary.

### **BUILDING PROBLEMS**

During the last significant rain storm, the building roof leaked in several spots, draining down through the insulation and false ceiling into several spots in the building. The facilities Department was contacted and at the time, recommendation was made to replace the roof however that decision has since been changed to patch it.

While I was on vacation, the garage door opener overheated and is no longer functioning. A replacement has been ordered and we are awaiting for it to arrive and the company to come and install it.

### **OACP MEETING**

I attended the OACP Zone meeting in Orangeville on 12 December. Important items of note during that meeting were that the government is now down to 22 vacancies for board positions. Also the new Police Service Act has received its second reading and has now gone to “Committee” for regulations to be drafted. Once that is done, it will go back for a third reading and will then have to go for Royal Assent. The Ministry personnel foresee the act coming into force mid 2019.



## Crime statistics

WINGHAM Police Service

*Report Description:* No report description was given.

Printed: December 14, 2017 at 08:39 by #367 POOLE, T.

### Daily and hourly occurrences

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	UNKNOWN	TOTAL
NUMBER OF EVENTS -	<b>15</b>	<b>12</b>	<b>10</b>	<b>28</b>	<b>22</b>	<b>9</b>	<b>8</b>	<b>5</b>	<b>109</b>
>									
0:00 TO 0:59						1	1		2
1:00 TO 1:59							1		1
2:00 TO 2:59				1	1				2
3:00 TO 3:59							1		1
4:00 TO 4:59	1			1					2
5:00 TO 5:59	1			1	1	1			4
6:00 TO 6:59	1				1	1			3
7:00 TO 7:59	3			2					5
8:00 TO 8:59			1	2	1				4
9:00 TO 9:59	1			1					2
10:00 TO 10:59			1	3	3				7
11:00 TO 11:59	1	4	1	2	3	1	1		13
12:00 TO 12:59	1	1		2			1		5
13:00 TO 13:59		1		3	1				5
14:00 TO 14:59		1	1	1	3	1			7
15:00 TO 15:59				1		1			2
16:00 TO 16:59		3	1	2					6
17:00 TO 17:59	1		1		1	1	1		5
18:00 TO 18:59		1	1	2	1		1		6
19:00 TO 19:59	2			1	3				6
20:00 TO 20:59	3		1		1	1			6
21:00 TO 21:59		1		3	2	1	1		8
22:00 TO 22:59			1						1
23:00 TO 23:59			1						1
UNKNOWN HOUR								5	5

### Breakdown by month:

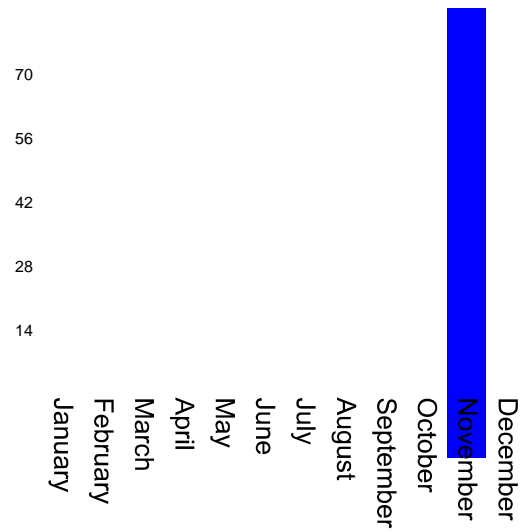
Month	Number of occurrences	Percentage of total
January	0	0.0%

112

98

9.4

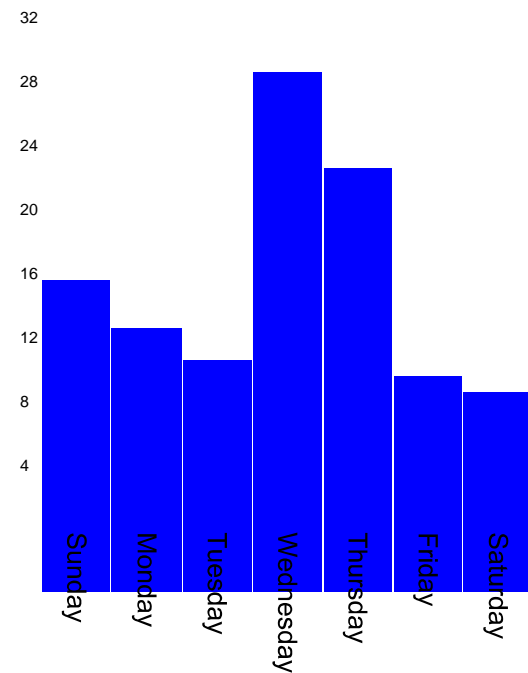
February	0	0.0%
March	0	0.0%
April	0	0.0%
May	0	0.0%
June	0	0.0%
July	0	0.0%
August	0	0.0%
September	0	0.0%
October	0	0.0%
November	104	95.4%
December	0	0.0%
Unknown	5	4.6%
<b>Total</b>	<b>109</b>	<b>100%</b>



Number of occurrences per month

**Breakdown by day of the week:**

<i>Weekday</i>	<i>Number of occurrences</i>	<i>Percentage of total</i>
Sunday	15	13.8%
Monday	12	11.0%
Tuesday	10	9.2%
Wednesday	28	25.7%
Thursday	22	20.2%
Friday	9	8.3%
Saturday	8	7.3%
Unknown	5	4.6%
<b>Total</b>	<b>109</b>	<b>100%</b>

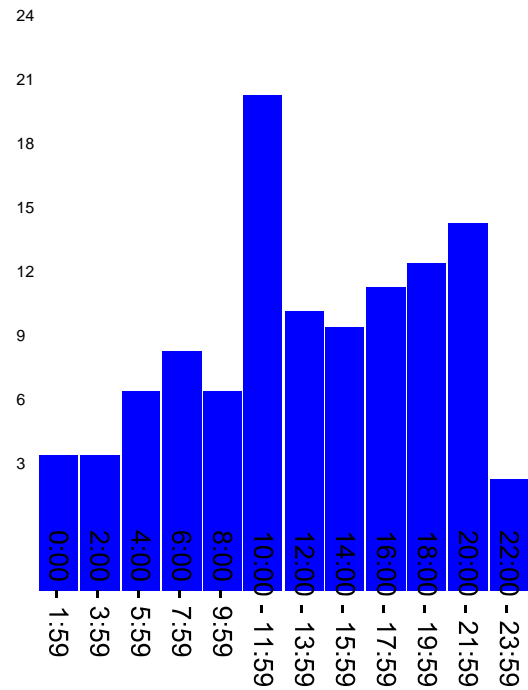


Number of occurrences per weekday

**Breakdown by time of day:**

<i>Time</i>	<i>Number of occurrences</i>	<i>Percentage of total</i>
0:00	2	1.8%
1:00	1	0.9%
2:00	2	1.8%

3:00	1	0.9%
4:00	2	1.8%
5:00	4	3.7%
6:00	3	2.8%
7:00	5	4.6%
8:00	4	3.7%
9:00	2	1.8%
10:00	7	6.4%
11:00	13	11.9%
12:00	5	4.6%
13:00	5	4.6%
14:00	7	6.4%
15:00	2	1.8%
16:00	6	5.5%
17:00	5	4.6%
18:00	6	5.5%
19:00	6	5.5%
20:00	6	5.5%
21:00	8	7.3%
22:00	1	0.9%
23:00	1	0.9%
Unknown	5	4.6%
<b>Total</b>	<b>109</b>	<b>100%</b>



Number of occurrences per time of day

## General Ledger

Ledger Detail for Fiscal Year Ending DEC 31,2017 - Posting Date: 2017-11-25 To 2017-12-15

Pd.	Date	Trace #	Source Description	Ref	Debits	Credits	Balance
<b>Account: 01-2210-6270 Insurance</b>					Beginning Balance	2,003.40	
					YTD Account Total		2,003.40
					Annual Budget		1,892.00
<b>Account: 01-2210-6300 Bldg Repair/Maintenance</b>					Beginning Balance	255.27	
					YTD Account Total		255.27
					Annual Budget		1,200.00
<b>Account: 01-2210-6320 Janitorial Supplies</b>					Beginning Balance	98.28	
11	2017-11-30	061069	PURCH KITSUPPLY, 144280	POLICE-	152.76	0.00	251.04
					Period 11 Total	152.76	0.00
					Period Net		152.76
					YTD Account Total		251.04
					Annual Budget		300.00
<b>Account: 01-2210-6330 Inspections/Contracts</b>					Beginning Balance	3,739.53	
11	2017-11-30	061069	PURCH SWAN DUST CONTROL LTD, 5072723	POLICE-	32.86	0.00	3,772.39
					Period 11 Total	32.86	0.00
					Period Net		32.86
12	2017-12-15	061365	PURCH WEILER'S CLEANING & RESTORATI, 12308428	POLICE-	271.40	0.00	4,043.79
					Period 12 Total	271.40	0.00
					Period Net		271.40
					YTD Account Total		4,043.79
					Annual Budget		5,135.00
<b>Account: 01-2210-6350 Electricity</b>					Beginning Balance	5,000.68	
11	2017-11-28	061017	PURCH WESTARIO POWER INC., 300245592	2741.12 KWH-	361.62	0.00	5,362.30
					Period 11 Total	361.62	0.00
					Period Net		361.62
					YTD Account Total		5,362.30
					Annual Budget		8,505.00
<b>Account: 01-2210-6360 Water/Sewer</b>					Beginning Balance	689.28	
					YTD Account Total		689.28
					Annual Budget		850.00
<b>Account: 01-2210-6370 Natural Gas/Heat</b>					Beginning Balance	587.55	
12	2017-12-07	061205	PURCH UNION GAS LIMITED, October 2017-5109	223.9 M3-	83.02	0.00	670.57

**General Ledger**

Ledger Detail for Fiscal Year Ending DEC 31,2017 - Posting Date: 2017-11-25 To 2017-12-15

Pd.	Date	Trace #	Source	Description	Ref	Debits	Credits	Balance
Period 12 Total						83.02	0.00	
Period Net								83.02
YTD Account Total								670.57
Annual Budget								1,100.00
<b>Account: 01-2210-6380 Waste Disposal</b>								
Beginning Balance							380.16	
YTD Account Total								380.16
Annual Budget								494.00
<b>Account: 01-2210-6401 Machinery Rent</b>								
Beginning Balance							240.01	
YTD Account Total								240.01
Annual Budget								1,950.00
Report Summary								
Balance Forward:								12,994.16
Total Debits/Credits:						901.66	0.00	
Report Net:								13,895.82

## General Ledger

Ledger Detail for Fiscal Year Ending DEC 31,2017 - Posting Date: 2017-11-25 To 2017-12-15

Pd.	Date	Trace #	Source	Description	Ref	Debits	Credits	Balance
<b>Account: 01-2200-6200 Clothing/Uniforms</b>						Beginning Balance	1,469.21	
12	2017-12-15	061365	PURCH	ADAPT PHARMA CANADA LTD., 177576	POLICE-	990.00	0.00	2,459.21
Period 12 Total						990.00	0.00	
Period Net								990.00
YTD Account Total								2,459.21
Annual Budget								5,000.00
<b>Account: 01-2200-6210 Subscriptions/Memberships</b>						Beginning Balance	973.44	
YTD Account Total								973.44
Annual Budget								1,500.00
<b>Account: 01-2200-6220 Training/Travel/Workshops</b>						Beginning Balance	5,425.33	
YTD Account Total								5,425.33
Annual Budget								6,000.00
<b>Account: 01-2200-6225 Police Board Expenses</b>						Beginning Balance	3,532.02	
YTD Account Total								3,532.02
Annual Budget								2,000.00
<b>Account: 01-2200-6250 Office Supplies</b>						Beginning Balance	5,464.33	
12	2017-12-07	061225	GLJL	POLICE POSTAGE		29.52	0.00	5,493.85
12	2017-12-15	061365	PURCH	PUROLATOR COURIER LTD, 436419376	POLICE-	6.64	0.00	5,500.49
12	2017-12-15	061365	PURCH	STANTON HARDWARE, 290209	POLICE-	5.38	0.00	5,505.87
12	2017-12-15	061365	PURCH	ROYAL CANADIAN MOUNTED POLICE, 1800003198	POLICE-	75.00	0.00	5,580.87
12	2017-12-15	061365	PURCH	RICOH, SCO9177726	POLICE-	41.07	0.00	5,621.94
Period 12 Total						157.61	0.00	
Period Net								157.61
YTD Account Total								5,621.94
Annual Budget								7,500.00
<b>Account: 01-2200-6260 Phone/Fax/Internet</b>						Beginning Balance	2,522.30	
YTD Account Total								2,522.30
Annual Budget								3,500.00
<b>Account: 01-2200-6270 Insurance</b>						Beginning Balance	12,003.41	
YTD Account Total								12,003.41
Annual Budget								13,000.00
<b>Account: 01-2200-6280 Legal/Accounting</b>						Beginning Balance	686.88	

## General Ledger

Ledger Detail for Fiscal Year Ending DEC 31,2017 - Posting Date: 2017-11-25 To 2017-12-15

Pd.	Date	Trace #	Source Description	Ref	Debits	Credits	Balance
					YTD Account Total		686.88
					Annual Budget		5,000.00
<b>Account: 01-2200-6295 Transfer to Reserve</b>					Beginning Balance		10,000.00
					YTD Account Total		10,000.00
					Annual Budget		10,000.00
<b>Account: 01-2200-6400 Equip Repair/Maintenance</b>					Beginning Balance		34,345.13
12	2017-12-15	061365	PURCH BROPHY TIRE, 43884	POLICE-	101.76	0.00	34,446.89
12	2017-12-15	061365	PURCH BROPHY TIRE, 43901	POLICE-	101.76	0.00	34,548.65
12	2017-12-15	061365	PURCH JOE'S AUTOMOTIVE, 41154	POLICE-	67.67	0.00	34,616.32
Period 12 Total					271.19	0.00	
					Period Net		271.19
					YTD Account Total		34,616.32
					Annual Budget		9,000.00
<b>Account: 01-2200-6410 Fuel</b>					Beginning Balance		11,039.21
12	2017-12-15	061365	PURCH FOXTON FUELS LIMITED, 344936	POLICE-	1,184.62	0.00	12,223.83
Period 12 Total					1,184.62	0.00	
					Period Net		1,184.62
					YTD Account Total		12,223.83
					Annual Budget		15,000.00
<b>Account: 01-2200-6650 Communication System</b>					Beginning Balance		28,344.87
12	2017-12-08	061250	PURCH BELL MOBILITY, 11-8-2017	POLICE- CELL	341.41	0.00	28,686.28
12	2017-12-15	061365	PURCH OWEN SOUND POLICE SERVICES, 3288-17	POLICE-	2,179.93	0.00	30,866.21
Period 12 Total					2,521.34	0.00	
					Period Net		2,521.34
					YTD Account Total		30,866.21
					Annual Budget		40,000.00
<b>Account: 01-2200-6685 OPTIC</b>					Beginning Balance		5,412.15
12	2017-12-15	061365	PURCH MINISTER OF FINANCE, 14301117041	POLICE- 3RD	1,563.81	0.00	6,975.96
12	2017-12-15	061365	PURCH COMPUGEN INC, 4059956	POLICE-	190.69	0.00	7,166.65
Period 12 Total					1,754.50	0.00	
					Period Net		1,754.50
					YTD Account Total		7,166.65
					Annual Budget		11,000.00
<b>Account: 01-2200-6686 CISO</b>					Beginning Balance		2,039.91

**General Ledger**

Ledger Detail for Fiscal Year Ending DEC 31,2017 - Posting Date: 2017-11-25 To 2017-12-15

Pd.	Date	Trace #	Source	Description	Ref	Debits	Credits	Balance
						YTD Account Total		2,039.91
						Annual Budget		3,500.00
						Report Summary		
						Balance Forward:		123,258.19
						Total Debits/Credits:	6,879.26	0.00
						Report Net:		130,137.45



## NORTH HURON POLICE SERVICES BOARD

### BY-LAW # 01-2017

#### **A BY-LAW TO GOVERN THE PROCEEDINGS OF THE TOWNSHIP OF NORTH HURON POLICE SERVICES BOARD**

WHEREAS a Police Services Board may, by By-law make rules for the effective management of the police service under Section 31(6) of the Police Services Act, R.S.O. 1990 c.P.15 and amendments.

AND WHEREAS it is deemed expedient to make and establish rules governing the proceedings of the North Huron Police Services Board, the conduct of its Members and the calling of meetings, pursuant to the Police Services Act, R.S.O. 1990 c.P.15 and amendments.

THEREFORE the North Huron Police Services Board enacts as follows:

#### **1. DEFINITIONS**

##### **1.1 In this By-law:**

- (a) **Act** means the Police Services Act, R.S.O. 1990 c.P.15, as amended from time to time;
- (b) **Acting Chair** means a Member required to act from time to time in the place and stead of the Chair, pursuant to section 6 of this By-law;
- (c) **Board** means the North Huron Police Services Board and shall be composed of such Members appointed under Part III of the Act;
- (d) **Chair** means the Chair of the Board;
- (e) **Chief of Police** means the Wingham Chief of Police reporting to the North Huron Police Services Board;
- (f) **Committee** means a Standing or ad hoc committee and any other similar entity composed of individuals of the Board pursuant to the Act;
- (g) **Council** means the Council of The Corporation of the Township of North Huron;
- (h) **Days** means calendar days exclusive of Saturday, Sundays and Statutory holidays;
- (i) **Secretary** means the Secretary of the North Huron Police Services Board;
- (k) **Member** means a Member of the North Huron Police Services Board;
- (l) **Recorded Vote** means the making of a written record of the name and vote of each Member present who votes on a question and of each Member present who does not vote;
- (m) **Municipality** means the Township of North Huron.

##### **1.2 In this By-law, words importing the singular number include the plural and vice versa, and words importing the masculine gender include the feminine gender.**

## **2. APPLICATION**

- 2.1 The rules or procedures contained in this By-law shall be observed in all proceedings of the Board and shall be the rules for the order and dispatch of business before the Board, and with necessary modifications, in a committee of the Board;
- 2.2 Except as provided elsewhere in this By-law, the Board may temporarily suspend one or more of the rules contained in this paragraph by a vote of the majority of the Members present:
- (a) Rules with respect to a change in agenda order of proceedings and content;
  - (b) Rules respecting notice of delegation status;
  - (c) Rules with respect to the increase or decrease of delegation and debate limitations;
- 2.3 All points of order or procedure for which rules have not been provided in this By-law shall be decided by the Chair.

## **3. COMPOSITION OF THE BOARD**

- 3.1 In accordance with Section 27(6) of the Act, the Board shall consist of five (5) Members, composed of:
- (a) Two (2) Council Members appointed by by-law of the Council;
  - (b) One (1) person appointed by by-law of the Council, who is neither a Member of the Council nor an employee of the municipality; and
  - (c) Two (2) people appointed by the Lieutenant Governor in Council.

## **4. SELECTION OF CHAIR AND VICE CHAIR**

- 4.1 In accordance with Section 28 (1) and (2) of the Act, the Members of the Board shall, at the first meeting held in January of each year, select from amongst its Members, a Chair and Vice Chair for one year.
- 4.2 The election of Chair shall be conducted by the Secretary.
- 4.3 The election of the Vice Chair shall be conducted by the Secretary.
- 4.4 Any votes required under this section, shall be taken as described by the provision of Section 244 of the Municipal Act, R.S.O. 2001, as amended, which requires that each Member present indicate his/her vote openly and that no vote be taken by ballot or any other method of secret voting.

## **5. DUTIES AND RESPONSIBILITIES OF THE BOARD**

- 5.1 The Board shall be responsible for those duties as set out in Section 31(1) of the Act as applicable, and shall at all times discharge those duties in accordance with the Board's Code of Conduct.

## **6. DUTIES OF THE CHAIR**

### **6.1 It shall be the duty of the Chair to:**

- (a) Report on the activities of the North Huron Police Service, and those of its Board, to North Huron Council quarterly and as requested;
- (b) Act as the sole spokesperson for the major policy decisions of the Board;
- (c) Represent and support the Board, declaring its will and implicitly obeying its decision in all things;
- (d) Set the agenda for all meetings;
- (e) Open the meeting of the Board by taking the chair and calling the Members to order;
- (f) Receive and submit, in the proper manner, all motions presented by the Members;
- (g) Put to vote all questions, which are duly moved and to announce the result thereof;
- (h) Decline to put to a vote, motions which infringe upon the rules of procedure or which are beyond the jurisdiction of the Board;
- (i) Restrain the Members, when engaged in debate, within the rules of procedure;
- (j) Enforce on all occasions the observance of order and decorum among the Members;
- (k) Call by name, any Member persisting in breach of the rules and procedure and to order him or her to vacate the room in which the meeting is being held;
- (l) Inform the Board on any point of order as deemed necessary;
- (m) Adjourn the meeting upon motion duly moved when the business is concluded;
- (n) Adjourn the sitting without a question being put or suspend or recess the sitting for a time to be specified by him or her, if considered necessary;
- (o) Sign all documents for and on behalf of the Board including but not limited to by-laws, minutes, resolutions, orders and agreements which have been approved by the Board;
- (p) Perform any and all other duties when directed to do so by motion of the Board.

## **7. DUTIES OF THE VICE CHAIR**

When the Chair is absent or refuses to act or the Chair is vacant, the Vice Chair shall act in his or her place and stead and while so acting, shall have the same authority, rights and powers of the Chair.

## **8. COMMITTEES OF THE BOARD**

- 8.1 The Board may at any time, by motion, appoint one or more Members to a Committee of the Board to inquire into any matter within the jurisdiction of the Board.
- 8.2 The Bargaining Committee will consist of the Board Chair and Vice-Chair and the Secretary.
- 8.3 The Committee shall report upon its work to the Board at the meeting of the Board next following the date of the Committee meeting.

## **9. REGULAR MEETINGS OF THE BOARD**

- 9.1 The Board shall hold its regular monthly meetings at 7:00 p.m. on the third Tuesday of the month in the Township of North Huron Council Chambers or at such other place or time as may be determined by the Board from time to time.
- 9.2 The Board shall not hold regular monthly meetings during the months of July and August of each year.
- 9.3 The Chair shall preside at all meetings. In the absence of the Chair, the Vice Chair or in the absence of the Vice Chair, the next senior Member of the Board, shall preside at the meeting in accordance with Section 7 of this By-law.
- 9.4 The Chair or in the absence of the Chair, the Vice Chair as the case may be, may cancel a regular meeting of the Board, where the Chair or Vice Chair deems such meeting is not warranted.

## **10. SPECIAL MEETINGS OF THE BOARD**

- 10.1 The Chair, or in his or her absence the Vice Chair, may at any time summon a special meeting of the Board and shall do so whenever requested by a majority of the Members of the Board.
- 10.2 The Secretary shall give notice to the Members of the Board of all special meetings of the Board whenever required by competent authority to do so. Such notice shall be by telephone, or other means deemed appropriate by the Secretary.
- 10.3 No special meeting of the Board may be held with less than 24 hours notice to the Members.
- 10.4 Notification of the public will be deemed complete with posted notice at the Township of North Huron Municipal Office 24 hours in advance of a meeting called under Section 10.1.
- 10.5 Notwithstanding 10.4, a meeting deemed to be In Camera, will not require notification of the public.
- 10.6 No business may be transacted at a special meeting of the Board other than that specified in the notice or Agenda.

## **11. THE CALLING OF THE MEETINGS TO ORDER**

- 11.1 As soon as possible after the hour of the meeting, and where a quorum is present, the Chair shall take the chair and call the meeting to order.

- 11.2 If a quorum for either the regular or special Board meeting is not present within thirty (30) minutes of the time fixed for the commencement of the meeting, the Secretary shall indicate that no quorum was present and the meeting shall stand adjourned until the next regular meeting of the Board.

## **12. QUORUM**

A quorum shall be a majority of the Members according to Section 35(2) of the Police Services Act.

## **13. BOARD AGENDA**

- 13.1 The Secretary shall cause an agenda to be prepared, in the following order, for the use of the Members at the regular meetings of the Board:

- 1 Call to Order
- 2 Disclosure of Pecuniary Interest;
- 3 Minutes of Previous Meetings;
- 4 Delegations/Petitions/Invited Guests;
- 5 Business Arising from Minutes;
- 6 Chief of Police Report;
- 7 Treasury Report;
- 8 Bylaws and Policies for Consideration;
- 9 Correspondence;
- 10 New Business;
- 11 Board Members Inquiries and Reports;
- 12 Public Gallery Questions and/or Comments;
- 13 In Camera Items;
- 14 Next Meeting;
- 15 Adjournment.

- 13.2 Every letter, petition and other communication addressed to the Board shall be received by the Secretary of the Board who shall:

- (a) where, in the opinion of the Secretary, the subject matter of any communication is properly within the jurisdiction of the Board, place it upon the Agenda for the new regular meeting of the Board to be dealt with during such meeting;
- (b) where, in the opinion of the Secretary, and confirmed by the Chair, the subject matter of any communication is properly within the jurisdiction of the Police Service, shall refer it to the Inspector for necessary action and a report presented at the next Board meeting if required.

- 13.3 The Secretary shall ensure that the agenda for regular meetings be delivered to each Member of the Board the Friday prior to the regular meeting.

- 13.4 All meetings may be audio and/or visually recorded, broadcast and/or streamed publicly by the Board.

## **14. CONFLICT OF INTEREST DISCLOSURE**

- 14.1 The Chair and Members shall be governed by the Municipal Conflict of Interest Act, 1990, and the agenda shall include a provision for Members to declare a conflict or conflicts of interest or a pecuniary interest in a matter.

- 14.2 Where a Member, either on his or her own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter and

is present at a meeting of the Board at which the matter is the subject of consideration, the Member shall:

- (a) prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof;
- (b) not take part in the discussion of, or vote on any question in respect of the matter; and
- (c) not attempt in any way whether before, during or after the meeting to influence the voting on any such question.

14.3 Where a meeting is not open to the public, in addition to complying with the requirements, the Member shall forthwith leave the meeting for the part of the meeting during which the matter is under consideration.

14.4 Where the interest of a Member has not been disclosed by reason of his or her absence from the particular meeting, the Member shall disclose his or her interest and otherwise comply at the first meeting of the Board attended by him or her after the particular meeting.

14.5 To fulfill the Board's functions pursuant to PART V - COMPLAINTS, of the Act, Members should not take part in the administration of Part V matters if they have a personal interest or where they may be perceived as having a personal interest or bias. Where there is uncertainty as to whether a conflict may exist, the issue should be raised and the decision, in regards to the conflicts, shall be determined by the Member.

14.6 The Secretary shall record in reasonable detail, the particulars of any disclosure of conflict of interest, and the particulars shall appear in the minutes of that meeting of the Board.

## **15. HEARING OF DELEGATIONS**

15.1 Delegations will only be heard at regular meetings and provided that the person(s) requesting a delegation has provided written notice of their request at least five (5) days before the date of the Board meeting or at the Chairs discretion. The request shall also include a list of person(s) who will be appearing before the Board and a copy of the materials that will be presented. Delegations shall be restricted to presentations of ten (10) minutes and shall address their remarks to the stated business. Notwithstanding the foregoing the time allotted for any delegation may be extended an addition five (5) minutes at the discretion of the Chair.

15.2 Upon receipt of the written notice requesting a delegation, the Secretary shall list the delegation on the next appropriate meeting agenda.

15.3 Upon the completion of a presentation to the Board by a delegation, any discourse between Members of the Board and the delegation shall be limited to Members asking questions for clarification and obtaining additional, relevant information only. Members of the Board shall not enter into debate with the delegation respecting the presentation.

15.4 No delegation shall:

- (a) speak disrespectfully of any person;
- (b) use offensive words or unparliamentary language;
- (c) speak on any subject other than the subject for which they have received

approval to address the Board; or

(d) disobey the rules of procedure or a decision of the Chair.

15.5 The Chair may curtail any delegation, any questions of a delegation or debate during a delegation for disorder or any other breach of this By-law and, where the Chair rules that the delegation is concluded, the person or persons appearing shall immediately withdraw.

## **16. CONDUCT OF MEMBERS DURING MEETINGS**

16.1 No Member shall:

- (a) use offensive words or unparliamentary language in meetings of the Board or against any Member;
- (b) speak on any subject other than the subject in debate;
- (c) criticize any decision of the Board except for the purpose of moving that the question be reconsidered;
- (d) speak in a manner that is discriminatory in nature based on an individual's race, ancestry, place of origin, citizenship, creed, gender, sexual orientation, age, color, marital status, family status or disability;
- (e) disobey the rules as set out in this By-law or a decision of the Chair, on questions of order or procedure as set out in this By-law or resolution of the Board, or upon the interpretation of the rules of the Board.

16.2 If a Member persists in disobedience after having been called to order by the Chair, the Chair shall forthwith put the question, no amendment, adjournment or debate being allowed: That such Member be ordered to leave his or her seat for the duration of the meeting of the Board. If a Member who has been ordered to leave his or her seat apologizes to the Chair and the other Members, he or she may, by vote of the Members, be permitted to retake his or her seat.

## **17. RULES OF DEBATE**

17.1 Every Member, before speaking to a question or motion shall first receive recognition from the Chair and then the Member shall address the Chair.

17.2 When a Member wishes to speak to any question, motion or item, they shall in an orderly fashion attempt to obtain the Chair's attention to indicate that such Member wishes to speak, and the Chair shall keep a list of those Members who have so indicated a desire to speak. The Chair shall then recognize the Members who wish to speak in the order in which their intentions have come to the Chair's attention and appear on the list.

17.3 When two or more Members indicate their intention to speak, the Chair shall recognize the Member who, in his or her opinion, first indicated their intention to speak, and that Members may speak to the question or motion first.

17.4 When a Member is speaking no other Member shall pass information between any Member or the Chair, or interrupt that Member except to raise a point of order.

17.5 A Member may require the question or motion under discussion to be read at any time during the debate, but so as not to interrupt a Member who is speaking.

- 17.6 No Member shall speak more than twice to the same question or motion without leave of the Chair, except to explain a part of his or her speech which the Member feels may have been misunderstood, but in no instance, shall the Member be permitted to introduce any new matter.
- 17.7 Notwithstanding Section 17.6, a reply may be made by the Member who has presented a motion to the Board, following the conclusion of the speeches of the other Members.
- 17.8 No Member shall speak to the same question or motion, or in reply, for more than ten minutes, without leave of the Chair.
- 17.9 After a question is put by the Chair, no Member shall speak to the question nor shall any other motion be made until after the vote is taken and the result has been declared.
- 17.10 If a Member considers that a ruling by the Chair is not in order, an appeal may be made. When challenged, the Chair may give a brief explanation of the ruling and ask the Members if the ruling of the Chair is upheld? In the event of a tie vote, the ruling is upheld. The decision of the Board under this Section is final.

## **18. MOTIONS**

- 18.1 All motions shall be duly moved and seconded before being discussed or being put to a vote. Motions to move "in camera" or for the passing of by laws shall be duly moved and seconded and passed to the Chair before being discussed and voted on.
- 18.2 The Board Secretary will read a motion before a vote is taken if required to do so by a Member.
- 18.3 After a motion has been moved, it may be withdrawn by the mover at any time before a vote is taken.
- 18.4 A motion properly before the Board for decision must receive disposition before any other motion can be received, except motions:
  - (a) to adjourn;
  - (b) to amend;
  - (c) to refer;
  - (d) to suspend the rules of procedure;
  - (e) to table the question;
  - (f) to vote on the question.
- 18.5 A motion to adjourn the meeting may be made at any time except;
  - (a) When a Member is speaking or during the taking of a vote;
  - (b) When the question has been called;
  - (c) When a Member has already indicated to the Chair that he or she desires to speak on the question;and, when resolved in the negative, cannot be made again until the Board has conducted further proceedings.
- 18.6 A motion to amend:
  - (a) Shall be relevant to the question to be decided;



- (b) Shall not be received if it in essence constitutes a rejection of the main questions;

and only one motion to amend such amendment shall be permitted, and any further amendment shall be made to the main questions.

18.7 A motion to refer the question shall include:

- (a) The name of the Committee, or other body or official to whom the question is to be referred; and
- (b) The terms upon which the question is to be referred;

and, any debate will only be permitted with respect to the desirability of referring the question and the terms of the referral, and no discussion of the main question or an amendment thereto shall be allowed until after its disposition.

18.8 After any question, except one of indefinite deferment has been decided by the Board, any Member who was present and who voted in the majority may, at a subsequent meeting of the Board, move for the reconsideration thereof, provided due notice of such intention is given as required by this By-law, but no discussion of the main question by any person shall be allowed unless the motion to reconsider has first been adopted.

18.9 No question shall be reconsidered more than once at a meeting of the Board.

## **19. VOTING ON MOTIONS**

19.1 A motion shall be deemed to have been carried when a majority of the Members present and voting have expressed their agreement with the questions.

19.2 When the Chair is satisfied that a question contains distinct proposals, he or she may divide the question or upon the request of a Member, shall divide the question, and the vote upon each proposal shall be taken separately.

19.3 Every Member present at a meeting of the Board when a question is put shall vote thereon unless prohibited by statute, in which case the Secretary shall record the name of the Member and the reason that he or she is prohibited from voting.

19.4 If a Member present does not vote when a question is put, he or she shall be deemed to have voted in the negative, except where the Member is prohibited from voting by statute.

19.5 When a recorded vote is permitted and required, except during In Camera session of the meeting, the Secretary shall conduct the vote in a counter-clock wise direction, starting on the Chair's right hand, asking the Members in favour to indicate with "yea" , asking the Members opposed to indicate with " nay" , and recording each vote as it is cast.

19.6 The Secretary will advise the Chair of the count of the vote, and the Chair will announce the results.

19.7 Where on any question on which there is a tie vote, the motion shall be deemed to have been lost,

## **20. PUBLIC AND "IN CAMERA" MEETINGS**

- 20.1 All meetings of the Board shall be open to the public subject to subsection (20.2) of this section.
- 20.2 The following subject matters may be discussed in a closed meeting of the Board, unless prohibited by law:
- (a) intimate financial and personnel matters, where a named or identifiable employee or prospective employee is involved, or where employee relations or reputations could be damaged, unless the employee or employees involved have requested that the matter be discussed in a meeting open to the public and the majority of the Board concurs;
  - (b) labour relations or employee negotiations matters arising out of the administration of collective agreements;
  - (c) a proposed or pending acquisition of land for Board purposes;
  - (d) litigation or potential litigation or matters in which public discussion could prejudice the Board's legal position or be detrimental to the Board in proceedings before any Court or Administrative Tribunals;
  - (e) consideration of promotions;
  - (f) matters that are specifically restricted by legislation regarding the protection of privacy;
  - (g) matters relating to the consideration of a request under the Freedom of Information and Protection of Privacy Act;
  - (h) matters involving public security, the revelation of which would endanger the security of the Board property, or the operations of the policing services.
- 20.3 No person other than Board Members, Secretary and Chief of Police and other persons invited by the Chair, shall attend closed meetings of the Board, and persons other than the Board Members shall vacate the meetings if requested to do so by the Chair.
- 20.4 The proceedings of a Board In Camera Session shall be audio/video recorded with all recordings kept in a secure location in the Township of North Huron Municipal Office.

## **21. AVAILABILITY OF INFORMATION**

- 21.1 Information relating to matters described in Section 20.2 of this By-law, shall be marked Confidential.
- 21.2 Immediately following the distribution of the agenda information to all Members of the Board, the public agenda materials may be made available to the media and to any other Member of the public requesting such information, provided the disclosure of such information do not relate to matters described in subsection 20.2 herein. Such materials shall be made available at the Board office no earlier than the Monday preceding the day upon which the meeting is to be held.

## **22. BY-LAWS**

- 22.1 Every By-law shall be introduced upon written motion by a Member, and any number of By-laws may be introduced together in one motion, but the Chair may, at the request of a Member, deal separately with any By-law.
- 22.2 Every By-law when introduced, shall be in typewritten form and shall contain no blanks except such as may be required to conform to accepted procedure or to comply with the provisions of any Act, and shall be complete with the exception of the number and the date of the By-law.
- 22.3 Every By-law which has been passed by the Board shall be numbered, dated and signed by the Chair and Secretary, and shall be filed by the Secretary in the Township Municipal Office, in secure and proper facilities provided by the Municipal Clerk.
- 22.4 The Board Secretary shall provide the Municipal Clerk with duplicate copies of all By-laws duly passed under Section 22.

## **23. REPORTING PROTOCOL**

- 23.1 The Township of North Huron Police Services Board shall report to North Huron Council regularly, and provide such information not protected by the terms of the Police Services Act, sections 35 (4)(a)(b), and the Municipal Freedom of Information and Protection of Privacy Act, as requested by Council and deemed appropriate by the Board.
- 23.2 The Business Plan of the North Huron Police Services Board will be provided to the Council of the Township of North Huron before March 31, 2018 and will renew said plan every three years thereafter, and submit to the Council's Clerk by March 31<sup>st</sup> of each year.
- 23.3 The Annual Report of the North Huron Police Services will be provided to the Council of the Township of North Huron by April 1st of the year following the year of activity.
- 23.4 Any Business Plan produced in accordance with article 23.2, will be made available for inspection by the public in the Municipal Office in Wingham, and other locations as the Board may direct from time to time, from the time it is approved by the North Huron Police Services Board until it is replaced.
- 23.5 The current Annual Report of the Police Services Board will be made available for inspection by the public in the Municipal Office in Wingham, and other locations as may be determined by the Board from time to time.
- 23.6 During the development of any Business Plan produced in accordance with article 23.2, the Board will consider any issues brought to their attention by Township of North Huron Council, the Avon Maitland District School Board, the Huron Perth Catholic District School Board, community organizations and groups, businesses and members of the general public for inclusion into the business plan.

## **24. CODE OF CONDUCT**

### **Members of Police Services Board – Code of Conduct – Ontario Regulation 421/97**

- 24.1 Board Members shall attend and actively participate in all board meetings.
- 24.2 Board Members shall advise the Chair twenty-four (24) hours in advance of a

Board meeting if they are unable to attend a meeting.

- 24.3 If any Board Member misses three consecutive meetings or a total of four meetings in a twelve (12) month period, the Board will make a recommendation to the Council of the Township of North Huron (in the case of a Council appointee) or to the Ministry of Community Safety and Correctional Services (in the case of a Provincial appointee) that the member be replaced unless the member can convince the Board members that there are circumstances that justify his/her retention.
- 24.4 Board Members shall not interfere with the police force's operational decisions and responsibilities or with the day-to-day operation of the police force, including the recruitment and promotion of police officers.
- 24.5 Board Members shall undergo any training that may be provided or required for them by the Solicitor General.
- 24.6 Board Members shall keep confidential any information disclosed or discussed at a meeting of the board, or part of a meeting of the board, that was closed to the public.
- 24.7 No board Member shall purport to speak on behalf of the board unless he or she is authorized by the board to do so.
- 24.8 A board Member who expresses disagreement with a decision of the board shall make it clear that he or she is expressing a personal opinion.
- 24.9 Board Members shall discharge their duties loyally, faithfully, impartially and according to the Act, any other Act and any regulation, rule or By-law, as provided in their oath or affirmation of office.
- 24.10 Board Members shall uphold the letter and spirit of the Code of Conduct as set out in this Regulation and shall discharge their duties in a manner that will inspire public confidence in the abilities and integrity of the board.
- 24.11 Board Members shall discharge their duties in a manner that respects the dignity of individuals and in accordance with the Human Rights Code and the Charter of Rights and Freedoms (Canada).
- 24.12 Board Members shall not use their office to advance their interests or the interests of any person or organization with whom or with which they are associated.
- 24.13 Board Members shall not use their office to obtain employment with the board or the police force for themselves or their family Members.
- 24.14 For the purpose of subsection (24.11), family Member means the parent, spouse or child of the person, as those terms are defined in section 1 of the Municipal Conflict of Interest Act.
- 24.15 A Board Member who applies for employment with the police force, including employment on contract or on fee for service, shall immediately resign from the board.
- 24.16 Board Members shall refrain from engaging in conduct that would discredit or compromise the integrity of the board or the police force.
- 24.17 A Board Member whose conduct or performance is being investigated or inquired into by the Commission under s. 25 of the Act shall decline to exercise his or her duties as a Member of the board for the duration of the investigation or inquiry.

## **25. BREACH OF CODE OF CONDUCT**

- 25.1 If the board determines that a board Member has breached the Code of Conduct set out in this Regulation, the board shall record that determination in its minutes and may,
- (a) require the Member to appear before the board and be reprimanded;
  - (b) request that the Ministry of the Solicitor General conduct an investigation into the Member's conduct; or,
  - (c) request that the Commission conduct an investigation into the Member's conduct under Section 25 of the Act.

## **26. GENERAL**

- 26.1 The procedures for the investigation of complaints against the Wingham Police Service shall be in accordance with the Police Services Act.
- 26.2 The Board shall enter into and adhere to a reporting protocol with the Township of North Huron Council at regularly scheduled council meetings, and provide such information not protected by the terms of the Police Services Act Sections 35 (4)(a)(b), and the Municipal Freedom of Information and Protection of Privacy Act, as requested by Council and deemed appropriate by the Board.

## **27. RECORDING EQUIPMENT**

- 27.1 At the meetings of Board, the use of cameras, electric lighting equipment, flash bulbs, recording equipment, television cameras and any other device of a mechanical, electronic or similar nature used for transcribing or recording proceedings by auditory or visual means by members of the public, including accredited and other representatives of any new media whatsoever, will not be permitted. Only audio and/or video recording devices operated by Township Staff shall be allowed during the meetings of the Board.

## **28. COMMUNICATION DEVICES**

- 28.1 At the meetings of the Board, the use of cellular phones, audible pagers or any other similar communication devices creating a disruption, or a nuisance will not be permitted in the Council Chambers
- 28.2 An exception would be granted to allow members of the Board and Staff the opportunity to use electronic devices to set meeting dates when necessary;

## **29. ADMINISTRATION**

1. This By-law will come into force and effect on the final passing hereof.
2. This By-law will rescind By-law 01-2011.

## **30. EFFECTIVE DATE**

This By-law is hereby enacted by the Township of North Huron Police Services Board on this 19<sup>th</sup> day of December, 2017, and shall take effect on this date.

**CHAIR** \_\_\_\_\_  
**Trevor Seip**

**SECRETARY** \_\_\_\_\_  
**Richard Al**

Greetings Members!

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

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

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

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

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

Thanks!

Eli El-Chantiry

Fred Kaustinen

Chair

Executive Director

Holly Doty

**Ontario Association of Police Services Boards**

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

T: [1-800-831-7727](tel:1-800-831-7727) | C: [519.636.7707](tel:519-636-7707)

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





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

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

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

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

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

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

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

Sincerely,

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

Attachment

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

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

**Wednesday December 6, 2017**

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

**St. Michael's Hospital**

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

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

**Deidre Bainbridge NP, MN**

Provincial Nurse Manager

Office of the Chief Coroner and Ontario Forensic  
Pathology Service

**Marisa Cicero MSW, RSW**

Director

Health Disciplines Practice and Education  
St. Michael's Hospital

**Shawn Fenton**

Administrative Officer

Office of the Chief Coroner & Ontario Forensic  
Pathology Service

**Michael Couto**

Patient Transport/Morgue Attendant  
St. Michael's Hospital

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

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

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



**St. Michael's**

Inspired Care.  
Inspiring Science.



**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:** **2018/19 – 2019/20**  
**Safer and Vital Communities (SVC) Grant**  
**Call for Applications**

<b>DATE OF ISSUE:</b>	<b>November 29, 2017</b>
<b>CLASSIFICATION:</b>	<b>General Information</b>
<b>RETENTION:</b>	<b>January 22, 2018</b>
<b>INDEX NO.:</b>	<b>17-0072</b>
<b>PRIORITY:</b>	<b>Medium</b>

I am pleased to advise you that the Ministry of Community Safety and Correctional Services (Ministry) is now accepting applications from community-based, not-for-profit, incorporated organizations and First Nations Chiefs and Band Councils for the 2018/19 – 2019/20 SVC Grant.

Although police services are not eligible for this grant, your support is integral, as applicants are required to provide a police letter of support for their application. Please direct community organizations that meet the eligibility criteria to apply.

The SVC Grant encourages the development and implementation of local projects that enhance community safety and well-being. Similar to the last grant cycle, the theme for the 2018/19 – 2019/20 SVC Grant is “**Creating a Safer Ontario through Community Collaboration**”. The Ministry is requesting proposals that focus on bringing together different sectors to address local priority risks through collaboration and partnership. In addition to demonstrating police involvement in their projects, applicants are required to partner with at least one organization in a sector different from their own.

.../2

Enclosed is an application package for the 2018/19 – 2019/20 SVC Grant. Please note that the completed application, along with all supporting documentation, must be submitted to the Ministry by e-mail to [Fionne.Yip@ontario.ca](mailto:Fionne.Yip@ontario.ca) **no later than 4:00pm EST on January 22, 2018**. Submissions that are late, incomplete or not accompanied by the required documents requested by the Ministry will not be considered for funding. No exceptions will be permitted.

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

Please direct any questions regarding the SVC Grant to Fionne Yip, Community Safety Analyst, Program Development Section, at [Fionne.Yip@ontario.ca](mailto:Fionne.Yip@ontario.ca) or 416-314-0206.

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

Attachments

To view the full contents of this document, you need a later version of the PDF viewer. You can upgrade to the latest version of Adobe Reader from [www.adobe.com/products/acrobat/readstep2.html](http://www.adobe.com/products/acrobat/readstep2.html)

For further support, go to [www.adobe.com/support/products/acrreader.html](http://www.adobe.com/support/products/acrreader.html)

**2018/19 – 2019/20 Safer and Vital Communities Grant**  
**Application Guidelines**

Please review the following guidelines carefully and ensure you answer each component of every question. They specify important information that must be addressed for each question and must be followed when completing your application.

Please note that all applicants must be proposing a project that is new or that has a new component.

Your completed application form (excluding the budget sheets and the required documentation) must not exceed **10** pages in total. Additional pages will **not** be reviewed. Your response for each of the following questions must not exceed one page. The answer box will not prevent you from typing more than one page, but please be advised that anything beyond the one page limit (i.e. anything that is cut off when you print the application form, or anything that is cut off unless you click into the answer box) will **not** be reviewed. Also, please do not include any attachments or website addresses as part of your response. They will **not** be reviewed.

**Demonstrated Need (3 Points)**

1. How did you determine that there is a need for the proposed project in your community?

- ✓ Provide current and reliable statistics and evidence of the priority risk(s) to be addressed by your project. Statistics/evidence may originate from Juristat Canada, local police, schools, etc. or through local findings (e.g., community consultations, conducting a gap analysis).
- ✓ Identify factors limiting your organization's ability to deal effectively with the identified risk(s). Explain why funding is beyond your organization's current capability.

**Activities (6 points)**

2. Provide a comprehensive outline of the activities that will be implemented as part of the project. Explain who will benefit from these activities and how.

- ✓ Describe in detail all the activities (including recruitment/referral process, if applicable) that you will implement during the project.
- ✓ Indicate the types of group(s) and/or individuals (i.e., your target group) who will benefit from your project. Explain how.

### **New Elements (2 Points)**

3. Is this a new project? Please explain.

- ✓ If yes, provide details on how this project is different from other projects undertaken by your organization.
- ✓ If no, provide details on how the proposed project differs from the existing project (e.g., new component, new target group, new risk/protective factors)

Note: Simply delivering an existing project in a different area and/or partnering with a different organization will not be considered for funding.

### **Organizational Capacity (2 Points)**

4. Describe your experience and/or capacity to effectively deliver the project.

- ✓ Explain what expertise your organization has in addressing the priority risks identified and/or working with the target group.

### **Partnerships (4 Points)**

5. In the following table, describe your project partners. Please note that applicants are required to partner with their local police service and at least one organization in a sector different from their own.

- ✓ Indicate the name of the partnering organization.
- ✓ Indicate the sector to which the partnering organization belongs to. Sectors may include, but not limited to the following: education, health/mental health, social services, housing, justice, children services, private sector and local government.
- ✓ Outline each partner's role in carrying out the project, including what activities they will implement (e.g., providing referrals, assisting in organizing community events).
- ✓ Explain the value that each partnership brings to the project (e.g., expertise, resources) and how each partner will enhance the ability to carry out the project (e.g., why they are best placed to fulfill their specified role and address the priority risk).

### **Expected Outcomes and Evaluation Strategy (6 Points)**

6. In the following table, indicate 1) expected outcomes that will result from your project 2) performance indicators that will be measured to assess achievement of outcomes 3) data collection method for those indicators 4) baseline data for those indicators and 5) target for those indicators. Ensure that outcomes and performance measures reflect input from all partners.

- ✓ Describe the expected outcomes that will result from your project.
- ✓ Identify performance indicators to demonstrate that outcomes have been achieved.
- ✓ Indicate the baseline data from which you will be able to assess change. If baseline data is not available, describe how you and/or your project partner(s) will collect the data.
- ✓ Indicate your target for the performance indicators.
- ✓ Describe which partner will report on each indicator and how will the data be collected (e.g., interviews, surveys, focus groups)

Tips:

An **expected outcome** is the positive impact or change your activities are expected to make in your community.

A **performance indicator** is an observable, measurable piece of information about a particular outcome, which shows to what extent the outcome has been achieved. *Quantitative indicators* are numeric or statistical measures that are often expressed in terms of unit of analysis (e.g., number of, frequency of, percentage of, ratio of, variance with, etc.). *Qualitative indicators* are judgment or perception measure (e.g., the level of satisfaction reported by program participants and verbal or written feedback).

**Baseline data** is information captured initially to establish the starting point against which to measure the achievement of outcomes.

A **target** is the planned result to be achieved within a particular time frame. Along with the baseline, this provides an anchor against which current performance results can be compared.

### **Budget (3 Points)**

7. Using the budget sheets provided, clearly itemize all expenditures associated with the project. In the space below, describe the need/use each budget item that requires Ministry funding.

- ✓ Clearly explain the need/use of each budget item that requires Ministry funding, ensuring budget items align with the design and delivery of this specific project.
- ✓ Should you request Ministry funding for personnel, a brief description of the duties and responsibilities for the position is required.
- ✓ Refer to pages 3 and 4 of Application Instructions for details on allowable budget items.





Ministry of Community Safety and Correctional Services

**2018/19 – 2019/20**

**Safer and Vital Communities Grant**

**Application Instructions**

## INTRODUCTION

The Ministry of Community Safety and Correctional Services (Ministry) is pleased to present the 2018/19 – 2019/20 Safer and Vital Communities (SVC) Grant. This package outlines the grant process and contains information on eligibility criteria and required documentation for your application. It also includes an application form, application guidelines and detailed budget sheets for your grant project.

As the SVC Grant is a two-year program, please be advised that there will be **no call for applications in 2019/20**.

## THEME

Similar to the last grant cycle, the theme for the 2018/19 – 2019/20 SVC Grant is **“Creating a Safer Ontario through Community Collaboration”**.

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 recently released *Community Safety and Well-Being Planning Framework: A Shared Commitment in Ontario* booklet, consisting of the Community Safety and Well-Being Planning Framework and toolkit of associated guidance documents.

The booklet will assist communities in developing and 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. For a copy of the booklet, please visit <http://www.mcscs.ius.gov.on.ca/english/Publications/MCSCSSOPanningFramework.html>.

In recognition of the work already underway in many Ontario communities to move towards collaborative approaches to community safety and well-being, the Ministry is requesting proposals that focus on bringing together different sectors to address local priority risks through collaboration and partnership.

Projects funded under this year’s theme will be based on three critical factors:

1. **Risk-based**: In order to strengthen efforts to prevent crime and victimization and keep our communities safe, communities should work to proactively address the root causes of crime by targeting risks that evidence and experience show are most prevalent locally. Applicants must provide evidence of prevalent local risk(s) and outline how they will be addressed through their project. This may include rapid intervention models that mitigate high-risk situations; preventative programs and initiatives that reduce

prevalent, ongoing risks within the community; or social development activities that seek to prevent the circumstances that create risk in the first place.

2. **Effective Partnerships**: Community safety and well-being is a shared responsibility among local partners from different sectors. Applicants must demonstrate how their project will use collaboration and partnership with other agencies to implement activities and achieve common goals.
3. **Strength-based**: Communities must address priority risks by leveraging existing resources, expertise and experience within local agencies and community members themselves. Sustainable approaches must build on and strengthen the knowledge, skills and ability of local partners to implement community safety and well-being initiatives, and create the in-house capacity for work to continue when the SVC Grant is complete.

## ELIGIBILITY CRITERIA

### **Eligible Applicants:**

- ✓ Community-based, not-for-profit incorporated organizations
- ✓ Community-based, not-for-profit organizations sponsored by an incorporated organization  
First Nations Chiefs and Band Councils.

### **Ineligible Applicants\*:**

- ✓ Police services and their boards
- ✓ Municipalities
- ✓ Federal/Provincial/Municipal agencies
- ✓ Universities, colleges, schools, hospitals and their governing boards and agencies.

*\*Ineligible applicants cannot apply for funding but they can be project partners.*

Only **ONE** application may be submitted per applicant.

Community-based, not-for-profit organizations that are not incorporated must be sponsored by an incorporated organization that is an eligible applicant itself and must include a letter of confirmation from their sponsor along with their application. The letter must detail the sponsoring organization's commitment to enter into a contractual agreement with the Ministry on behalf of the applicant. The sponsoring organization will also be required to submit proof of incorporation.

Past recipients who have failed to provide the required reports or complete the reports to the satisfaction of the Ministry (e.g. not providing the requested information) will not be considered for funding.

Current recipients under the 2016/17 - 2017/18 SVC Grant who have failed to provide any of the reports required from December 16, 2016 to October 16, 2017 (i.e., Interim Financial

Report for Year 1, Progress Report for Year 1, Performance Measures Report for Year 1 and Interim Financial Report for Year 2) or complete the reports to the satisfaction of the Ministry by January 12, 2018 will not be considered for funding.

To ensure different organizations are receiving funding support from the Ministry, preference will be given to organizations that have not received funding under the SVC Grant under the past three grant cycles (i.e., 2013-14, 2014-16, 2016-18).

**Partnerships:**

Applicants must demonstrate police involvement in their projects. In addition, they are required to partner with at least one organization in a sector different from their own.

Applicants are required to provide letters of support that confirm their partners' involvement, role, and capacity to address the identified risk. These letters should detail the nature of the partnerships and what role the partners will play in the development and/or delivery of your project.

**Project Timeline:**

Funding is provided on a one-time basis only. Projects must have a start date and must be completed by **March 31, 2020**. It is anticipated that the Ministry will notify applicants of its funding decision in April 2018. Please take this into consideration when planning for your project.

**Funding Amount:**

Applicants may request up to \$35,000 for each of the two years. Applications exceeding this amount in either year will not be considered. There will be no exceptions.

**Allowable Expenses:**

- ✓ The grant will not cover expenses related to your organization's ongoing operational costs. The grant can only be used to cover costs associated with the development and/or implementation of the proposed project.
- ✓ Applications that are strictly to fund research activities, evaluation, conferences and/or equipment will not be considered.
- ✓ Funding requests for infrastructure (e.g., building a basketball court, capital renovations, and repairing facilities) will not be considered.
- ✓ Should you request funding for personnel, a brief description of the duties and responsibilities for the position is required.
- ✓ Administrative costs must be capped at 5%. If the administrative costs exceed 5%, they will automatically be reduced to 5% of the project costs.
- ✓ Equipment costs must be capped at 10%. If the equipment costs exceed 10%, they will automatically be reduced to the appropriate amount. Where appropriate, equipment must be leased.
- ✓ Hospitality costs must be related exclusively to costs for participants (e.g. refreshments, transportation).

- ✓ If you are eligible to receive a tax rebate, credit or refund, these amounts cannot be claimed as eligible expenses on your budget and must be accounted for.

## APPLICATION REVIEW AND ASSESSMENT CRITERIA

The SVC Grant Review Committee, comprised of representatives from within and outside the Ministry, will review all eligible proposals and make funding recommendations to the Minister of Community Safety and Correctional Services.

Should the application meet the eligibility criteria, your proposal will be assessed based on the following criteria:

- |                           |                       |
|---------------------------|-----------------------|
| ✓ Demonstrated Need       | ✓ Partnerships        |
| ✓ Activities              | ✓ Expected Outcomes   |
| ✓ New Elements            | ✓ Evaluation Strategy |
| ✓ Organizational Capacity | ✓ Budget              |

## CONTRACTUAL AGREEMENT

As part of the terms of funding, the Ministry will enter into a contractual agreement with those organizations approved for funding. Funds will only be released to the organization after the contractual agreement is signed between the organization and the Ministry and upon the Ministry's receipt of the following required documents:

- ✓ **Proof of Insurance** – Successful applicants must have commercial general liability insurance on an occurrence basis for third party bodily injury, personal injury and property damage, to an inclusive limit of not less than \$2 million dollars per occurrence. Proof of insurance, with the Ministry included as an additional insured, is required before funding is provided.
- ✓ **Governance structure** – Successful applicants are required to provide a governance structure of their organizations. This may be a list of the board of directors or an organization chart outlining the structure of their organization.
- ✓ **Proof of Canadian Financial Institution** – Successful applicants must submit proof of a bank account that resides at a Canadian financial institution and is in the name of the applying organization or its sponsoring organization.

The grant must be used in Ontario for the purposes described in the application and according to the terms of the contractual agreement.

## REQUIRED DOCUMENTATION FOR YOUR APPLICATION

Along with your completed application form and budget sheets, please ensure to submit the following documents to the Ministry by **4:00pm EST on January 22, 2018**:

- ✓ **Proof of incorporation** –A copy of your incorporation documents is required. A copy of your registration as a charity is not acceptable. If your organization is not incorporated, a copy of your sponsoring organization’s incorporation documents is required.
- ✓ **Sponsor letter** – If your organization is not incorporated, please provide a letter from your sponsoring organization indicating its commitment to enter into a contractual agreement with the Ministry on behalf of the applicant.
- ✓ **Letter of support from your local police service and at least one organization in a sector different from your own** – These letters should detail the nature of the partnerships and what role the partners will play in development and/or delivery of your project. These letters must be an official letter signed by the respective organization. Emails or letters that are not signed will not be accepted.

## LENGTH OF APPLICATION FORM

Your completed application form (excluding the budget sheets and the required documentation) must not exceed **10** pages in total. Additional pages will not be reviewed.

Your response for each of the seven application questions (starting with “Demonstrated Need” and ending with “Budget”) must not exceed one page. The answer box will not prevent you from typing more than one page, but please be advised that anything beyond the one page limit (i.e. anything that is cut off when you print the application form, or anything that is cut off unless you click into the answer box) will not be reviewed.

Also, please do not include any attachments or website addresses as part of your response. They will not be reviewed.

## APPLICATION SUBMISSION

An electronic version of your completed application form and budget sheets must be submitted to the Ministry in their **original format (NOT a scanned version) by email**. Please submit them to [Fionne.Yip@ontario.ca](mailto:Fionne.Yip@ontario.ca).

In addition to the above, please scan the signed copy of the completed application form and all required documentation for your application and submit them by email to [Fionne.Yip@ontario.ca](mailto:Fionne.Yip@ontario.ca).

Ministry staff will acknowledge the receipt of your submission, either through an email response or an automatic reply message. Please follow up if you do not receive the confirmation.

## APPLICATION DEADLINE

Your completed application form and budget sheets, along with all required documentation for the application process, must be received by the Ministry by **4:00pm EST on January 22, 2018**.

Out of fairness to all applicants, submissions that are late, incomplete or not accompanied by the required documents requested by the Ministry will not be considered for funding. No exceptions will be permitted.

If possible, applicants are recommended not to wait until the last day to submit their application and/or request support from ministry staff. As the volume of emails and phone calls tend to be very high on the application due date, there may be a delay in getting a response.

## **ASSISTANCE**

For general questions and technical assistance for the SVC Grant, please contact Fionne Yip at (416) 314-0206 or [Fionne.Yip@ontario.ca](mailto:Fionne.Yip@ontario.ca). Please note that Ministry staff will not be reviewing applications prior to their submission.

# 2018/19 - 2019/20 Safer and Vital Communities Grant

## APPLICATION: BUDGET SHEET- 2018/19 (YEAR 1)



### Instructions:

1. Please complete the budget sheet below. Please do not create your own budget sheet in another format as it will not be accepted.
2. Please refer to the 2018/19 - 2019/20 Safer and Vital Communities Grant – Application Instructions for information on allowable budget items.
3. Under Question 7 in the 2018/19 - 2019/20 Safer and Vital Communities Grant - Application Form, clearly explain the need/use of each budget item.
4. You may request up to \$35,000 per year.
5. Should you be approved for funding, changes to these budget items will require approval from the Ministry.

#	Budget Item		Contribution From Other Sources			Ministry Funding Requested	Total
			Other Government Funding	Financial	In-kind Donation		
1	Program Materials		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2	Program Materials		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3	Program Materials		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4	Program Materials		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5	Program Materials		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Program Materials Total</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
1	Production of Deliverables		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2	Production of Deliverables		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3	Production of Deliverables		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4	Production of Deliverables		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5	Production of Deliverables		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Production of Deliverables Total</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
1	Training		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2	Training		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3	Training		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4	Training		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5	Training		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Training Total</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
1	Equipment		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2	Equipment		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3	Equipment		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4	Equipment		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5	Equipment		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Equipment Total</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>



#	Budget Item		Contribution From Other Sources			Ministry Funding Requested	Total
			Other Government Funding	Financial	In-kind Donation		
1	Personnel		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2	Personnel		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3	Personnel		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4	Personnel		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5	Personnel		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Personnel Total</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
1	Hospitality		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2	Hospitality		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3	Hospitality		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4	Hospitality		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5	Hospitality		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Hospitality Total</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
1	Administration		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2	Administration		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3	Administration		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4	Administration		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5	Administration		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Administration Total</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
1	Other		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2	Other		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3	Other		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4	Other		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5	Other		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Other Total</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>TOTAL</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

# 2018/19 - 2019/20 Safer and Vital Communities Grant

## APPLICATION: BUDGET SHEET- 2019/20 (YEAR 2)



### Instructions:

1. Please complete the budget sheet below. Please do not create your own budget sheet in another format as it will not be accepted.
2. Please refer to the 2018/19 - 2019/20 Safer and Vital Communities Grant – Application Instructions for information on allowable budget items.
3. Under Question 7 in the 2018/19 - 2019/20 Safer and Vital Communities Grant - Application Form, clearly explain the need/use of each budget item.
4. You may request up to \$35,000 per year.
5. Should you be approved for funding, changes to these budget items will require approval from the Ministry.

#	Budget Item		Contribution From Other Sources			Ministry Funding Requested	Total
			Other Government Funding	Financial	In-kind Donation		
1	Program Materials		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2	Program Materials		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3	Program Materials		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4	Program Materials		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5	Program Materials		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Program Materials Total</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
1	Production of Deliverables		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2	Production of Deliverables		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3	Production of Deliverables		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4	Production of Deliverables		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5	Production of Deliverables		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Production of Deliverables Total</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
1	Training		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2	Training		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3	Training		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4	Training		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5	Training		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Training Total</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
1	Equipment		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2	Equipment		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3	Equipment		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4	Equipment		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5	Equipment		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Equipment Total</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

#	Budget Item		Contribution From Other Sources			Ministry Funding Requested	Total
			Other Government Funding	Financial	In-kind Donation		
1	Personnel		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2	Personnel		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3	Personnel		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4	Personnel		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5	Personnel		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Personnel Total</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
1	Hospitality		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2	Hospitality		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3	Hospitality		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4	Hospitality		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5	Hospitality		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Hospitality Total</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
1	Administration		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2	Administration		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3	Administration		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4	Administration		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5	Administration		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Administration Total</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
1	Other		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2	Other		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3	Other		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4	Other		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5	Other		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Other Total</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>TOTAL</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>



**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:** **Amendment to the *Common Sense Firearms Licensing Act***

<b>DATE OF ISSUE:</b>	<b>December 7, 2017</b>
<b>CLASSIFICATION:</b>	<b>General Information</b>
<b>RETENTION:</b>	<b>Indefinite</b>
<b>INDEX NO.:</b>	<b>17-0073</b>
<b>PRIORITY:</b>	<b>Medium</b>

At the request of the Chief Firearms Office of the Ontario Provincial Police, I am sharing a communication regarding the recent amendment to the *Common Sense Firearms Licensing Act* (Bill-C42). This amendment came into force on November 30, 2017 and allows for a six-month grace period, during which time individuals who have ended a five-year license period can come into compliance with licensing requirements.

Please note, although the amendment came into force on November 30, 2017, the grace period will only apply to firearms licenses that expired on or after that date. Any licenses that expired prior to November 30, 2017 will not be given the six-month grace period.

For further details, please see the attached memo from Superintendent Dwight Peer, Chief Firearms Officer, and its accompanying explanatory note.

Sincerely,

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

Attachments

Chief Firearms Office

Bureau du contrôleur des armes à feu

777 Memorial Avenue  
Orillia ON L3V 7V3  
Tel.: 705-329-5522  
Fax: 705-329-5623

777 rue Memorial  
Orillia ON L3V 7V3  
Tél. : 705-329-5522  
Téléc. : 705-329-5623

File reference 676 20

December 6, 2017

**MEMORANDUM TO:** Stephen Beckett  
Assistant Deputy Minister  
Public Safety Division

**FROM:** Superintendent N.D. (Dwight) Peer  
Chief Firearms Officer

**SUBJECT:** *Common Sense Firearms Licensing Act*  
Six-month Extension Period at the end of a Five-year Licence Period

I am writing to make you aware of the changes effected by Section 14 of the *Common Sense Firearms Licensing Act* (Bill C-42) and to request your assistance in sharing this with the policing community.

Effective November 30, 2017, the amendments to the *Firearms Act* include the:

- Creation of a six-month grace period at the end of the five-year licence period with additional time for individuals to come into compliance with the licensing requirements without the risk of criminal prosecution for the possession of firearms without a licence, which constitutes an offence under paragraph 91(1)(a) of the *Criminal Code*, and is punishable by a maximum of five years in prison.

The grace period will only apply to firearms licences that expire on or after the coming into force of the amendments to subsection 64(1.1) of the *Firearms Act*, on November 30, 2017. Firearm owners with licences that expire prior to this date will not benefit from this amendment.

Individual whose licences reach their expiry date will enter a six-month extension period. Entering this extension period will have the following effects on a firearms licence:

- Firearms licence holders cannot use their firearms during the extension period;
- All Authorization to Transport (ATT) conditions attached to the licence will automatically be removed;
- All Authorizations to Transport (ATT) and Authorizations to Carry (ATC) will expiry;

.../2

- New Authorizations to Transport will only be issued for limited purposes:
  - Change of residence;
  - Transport to a peace officer, firearms officer or chief firearms officer for registration or disposal in accordance with the *Firearms Act*; or
  - Transport of a firearm for disposal through sale or exportation). These limitations on the use and transportation support public safety and encourage licence holders to renew their licences in a timely manner.

Licence and firearms information will remain visible in the Canadian Firearms Registry Online (CFRO). When a law enforcement officer engages in a CPIC/CFRO query of an individual whose licence has expired, the licence status will show "Under Extension Period".

Users of the Public Agency Web Service (PWS) who check the status of a licence during the extension period will be shown a licence status of "Not Valid" during that period. Firearms should not be returned to individuals who hold a licence in the extension period.

Thank you for your ongoing commitment to community safety and well-being. A link to the copy of the *Common Sense Firearms Licensing Act* changes as they apply to the Province of Ontario is enclosed.

Should you have any questions or require additional information, please contact Chantal Trahan at 705-329-5524 or [Chantal.trahan@opp.ca](mailto:Chantal.trahan@opp.ca).

Sincerely,



N.D. (Dwight) Peer  
Superintendent  
Chief Firearms Officer  
Ontario Provincial Police

/clt

Attachment

## Order Fixing November 30, 2017 as the Day on which Section 14 of the Act Comes into Force

P.C. 2017-1335 November 2, 2017

Her Excellency the Governor General in Council, on the recommendation of the Minister of Public Safety and Emergency Preparedness, pursuant to subsection 38(4) of the *Common Sense Firearms Licensing Act*, chapter 27 of the Statutes of Canada, 2015, fixes November 30, 2017 as the day on which section 14 of that Act comes into force.

### EXPLANATORY NOTE

(This note is not part of the Order.)

#### **Proposal**

Pursuant to subsection 38(4) of the *Common Sense Firearms Licensing Act* (CSFLA), chapter 27 of the Statutes of Canada, 2015, this Order in Council (Order) fixes November 30, 2017, as the day on which section 14 of the CSFLA comes into force.

#### **Objective**

The purpose of this Order is to bring into force a provision which provides firearms owners with an automatic six-month period (commonly known as the grace period) extending the validity of a firearms licence that has not been renewed before the expiry date shown on the face of their licence.

#### **Background**

Under the *Firearms Act*, a person must hold a valid firearms licence in order to lawfully possess or acquire firearms and to acquire ammunition. The licence also sets out the class of firearm that the holder may possess or acquire (e.g. prohibited, restricted, non-restricted firearms). A firearms licence that is issued to an individual who is 18 years or older, expires on the individual's birthday, 5 years after issuance (unless a shorter expiry period is provided). According to the 2016 Commissioner of Firearms Report, approximately 2 076 840 individual firearms licences are held in Canada.

On June 18, 2015, the CSFLA received royal assent and amended certain provisions of the *Criminal Code* and the *Firearms Act*. One of the provisions, when brought into force, would modify subsection 64(1.1) of the *Firearms Act* to provide, in law, that a firearms licence that is not renewed before the five-year expiry period is automatically extended for an additional six months. This amendment could not be brought into force upon royal assent, as the Royal Canadian Mounted Police (RCMP) required additional time to make changes to the Canadian Firearms Information System (CFIS), which contains all information related to firearms licence holders, to prepare for the implementation of the grace period. These changes have now been made.

Subject to limited exceptions, ([see footnote 1](#)) the possession of firearms without a licence constitutes an offence under paragraph 91(1)(a) of the *Criminal Code*, which is punishable by a maximum of five years in prison. The purpose of the grace period is to extend the validity of the firearms licence for six months, to permit licence holders who do not renew their licence before the expiry date listed on the front of the licence (for example due to an extended holiday, military service or hospitalization) with additional time to come into compliance with the licensing requirements of the *Firearms Act*, without the risk of criminal prosecution.

#### **Implications**

During the grace period, a firearm owner will not be allowed to use his or her firearm or acquire firearms or ammunition until the licence is renewed. RCMP Canadian Firearms Program (CFP) system changes to CFIS will not allow individuals to transfer or register restricted or prohibited firearms if their licence validity is in the extension period. Businesses may verify the status of a licence with the RCMP CFP (including online) when transferring non-restricted firearms or ammunition; if a licence is in the grace period, it will return a message to indicate the licence is not valid for purchase of ammunition or firearms. If an individual contacts the RCMP CFP to check the status of a licence, the system will likewise inform the client it is not valid for purchase of firearms or ammunition. Additionally, in the case of restricted or prohibited firearms, the grace period will not result in the extension of any authorizations

to carry or transport and new authorizations can only be issued for limited purposes (e.g. change of residence, transport to a peace officer, firearms officer or chief firearms officer for registration or disposal in accordance with the *Firearms Act*, or the transport of a firearm for disposal through sale or exportation). These limitations on the use and transportation support public safety and encourage licence holders to renew their licences in a timely manner.

The RCMP CFP has signalled that they will be ready to implement the grace period as of November 30, 2017. The cost of renewing a firearms licence remains the same under this provision (i.e. \$60 for non-restricted firearms, \$80 for any combination of non-restricted, restricted and prohibited firearms). The process for renewal does not change regardless of whether a licence is renewed prior to the date indicated on the front of the licence or during the six-month grace period following that date.

The expiry of the renewed licence remains the individual's birthday. Accordingly, there is no advantage to individuals in terms of timing, in waiting to renew within the grace period. The renewed licence will simply be valid for less than a full five years (i.e. four years and six months, if the licence holder renews at the last possible point in the grace period). Following the expiry of the six-month grace period, those still in possession of firearms without having renewed their licence will be liable to criminal prosecution under the *Criminal Code*.

The grace period will only apply to firearms licences that expire on or after the coming into force of the amendments to subsection 64(1.1) of the *Firearms Act*, on November 30, 2017. Therefore, firearms owners with licences that expire prior to this date will not benefit from this amendment. Firearms owners who are in possession of an expired licence are highly encouraged to come into compliance by renewing their licence promptly.

### **Consultation**

The former membership of the Canadian Firearms Advisory Committee was consulted in 2014 and 2015 on the development of the CSFLA, and there was strong support for the grace period. The Committee consisted of law enforcement officials, civilian firearms users, hunters, and representatives from conservation organizations. Additionally, at that time, support for the grace period was expressed at meetings of the House of Commons Standing Committee on Public Safety and National Security and the Senate Committee on Legal and Constitutional Affairs.

Public Safety Canada officials will work with the RCMP CFP to raise awareness and inform the public of the coming into force of the grace period and the obligations of firearms owners.

### **Departmental contact**

By mail:

269 Laurier Avenue West  
Public Safety Canada  
Ottawa, Ontario  
K1A 0P8

General inquiries:

Telephone: 613-944-4875 or 1-800-830-3118

Fax: 613-954-5186

Email: [firearms/armesafeu@ps-sp.gc.ca](mailto:firearms/armesafeu@ps-sp.gc.ca)

### **Footnote 1**

See subsection 91(4) of the *Criminal Code*. An example of these exceptions is that an unlicensed person may possess and use a firearm if they are under the direct supervision of a person who is licenced to do so.

Date modified:

2017-11-15





**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:** **Expansion of the Ontario Naloxone Program to Police  
Services**

<b>DATE OF ISSUE:</b>	<b>December 7, 2017</b>
<b>CLASSIFICATION:</b>	<b>General Information</b>
<b>RETENTION:</b>	<b>Indefinite</b>
<b>INDEX NO.:</b>	<b>17-0074</b>
<b>PRIORITY:</b>	<b>Medium</b>

On December 7, 2017, Dr. Eric Hoskins, Minister of Health and Long-Term Care, and Marie-France Lalonde, Minister of Community Safety and Correctional Services, were joined by Dr. David Williams, Chief Medical Officer of Health and Provincial Overdose Coordinator, and Dr. Dirk Huyer, Chief Coroner for Ontario to announce the expansion of the Ontario Naloxone Program to police and fire services.

### Eligibility

Police services will be eligible to receive naloxone kits through their local public health unit (see Appendix A for a list of local public health units). The program will provide access to police officers or First Nations constables who may reasonably encounter a situation where a person has overdosed and may require naloxone. Under this program police services are eligible<sup>1</sup> to provide access to:

- Municipal police officers
- Ontario Provincial Police (OPP) officers
- First Nations constables

.../2

<sup>1</sup> Note: The focus of the program's expansion is to provide access to police officers - RCMP officers, Special Constables, auxiliaries and civilians are ineligible at this time.

## How to Enroll

To enroll in the Ontario Naloxone Program, police services will need to:

- Consult with their legal counsel and other experts about the use of naloxone as a public health and community safety measure.
- Complete a form to indicate interest in enrollment and confirm the number of naloxone kits the service is requesting.
- Enter into an agreement with the appropriate public health unit.
- Develop and/or adopt program-related policies and procedures within each service, including how naloxone would be carried and deployed.
- Arrange training and education for staff. Some services who have already developed training material on naloxone may be willing to share with other interested police services.

All forms and agreements will be provided by the Ministry of Health and Long-Term Care. To begin the enrollment process, please contact the appropriate public health unit.

Enrolled police services will be required to report quarterly to their local public health unit using a standardized form on the use of naloxone in their service.

The province will not reimburse police services for naloxone previously procured. However, police services that have already procured naloxone are eligible to apply to the program to receive new supplies of naloxone as needed.

Police services will be eligible to order naloxone in early 2018. The ministry will advise services of the effective date once it has been determined.

For further information on the Ontario Naloxone Program you can visit the Ministry of Health and Long-Term Care website at <https://www.ontario.ca/page/get-naloxone-kits-free>.

Sincerely,

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

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

Attachment

## Appendix A: List of police services (not including First Nation services) by PHU region

Public Health Unit	Police Service
Algoma	Sault Ste. Marie Police Service
Brant County	Brantford Police Service
Chatham-Kent	Chatham-Kent Police Service
Durham	Durham Regional Police Service
Eastern	Cornwall Community Police Service
Elgin-St. Thomas	Aylmer Police St. Thomas Police Service
Grey Bruce	Hanover Police Service Owen Sound Police Service Saugeen Shores Police Service West Grey Police Service
Halton	Halton Regional Police Service
Hamilton	Hamilton Police Service
Hastings Prince Edward	Belleville Police Service
HKPR	Cobourg Police Service Kawartha Lakes Police Service (City of) Port Hope Police Service
Huron	Wingham Police Service
KFLA	Kingston Police
Lambton	Sarnia Police Service
Leeds-Grenville	Brockville Police Service Gananoque Police Service Smiths Falls Police Service
Middlesex-London	London Police Service Strathroy-Caradoc Police Service
Niagara	Niagara Regional Police Service
North Bay Parry Sound	North Bay Police Service West Nipissing Police Service
Northwestern	Dryden Police Service
Ottawa	Ottawa Police Service
Oxford County	Woodstock Police Service
Peel	Peel Regional Police
Perth District	Stratford Police Service
Peterborough	Peterborough Police Service

<b>Public Health Unit</b>	<b>Police Service</b>
Porcupine	Timmins Police Service
Renfrew Country	Deep River Police Service
Simcoe-Muskoka	Barrie Police Service Midland Police Service * South Simcoe Police Service Ontario Provincial Police
Sudbury and District	Espanola Police Service Greater Sudbury Police Service
Thunder Bay and District	Thunder Bay Police Service
Toronto	Toronto Police Service
Waterloo	Waterloo Regional Police
WDG	Guelph Police Service Orangeville Police Service Shelburne Police Service
Windsor-Essex	Amherstburg Police Service LaSalle Police Service Windsor Police Service
York Region	York Regional Police
<b>TOTAL: 36 PHUs</b>	<b>TOTAL: 52 Police Services</b>

\* *transitioning to OPP*

\*\* *Haldimand-Norfolk and Timiskaming PHUs do not have applicable police services*

**Ministry of Community Safety  
and Correctional Services**

Public Safety Division

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

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

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

Division de la sécurité publique

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

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



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

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

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

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

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

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

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

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

Sincerely,

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

Attachments

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

McMurtry-Scott Building  
6<sup>th</sup> Floor, 720 Bay Street  
Toronto ON M7A 2S9

Tel.: (416) 326-2615  
Fax: (416) 326-2063

**Ministère du Procureur général**  
sous-procureure générale adjointe  
de la Couronne – droit criminel

Édifce McMurtry-Scott  
6<sup>th</sup> étage, 720 rue Bay  
Toronto, ON M7A 2S9

Tél. : (416) 326-2615  
Téléc. : (416) 326-2063



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

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

**DATE:** December 7, 2017

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

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

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

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

Sincerely,

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

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

# POLICE POWERS OF RELEASE: Training Materials

Version: 12.1.17

## MINISTRY OF THE ATTORNEY GENERAL

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

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

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

# What We Will Cover

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



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

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

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

# *R. v. Antic*

2017 SCC 27

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

# 1. Where to Start: The Ladder Principle

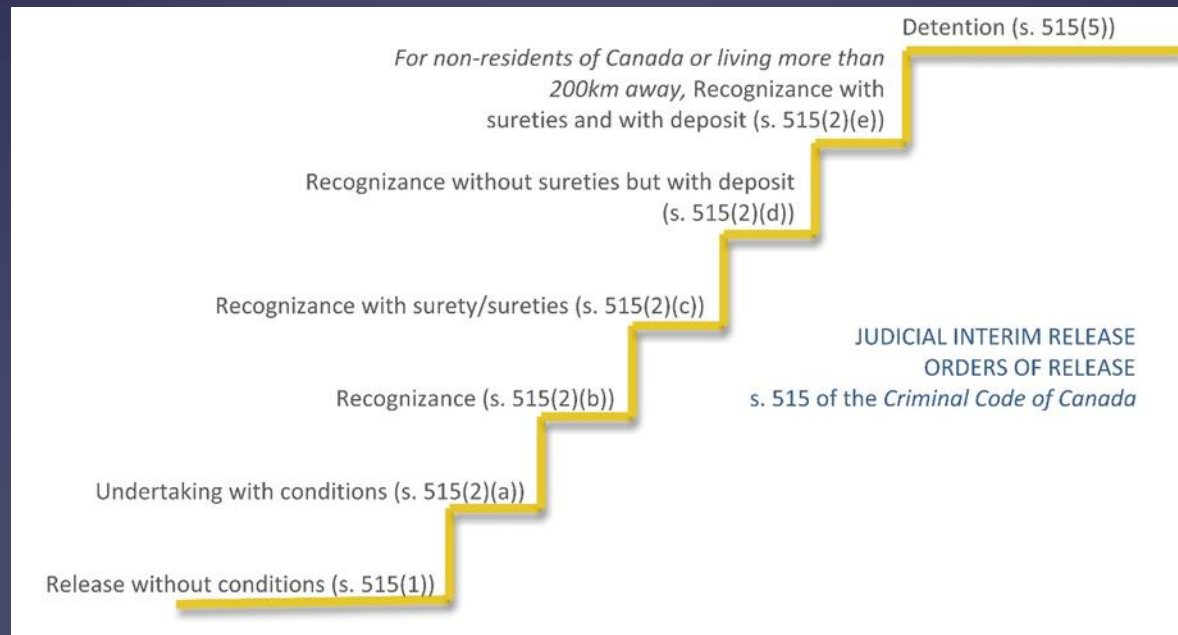
- The decision of whether or not to release an accused person pending trial, and on what conditions, is one of the most significant decisions made in the criminal process
- The decision making starts with the police
- The *Charter* guarantees that an accused not be denied reasonable bail without just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

# The Ladder

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

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

# The Ladder



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

*R. v. Antic*, 2017 SCC 27

# Who should be released?

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

*R. v. Van*, 2014 ONCJ 232

# Who should be released?

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



# Reasonable Bail

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

*R. v. Antic*, 2017 SCC 27

## 2. OPTIONS FOR RELEASE

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

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

# Release by an Officer in Charge

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

## s. 498 – Less serious offences

- Shall release unless...

## s. 499 – Arrest with a Warrant

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

## s. 503 – Most other offences

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

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

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

# “Shall Release” (s. 498)

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

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

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

# Less Serious Offences (s. 496)

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

# “... as soon as practicable...”

What does this mean?

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

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

# s. 516(1)

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



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

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

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

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

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

# Shall NOT Release (s. 498)

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

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

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

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

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

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

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

# Cannot Release (s. 469)

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

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

Consider:

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

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

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

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



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

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

# Conditions of Release

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

# Conditions of Release

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

# Release Conditions – s. 503(2.1)(a)

To remain within a territorial jurisdiction specified in the undertaking

“Remain in the City of Ottawa”

## Consider:

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

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

**No** – no reason for this condition

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

# Release Conditions – s. 503(2.1)(b)

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

## Consider:

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

# Release Conditions – s.503(2.1)(c)

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

## Consider:

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

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

**No** – no reason for this condition

# Release Conditions – s.503(2.1)(d)

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

## Consider:

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

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

**No** – no reason for this condition

# Release Conditions – s.503(2.1)(e)

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

## **Consider:**

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

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

## **Consider:**

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

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

**No** – no reason for this condition



# Release Conditions – s.503(2.1)(f)

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

## Consider:

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

# Release Conditions – s.503(2.1)(g)

To abstain from

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

## Consider:

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

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

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

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

**Before including any additional conditions ask:**

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

# Police cannot impose these conditions

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

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

# Release Conditions – Effective Period

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

# Release Conditions

## Intimate Partner Violence (IPV)

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

### In cases involving children:

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

# Officer in Charge Notes

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

# Reverse Onus – s.515(6)

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



# Reverse Onus – s.515(6)

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

# Administration of Justice (AOJ) Offences

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

# 3. Youth Releases

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

# 3. Youth Releases

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

## 4. Release Documents

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

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

## 4. Release Documents

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

# 5. New Crown Bail Directive

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

# Highlights of the new Bail Directive

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



# 6. Practical Reminders

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

# 6. Practical Reminders

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

# 6. Practical Reminders

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

## 6. Practical Reminders

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

# 7. Scenarios

## #1

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

# #2

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

# #3

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

# #4

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



# Additional Resources: Embedded Crowns

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

# Additional Resources: Bail Vettors

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



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

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

**SUBJECT:** Human Trafficking Investigation Pilot Course

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

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

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

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

Sincerely,

A handwritten signature in black ink, appearing to read "S. Beckett".

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

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

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

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

### **Topics:**

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

### **Pre-Requisites:**

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

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

January 22 – 26, 2018; OPC

### **Class Size:**

24 Participants