



HALIBURTON HIGHLANDS OPP DETACHMENT BOARD CONSEIL DU DÉTACHEMENT DE HALIBURTON HIGHLANDS DE LA POLICE PROVINCIALE

HALIBURTON COUNTY OPP DETACHMENT
DÉTACHEMENT DU COMTÉ DE HALIBURTON DE LA POLICE PROVINCIALE

Agenda

Wednesday, May 7, 2025

1:00 PM

County Council Chambers

Live Streaming link: <https://youtube.com/live/fB5Ln-iF91g?feature=share>

Page

1. Call to Order

2. Land Acknowledgement

We respectfully acknowledge that the County of Haliburton is located on Treaty 20 Michi Saagiig territory, and in the traditional territory of the Michi Saagiig and Chippewa Nations, collectively known as the Williams Treaties First Nations. We acknowledge a shared presence of Indigenous nations throughout the area, and recognize its original, Indigenous inhabitants as the stewards of its lands and waters since time immemorial.

3. Disclosure of Pecuniary Interest

4. Adoption of Agenda

5. Adoption of the Minutes from Previous Meeting

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5.1. Minutes from the January 22, 2025 Meeting
[January 22 2025 Haliburton Highlands OPP Detachment Board Meeting - Minutes](#)

6. Delegations/Presentations

6.1. Automated Speed Enforcement
Paul Walsh, Director of Planning and Development, Municipality of Brighton

7. Items of Business

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7.1. OAPSB Conference: Discussion

[Post Conference Attendance Report Template](#)

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- 7.2. Zone 3 Meeting
[OAPSB - Call for Nominations - March 17 newsletter](#)
[ISVCBT PowerPoint - March 2025](#)
[IOP Zone Meeting Presentation - March 2025](#)
[OAPSB Zone 3 update March 27 2025](#)

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- 7.3. Budget
 2026 Budget Discussion
[HHPDB - Haliburton County Actual vs Budget Year To Date](#)

 Group Insurance Option
[HHOPPDB Group Insurance Plan report March 2025](#)
[OAPSB - Group Insurance](#)

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- 7.4. Board Policies
[Recommended-Minimum-Policies-for-OPP-Detachment-Boards](#)

7.5. Strategic Plan

7.6. Annual Report

8. Reports

8.1. Chair Update

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- 8.2. Detachment Commander Update
[2025 Jan-Feb - Billing Summary Report](#)
[2025 Jan-Feb - HH OPP Detachment Board Report](#)

9. Communication and Correspondence

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- 9.1. Correspondence Report
[Correspondence Report March 18 2025](#)

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- 9.2. Correspondence from OAPSB
[OAPSB More Funding is needed by Ontario's first responder services in rural areas](#)

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- 9.3. Correspondence from the Inspectorate of Policing
[Inspector General Memorandum 1 - IGM1 - August 1, 2024](#)
[IGM1 - Advisory Bulletin 1.1 - How Policing is Delivered - August 1, 2024](#)
[IGM2 - Advisory Bulletin 1.1 - How Policing is Delivered - Final](#)

[Inspector General Memorandum 2 - IGM2 - Final](#)
[IGM1 - Advisory Bulletin 1.2 - Right to Disclose Misconduct - August 1, 2024](#)
[IGM1 - Advisory Bulletin 1.3 - Conflicts of Interest Regulation- August 1, 2024](#)
[IGM1 - Advisory Bulletin 1.4 - Police Service Board Member Code of Conduct - August 1, 2024](#)
[IGM1 - Advisory Bulletin 1.5 - Forwarding Complaints to the IG - August 1, 2024](#)

10. Closed Session

That the Board resolve itself into closed session to discuss matters under the provisions of the Community Safety and Policing Act, Section 44 (1) (2) to address:

- (b) personal matters about an identifiable individual, including members of the police service or any other employees of the board;
- (g) information explicitly supplied in confidence to the board by Canada, a province or territory or a Crown agency of any of them, a municipality or a First Nation;

11. Notice of Upcoming Business

12. Date of Next Meeting

September 24, 2025

13. Adjournment

Haliburton Highlands Ontario Provincial Police Detachment Board Minutes

Wednesday, January 22, 2025

1:00 PM

County Council Chambers

The Haliburton Highlands OPP Detachment Board convened a meeting on Wednesday, January 22, 2025 at 1:00 PM in the County Council Chambers with the following in attendance:

Members: Member Dave Burton, Mayor of Highlands East
 Member Liz Danielsen, Mayor of Algonquin Highlands
 Member Bob Carter, Mayor of Minden Hills
 Member Walt McKechnie, Deputy Mayor, Dysart et al
 Andrew Fletcher, OPP Detachment Board Member
 Andrew Hodgson, OPP Detachment Board Member
 Andy Chvedukas, OPP Detachment Board Member

Regrets:

Staff: Staff Sgt. Mike Cavanaugh, Interim Detachment Commander
 Sgt. Paul McDonald
 Sue Tiffin, CSWB Plan Coordinator
 Pam Weiss, Executive Assistant to the CAO

1 Call to Order

The Chair called the meeting to order at 1:00 p.m.

2 Land Acknowledgement

Sue Tiffin provided the Land Acknowledgement.

3 Disclosure of Pecuniary Interest and the General Nature Thereof

None Disclosed.

4 Adoption of Agenda

4.1. Adoption of the Agenda for the January 22, 2025 meeting.

Motion # 01-2025

Moved by: Member Bob Carter

Seconded by: Member Dave Burton

Be it resolved that the agenda for the January 22nd meeting of the Haliburton Highlands OPP Detachment Board be approved.

Carried

5 Adoption of the Minutes from Previous Meeting

5.1. Minutes from the November 29, 2024 Meeting

Motion # 02-2025

Moved by: Andrew Hodgson

Seconded by: Andy Chvedukas

Be it resolved that the minutes from the November 29, 2024 meeting of the Haliburton Highlands OPP Detachment Board be hereby approved.

Carried

6 Delegations / Presentations

6.1. Presentation - OPP Detachment Boards

Presented by Graham Wight, Police Services Liaison Unit/Inspectorate of Policing

Graham Wight made an informative presentation to the Board. The Inspectorate of Policing offers support, advice, monitoring and ensuring compliance.

Motion # 03-2025

Moved by: Member Liz Danielsen

Seconded by: Member Bob Carter

That the presentation by Graham Wight on introduction to the Inspectorate of Policing be approved.

Carried

7 Items of Business

7.1. Review of the Haliburton Highlands OPP Detachment Board Procedural By-law

Proposed changes to the Procedural By-law:

Haliburton County OPP Detachment Board will be replaced with the name Haliburton Highlands OPP Detachment Board in all occurrences.

2.5.2 Regular Board Meetings shall generally take place every other month on the fourth Wednesday of the month with the exception of the meeting recess.

3.2.3 If the Chair wishes to make a motion or leave the chair for any other reason, the Chair shall first delegate their duties to a Member of the Board in accordance with the provisions of this By-law.

AGENDA ITEM #5.1.

3.2.4 The Chair shall not resume the position of Chair until the motion is resolved. Only then shall the Chair resume the position of chair from the Acting Chair.

4.3.1 No person shall:

- a) Engage in any activity, conduct or behaviour or make any audible noise that could disturb deliberations
- b) Use profane or offensive words or insulting expressions

7.10.2 Delegations are to be limited to 10 minutes followed by a question period for Members limited to 10 minutes.

7.10.4 Request to be a delegate shall be made in writing, to the Recording Secretary and shall identify which item on the agenda is being addressed. A minimum of 7 days notice is required.

Motion # 04-2025

Moved by: Member Bob Carter

Seconded by: Member Dave Burton

That the Haliburton Highlands OPP Detachment Board Procedural By-law be amended as presented.

Carried

7.2. Review of the Haliburton Highlands OPP Detachment Board Terms of Reference

Proposed changes to the Terms of Reference:

E. 1. Unless otherwise determined by Provincial Legislation, membership shall be comprised of 4 Council representatives, 2 community representatives and 1 provincial representative.

E. 3. The Term of office for Council representatives on the OPP Detachment Board shall be concurrent with the term of Council.

The Term of office for Community Appointees on the OPP Detachment Board shall be 6 months longer than the term of Council to provide continuity.

The Term of office for Provincial Appointees on the OPP Detachment Board shall be as determined by the Provincial Government.

E.6.2 The OPP Detachment Board shall meet bi-monthly on the fourth Wednesday of each month except for the months of July and December, unless otherwise determined by the OPP Detachment Board and shall publish its annual meeting schedule on the Detachment Board's website. Meetings shall be held in the Haliburton County Council Chambers. The schedule shall include at least four regular meetings per year with allowances for summer and Christmas breaks.

Motion # 05-2025

Moved by: Andrew Hodgson

Seconded by: Andy Chvedukas

That the Haliburton Highlands OPP Detachment Board Terms of Reference be amended as presented.

Carried

- 7.3. Review of the Haliburton Highlands OPP Detachment Board website
[Haliburton Highlands OPP Detachment Board website](#)

Members reviewed the website.

Motion # 06-2025

Moved by: Member Bob Carter

Seconded by: Member Walt McKechnie

That the following changes be made to the Haliburton Highlands OPP Detachment Board website:

Remove from the Council Section

Add a link to the Haliburton Highlands OPP Detachment website

Change the picture to a photo of the Board.

Carried

- 7.4. Livestreaming Report

Verbal report:

- No cost to this Board
- Confidential items may be discussed in "closed" sessions that will not be livestreamed.
- Board support staff will be trained on the livestreaming equipment.

Motion # 07-2025

Moved by: Member Bob Carter

Seconded by: Member Dave Burton

That with the exception of closed meetings, all future meetings of the Haliburton Highlands OPP Detachment Board be livestreamed,

Carried

- 7.5. Detachment Board Agenda Management Software Report

Deferred.

- 7.6. Discussion: Community Consultation Process

Deferred.

8 Reports

8.1. Chair Update

OAPSB members can access a drop-in session each week. [OAPSB Drop Sessions - Ontario Association of Police Service Boards \(OAPSB\)](#)

OAPSB Spring Conference is June 2-5 in London. Staff will bring back actual costs and review the budget.

Det. Commander, Mike Cavanagh has had his tenure extended to March 2025.

There is a portal for OPP updates. Detachment staff will send out the link as soon as we learn how to access.

Staff post meeting dates on the website and social media.

8.2. Detachment Commander Update

Det. Commander Mike Cavanagh reviewed his report including detachment statistics. The Board asked for a comparison of billable hours and if the detachment is under/over staffed.

The Haliburton Highlands Detachment provided assistance and guidance to the Muskoka area during a significant weather event at the end of November.

PC Rob Adams has finished training and has taken on media responsibilities.

76 Auxiliary and 2 new recruits arriving in May

OPP has resurrected the Cadet program.

[2025 01 22 - Board Report - Haliburton](#)

Motion # 08-2025

Moved by: Andy Chvedukas

Seconded by: Member Bob Carter

That the Chair Update and the Detachment Commander Update be approved

Carried

9 Communication and Correspondence

9.1. OAPSB - Communication with the Minister - \$77 Million Funding Announcement

9.2. Notification of Amendment to OPP Detachment Board Regulation

[O. Reg. 518/24 O.P.P. DETACHMENT BOARDS | ontario.ca](#)

9.3. Solicitor General News Release (January 15, 2025)

[Ontario Launches New Tool to Better Monitor High-Risk Offenders on Bail](#)

9.4. Inspector General of Policing Memorandum (January 15, 2025)

[Inspector General Memo #2: Changes to the Community Safety and Policing Act, 2019 and Revised Advisory Bulletin 1.1](#)

9.5. Inspector General Advisory Bulletin 1.1 (January 15, 2025)

[How Policing is Delivered in Ontario](#)

9.6. The OAPSB Monthly Bulletin: January 2025 News and Updates

Motion # 09-2025

Moved by: Member Bob Carter

Seconded by: Member Liz Danielsen

That correspondence from the January 22 2025 agenda be received.

Carried

10 Consideration of By-laws

10.1. Being a By-law to confirm the name of the Haliburton Highlands OPP Detachment Board

Motion # 10-2025

Moved by: Andrew Hodgson

Seconded by: Member Bob Carter

That Bylaw 25-01 being a By-law to confirm the name of the Haliburton Highlands OPP Detachment Board be enacted and passed.

Carried

11 Closed Session

12 Notice of Upcoming Business

13 Date of Next Meeting

13.1. Next meeting is March 26, 2025

14 Adjournment

Motion # 11-2025

Moved by: Member Bob Carter

Seconded by: Member Liz Danielsen

Be it resolved that the January 22nd meeting of the Haliburton Highlands OPP Detachment Board now adjourn.

Carried

With no further business the meeting adjourned at 3:42 p.m.

Certified Correct

Chair

Recording Secretary

Haliburton Highlands OPP Detachment Board Post Conference Attendance Report	
Name:	
Conference:	
Date:	
Location:	
Overall Experience:	
1. How would you rate the overall experience of the conference?	
2. What was the main purpose of attending the conference?	
Sessions & Content:	
1. Which sessions/workshops did you attend? <i>(list – please attached link to conference program)</i>	
2. How would you rate the quality of the sessions?	
3. What would you describe as the key takeaways from the conference/workshop?	
4. Is this a conference you would recommend the HHOPPDB consider attending again in the future?	



NOTICE - CALL FOR DIRECTOR NOMINATIONS DUE APRIL 1, 2025

As per the by-law, each of the following must notify the Board of Directors of their nominee(s) for election at least 45 days prior to the AGM held on June 3, 2025.

- OPP election of four (4) nominees (election process below)
- First Nations shall submit one (1) nominee
- The following open positions should submit a nominee:
 - Zone 2

The following Directors will carry over to the 2025/2026 Board of Directors:

- Director, Big 12: Susan Stevenson, London Police Service Board
- Director, Big 12: Karen Fisher, Durham Regional Police Service Board
- Director, Big 12: Gerry Lougheed Jr., Greater Sudbury Police Service Board
- Director, Big 12: Al Boughton, Peel Police Service Board

- Director, Toronto: Lisa Kostakis, Toronto Police Service Board
- Director, Zone 1: John McTaggart, Rainy River OPP Detachment 1
- Director, Zone 1A: Bill Hagborg, North Bay Police Service Board
- Director, Zone 3: John Braybrook, Peterborough County OPP Detachment
- Director, Zone 4: Ken Whiteford, Woodstock Police Service Board
- Director, Zone 5: John Thomson, Owen Sound Police Service Board
- Director, Zone 6: Patrick Weaver, Chatham-Kent Police Service Board

At each such annual meeting, the representative of the OPP Detachment Boards shall select and advise of nominees, one (1) selected by such Board in Zone 1 and one (1) selected by such board in Zone 1A, one (1) selected by such Boards in Zones 2, 3, and one (1) selected by such Boards in Zones 4, 5, 6.

On May 27, 2022 - that the OAPSB membership nearby authorizes By-Law Number 1 - Section 4.05 be amended to increase the term of office from a one (1) year to a three (3) year term, at the beginning of the 2023 terms of Directors.

THAT the bylaws be updated to include clarification regarding 3-year terms

- The First Nations position will be elected in 2023 for a 3-year term
- Big 12 starting 2023 for 3-year terms
- Zone Directors 1-6 starting 2024 for 3-year terms
- OPP (4 positions) starting 2025 for 3-year terms

Candidates for Director must be a member of a Board in good standing in the current year, and located within and in the zone to be

presented. The candidate need not be present at the time of voting, provided they have provided in writing their consent to stand for election prior to the voting date.

Directors that have already served a combined total of 12 years or more on the OAPSB Board of Directors that are not eligible to further serve as a Director on the Board.

As police board members are expected to exercise good judgement at all times, nominees are expected to understand and self-enforce these Director-eligibility criteria.

The nominees are subject to confirmation by the membership present at the AGM.

Please submit nominations no later than April 1, 2025 to Holly Doty at oapsb@oapsb.ca.



NOTICE OPP DIRECTOR ELECTIONS - SAVE THE DATE - MAY 21, 2025 AT 1PM (VIRTUALLY)

As per the by-law, there are 4 OPP specific Directors on the OAPSB Board of Directors representing each of:

- Zone 1 (OPP Contract North)
- Zone 1A (OPP Contract North)

- Zones 2 and 3 (OPP Contract S-E)
- Zones 4, 5, and 6 (OPP Contract S-W)

Candidates for Director must be a member of a Board in good standing in the current year, and located within and in the zone to be presented. The candidate need not be present at the time of voting, provided they have provided in writing their consent to stand for election prior to the voting date.

Directors that have already served a combined total of 12 years or more on the OAPSB Board of Directors are not eligible to further serve as a Director on the Board.

As police board members are expected to exercise good judgement at all times, nominees are expected to understand and self-enforce these Director-eligibility criteria.

OPP nominees, like other OAPSB Board of Director nominees, are subject to confirmation by the membership present at the AGM.

Should an election be required for OPP nominations, an invitation to register for the virtual event will be sent in April.



2025 OAPSB Spring Conference & AGM

Register today!

June 3-5, 2025

Early Bird pricing expires April 1, 2025

The in-person conference will take place at the Best Western Plus
Lamplighter Inn & Conference Centre in London, Ontario.

Member and Corporate sponsor opportunities are linked below. For
more information or to partner please email Holly Doty at
oapsb@oapsb.ca or by calling 1-800-831-7727.

Intensive Serious Violent Crime Bail Team (ISVCBT)

Paul Murray

Crown Attorney, Peterborough

Ministry of the Attorney General

Eligibility for ISVCBT:

- Firearms Offences
- Crimes of Violence resulting in serious bodily harm or death
- High Risk Offenders charged with crimes of violence
- Escalated Intimate Partner Violence
- Accused charged with breaching bail conditions while on release for serious violent crime offences

Enhanced Bail Packages

- 3-4 hours (on average) to compile
- Can include the following materials that are requested on a priority basis with arresting police force so they can be utilized during the bail hearing:
 - Detailed reports with respect to evidence seized
 - 911 calls, videos, photos of firearms and/or injuries of victim(s)
 - Transcripts/Reports from previous proceedings resulting in prior convictions
 - Arrest reports of previous charges demonstrating propensity to breach release orders, weapons prohibition orders, or commit violent offences
- Background materials provided by coordinated police agencies with respect to any proposed sureties (typically obtained from Peterborough Police Service, OPP, Durham Regional Police Service and Toronto Police Service)

Peterborough ISVCBT

- ❖ ISVCBT initiative commenced across Ontario in the fall of 2023
- ❖ As of March 19 2025:
 - **7 young persons (YCJA)**
 - 1 relates to repeated car-jacking
 - 5 relate to firearms-related offences
 - 3 out of the 7 were released after contested bail hearings
 - 4 out of 7 currently remain in custody without seeking a bail hearing
 - **51 Adults involving the following offences:**
 - Attempt murder
 - Homicide
 - Dangerous Driving Cause Death and Breach of Driving Prohibition Orders
 - Intimate Partner Violence – high risk factors
 - Shootings
 - Possession of firearms
 - Breaching release orders on outstanding serious charges

PETERBOROUGH ISVCBT

- ◆ Of 51 **Adult** ISVCBT matters:
 - ◆ 20 Completed Matters:
 - ◆ 4 adults had their charges stayed
 - ◆ 13 resolved while in custody without even seeking a bail hearing
 - ◆ 2 were detained after contested bail hearings
 - ◆ 31 adults remain active (still in system)
 - ◆ 18 – bail hearings not commenced
 - ◆ 4 were detained after bail hearings
 - ◆ 8 were released after contested hearings (4 have since returned to custody)
 - ◆ 1 was released on consent (co-accused, less involved)

Inspectorate of Policing

Zone Meeting Updates

March 2025

Agenda

1. Current Status: Public Complaints
2. Response Times Research and Engagement
3. IOP Centre of Excellence
4. Quick Updates

Current Status: Public Complaints

- **Since April 1, 2024*, we have received 674 public complaints** in the following categories**:
 - Complaints regarding the delivery of adequate and effective policing in specific communities (22.9%);
 - Police service board member conduct (5.19%);
 - Board policy and/or chief's procedure complaints (8.60%);
 - Matters related to incidents prior to the CSPA coming into force (10.68%);
 - Disclosures of misconduct (0.89%); and,
 - Officer conduct issues (require referral to LECA) (29.37%).
- **Complaints received may be subject to different processes** or outcomes, including:
 - Subject to IoP investigations or issue-specific inspections;
 - Did not meet our mandate and screened out as no jurisdiction;
 - Referred to LECA under section 155 of the CSPA; or
 - Refusals under section 106(2) or 107(2) of the CSPA.
- Inspection Finding Reports resulting from an inspection will be posted on the IoP website.

*Complaints received are from April 1, 2024, to March 14, 2025.

**Percentages do not add to 100 as many complaints are multifaceted and fall into more than one category.

Response Times Research and Engagement

The IOP will engage with a selected municipal police services and the Ontario Provincial Police (OPP) to continue our response times research, fill in knowledge gaps and inform IOP’s approach to a potential future inspection by identifying priorities and critical issues.

What?	Our goal is to gain first-hand knowledge on response times service delivery through open engagement and input of police service leaders and experts, including understanding variances in practice and process, challenges and opportunities for improvement.		
Who?	To ensure a representative perspective on police response times in Ontario, the IOP will engage large, medium, and small police services with varying populations (urban and rural) and geographic characteristics.	Durham Regional Peel Regional Niagara Regional Waterloo Regional Guelph Barrie Chatham-Kent	North Bay Owen Sound Gananoque Strathroy-Caradoc Sarnia OPP
How?	IOP team will engage with police service representatives onsite and ask questions to gather information about how services define, prioritize and measure response times for different types of calls (i.e., emergency, non-emergency), and how this information is used to inform dispatch models.		

Centre of Excellence: Current Concepts

Promoting research, collaboration and adoption of leading practices

Identify and advise on leading practices, including resources and information related to police governance and operations	Convene expertise and experience to support capacity building for police service boards and chiefs of police	Tackle common issues and identify actions to improve performance in collaboration with the policing sector	Create channels for ongoing sector input, subject matter expertise and advice on Inspectorate work
<p>Leverage Toronto Police Services Board's policy on critical points to provide IG advice on province-wide implementation.</p> <p>Continue to develop distribute IG memos to support compliance and recommend leading practice.</p> <p>Local knowledge for provincial benefit</p>	<p>Develop IOP Collaborative Advisory Model to create holistic, responsive supports for boards and chiefs that leverage peer networks and resources of the IOP, OAPSB and OACP.</p> <p>Provincial knowledge for local benefit</p>	<p>Develop and host annual IG roundtable that is issue-specific and action-oriented, with the goal of sharing research, trends, experiences and lessons learned to arrive at concrete next steps that will improve performance.</p> <p>Provincial/national knowledge for provincial benefit</p>	<p>Form Advisory Council to advise on the development and effective implementation of IOP initiatives, from research and data collection to inspections. Cross-sector membership will focus on ensuring IOP work adds the greatest value for the sector.</p> <p>Provincial knowledge for provincial benefit</p>

Share what's there



Look around corners

Quick Updates

Strategic Plan

Data Collection

Assessing A&E

POU Spotlight
Report

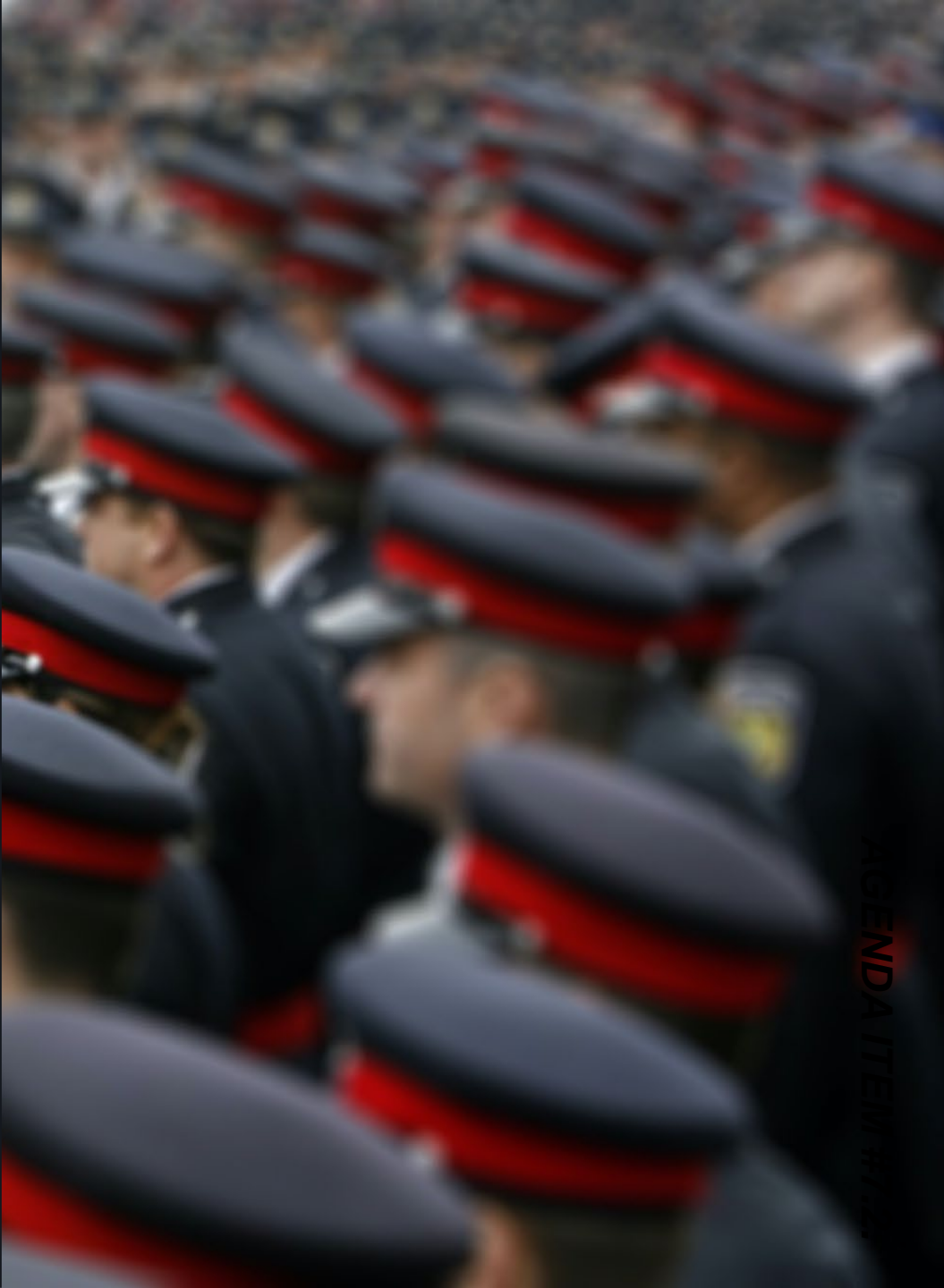
Questions?

OAPSB

2025

Planning for our Future

Lisa Darling
Executive Director

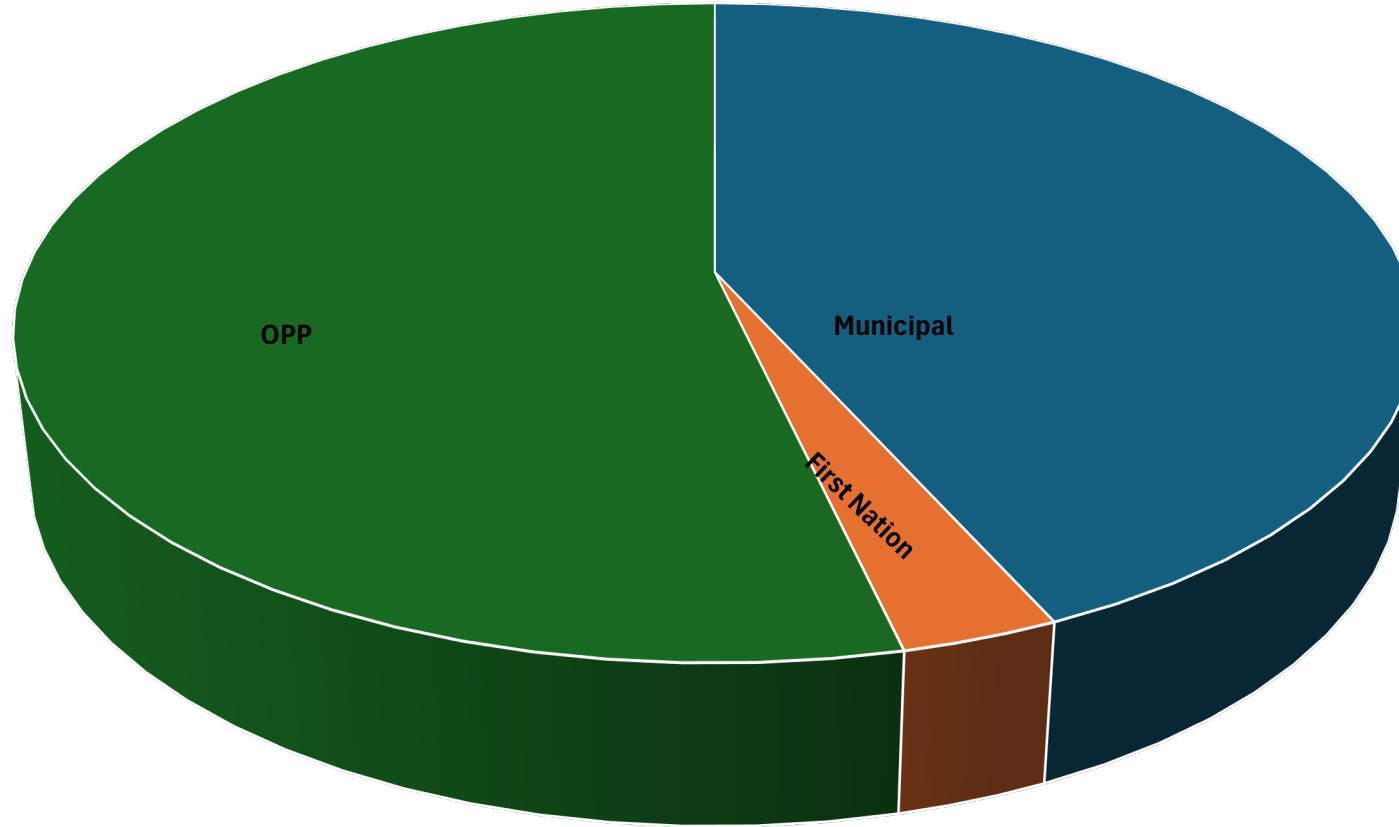


Preparing for 2025 and beyond

- Future Focused Review of Operations
 - Programs, processes and contracts
 - Capacity for Growth
 - New Records Management System
 - Implementation of new fee structure
- Developing plans for 2025 based on different scenarios

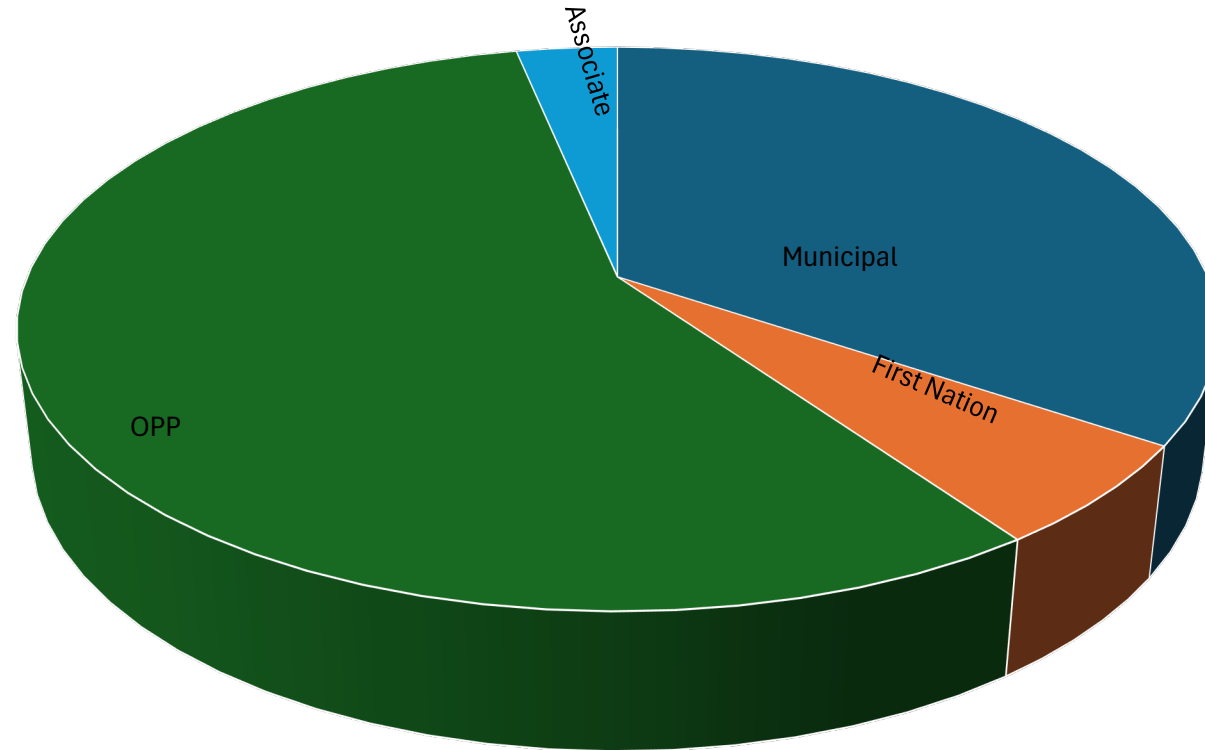
Breakdown of Current Membership

(Number of boards)



Breakdown if All Boards are Members

(Number of boards)



Rebranding of the OAPSB

Name Change? – Now is the time

- Leading into new SP Cycle (2026-2028)
- Making changes to our communications tools
- Name no longer representative of our entire membership
- What is our name telling the public
- Update at Spring Conference

2025 Communications Plan

- Website and technology
- Partnerships
- Staffing
- Professional Quarterly Newsletter commencing end of this month
- Presentations at sector and partner events
- Strengthening zones

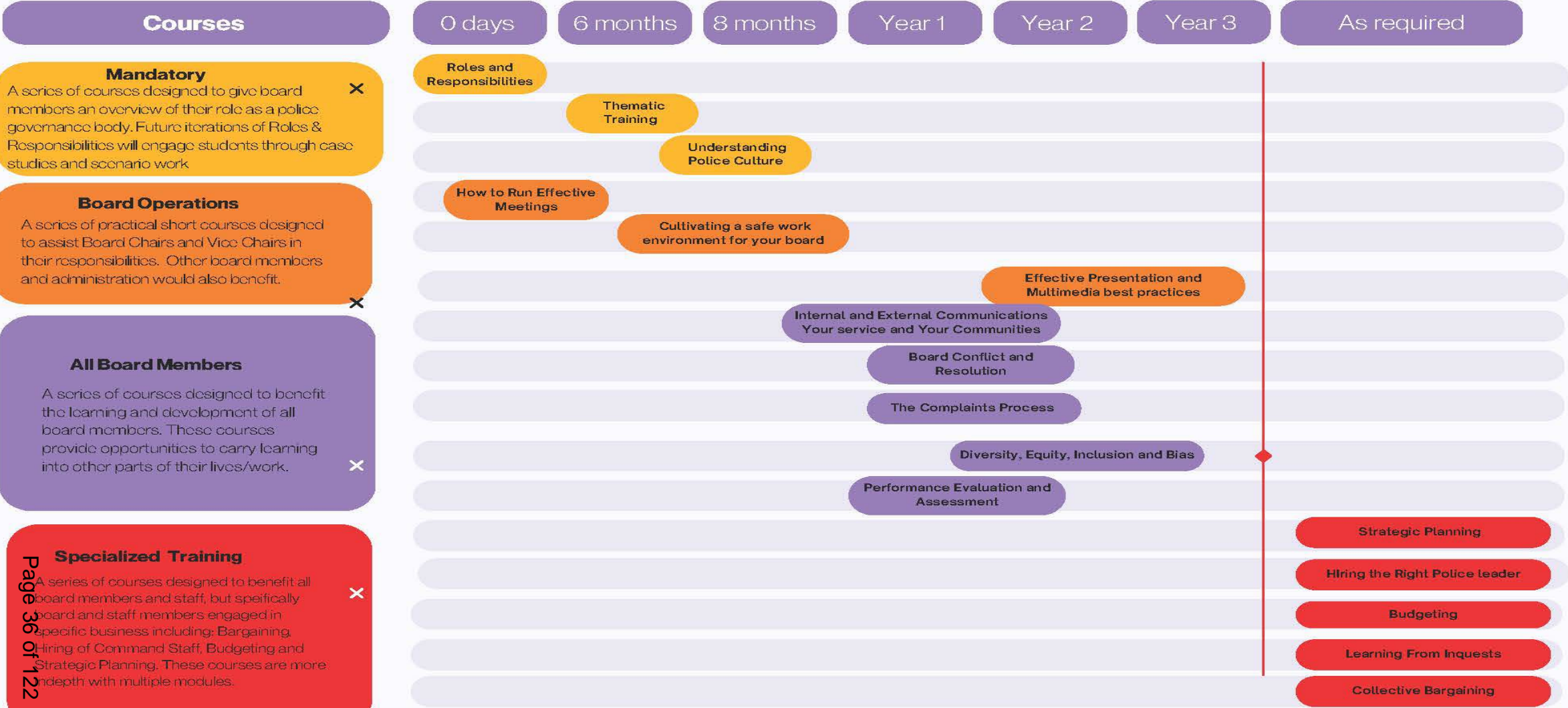
Training Plan

- Plan Developed
- First two courses under development for all members
- Course Training Standard completed
- 17 courses identified for board members and staff
 - Implementation schedule dependent on funding
 - Hoping to know more about this soon- Should have a detailed update by the spring conference

Police Board Training Plan

2025-2028

The below journey map outlines the best case scenario for the education schedule for board members. We anticipate that board members will take longer than the recommended process. In some cases, the order and timing of specific courses is provided to ensure the learner gets the most out of the course as designed. Course descriptions will include recommended prerequisites. Additional courses will be added as needs are identified.



2025 Additional Projects Underway

- Webinar series planning in partnership with the CAPG – commencing in 2026
- Recruitment initiative
- WSIB White Paper
- Better Bargaining Outcomes (LRIS)
- Policy Manual for OPP Detachment Boards

OPP Detachment Boards

- Reminder of drop-in sessions – Third Tuesday and Third Thursday of every month (for everyone, but noticing more Detachment Board members attending)
- For staff and board members
- Attend board meetings, training sessions with boards, staff and Municipalities as requested.
- An email away.

OPP Detachment Board Insurance

- Several boards still outstanding on insurance
- All members of the OAPSB need to provide the OAPSB with proof of insurance with their membership.
- OAPSB has a group policy
- September to September – Pro-rated for late entry
- \$3600 +288 tax - \$3888
- To maintain these rates we need additional boards to sign on to the insurance
 - There is more information on our website
 - Recent communication went out to Detachment Boards

2025

OAPS B SPRING

Conference & AGM

3-5, JUNE

Best Western Plus Lamplighter Inn & Conference Centre in London
591 Wellington Rd, London, ON N6C 4R3

AGENDA ITEM #7.2.

2025 Spring Conference Workshops

Introduction to Police Culture-strategies and emotional intelligence competencies to look critically at the culture and understand the role of governance

Critical Thinking in Police Governance-enhancing critical thinking skills to real-world problems, and specific to police governance.

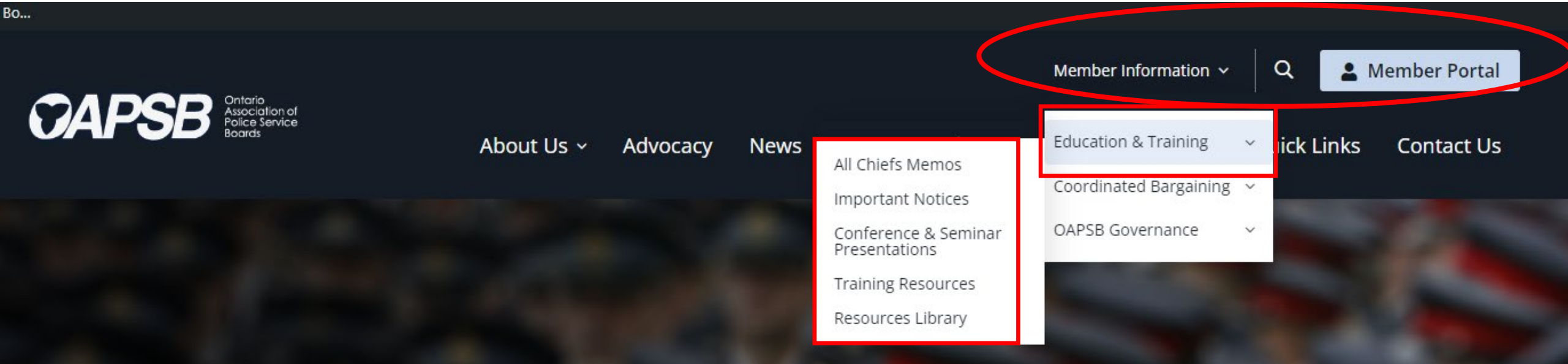
Assessment and Evaluation Tools- An overview of assessment tools and their purpose

Public Speaking and Media-improvisational and practiced conversations - will practice verbal and nonverbal communication best practices

Rules of Engagement for Board Members - criteria necessary rules for engaging with each other, to facilitate relevant, purposeful, and productive meetings.

Recruiting an Effective Leader -characteristics and capabilities of a visionary leader, as well as recruitment strategies and best practices.

Where to find training and discussion materials



Contact OAPSB

OAPSB@oapsb.ca

training@oapsb.ca

Learn more at
OAPSB.ca

Connect with us on our new APP!

Available for Apple & Android



NEW Follow us on



Haliburton Highlands
OPP Detachment Board
2025 Group Insurance Report

In 2024, prior to the inaugural meeting of the Haliburton Highlands OPP Detachment Board, insurance was obtained for the board at a cost of \$5,670. This insurance expires October 1, 2025.

Since our sourcing of this insurance plan, an Ontario Association of Police Service Boards (OAPSB) Group Insurance Plan has become available.

This plan runs from September to September with prorated fees for boards that join part-way through the year. The annual fee is \$3,600 plus \$388 tax for a total of \$3,888 annually. In order to offer this coverage at reduced rates for OAPSB members, the policy requires a set number of boards to participate in the program.

The OAPSB is asking for boards interested in joining this program to advise of their interest in doing so.

Should the HHOPPDB be interested in joining the OAPSB Group Insurance Plan, it is required the board has an abuse policy. Staff can develop this abuse policy and bring forward to the board for adoption at a future meeting.



Ontario
Association of
Police Service
Boards

\$3,600
ANNUAL
PREMIUM

GROUP INSURANCE SOLUTION



Medallion
GROUP INSURANCE FOR FIRST RESPONDERS
By McFarlan Rowlands

MEMBER BENEFITS:

- Collective purchasing power
- Preferred pricing with rate stability
- Access to comprehensive coverages
- Efficient renewal handling

COVERAGE:

- \$5,000,000 Commercial General Liability
- \$5,000,000 Directors & Officers
- \$1,000,000 Errors & Omissions (Professional Liability), for your training and policy guidance
- Per Detachment Board:
 - Contents coverage of \$100,000
 - \$50,000 Cyber Insurance
 - \$100,000 Abuse Liability Insurance for legal fees and judgements, actual or alleged abuse

SERVICE COMMITMENT:

- Dedicated email for certificate requests with guaranteed 24-48 hour delivery
- Local Ontario claims service for all program members
- Dedicated Relationship Manager



Ontario
Association of
Police Service
Boards

AGENDA ITEM #7.3.

GROUP INSURANCE SOLUTION



Medallion
GROUP INSURANCE FOR FIRST RESPONDERS
By McFarlan Rowlands



Josh Fentin
Commercial Account Executive
519-913-3137 Ext. 1427

Dedicated inbox for new members, certificate requests,
claims reporting and any questions:

OAPSB@MCFR.CA

Haliburton County Actual vs Budget Year To Date by Cost

Cost Centre: POLICE - Police Services Board

Reporting Period: January, 2025 To December, 2025 (12 Months)

Fund: <All>; Department: <All>; Object: All; Cost Centre: POLICE - Police Services Board

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
Expense:				
50 Wages and Benefits	60,000	275	(59,725)	-99.54%
4100101-WAGES	53,000	0	(53,000)	-100.00%
4100201-BENEFITS	0	5	5	100.00%
4100401-PER DIEMS - BOARD FEES -	7,000	270	(6,730)	-96.14%
52 Materials and Supplies	13,600	4,231	(9,369)	-68.89%
4200760-PROGRAMMING	7,930	0	(7,930)	-100.00%
4201200-INSURANCE	5,670	0	(5,670)	-100.00%
4201400-MEMBERSHIPS	0	4,231	4,231	100.00%
Total Expense	73,600	4,506	(69,094)	-93.88%
Net Total	(73,600)	(4,506)	69,094	93.88%

Recommended Minimum Policies for OPP Detachment Boards

CSPA

- Terms of Reference
- Finance Policy- related to estimates and how estimates are created, expense policy
- Local action plan
- Community, Media relations- communication
- Accessibility
- Donations/ Sponsorship
- Equity and Inclusion
- Legal indemnification
- Hiring of Detachment Commander
- Detachment Commander performance monitoring
- Records management
- Complaints process (Complaints against Board members)- Inspectorate of Policing
- Freedom of Information
- Information sharing policy- Municipalities, First Nations, community partners
- Community Safety and well being- (Board's involvement in the process)
- Name Change Bylaw for O Reg 135/24 (if warranted)



Calls For Service (CFS) Billing Summary Report

Dysart Et Al, Mun of Highlands East, Twp of Algonquin Highlands, Twp of Minden Hills
January to February - 2025

Billing Categories (Billing categories below do not match traditional crime groupings)		2025				2024			
		January to February	Year to Date	Time Standard	Year To Date Weighted Hours	January to February	Year to Date	Time Standard	Year To Date Weighted Hours
Violent Criminal Code	Sexual Assault With a Weapon	1	1	15.4	15.4	0	0		0.0
	Sexual Assault	4	4	15.4	61.6	2	2	15.4	30.8
	Assault With Weapon or Causing Bodily Harm-Level 2	9	9	15.4	138.6	6	6	15.4	92.4
	Assault-Level 1	12	12	15.4	184.8	13	13	15.4	200.2
	Robbery -Master code	0	0		0.0	1	1	15.4	15.4
	Criminal Harassment	5	5	15.4	77.0	3	3	15.4	46.2
	Indecent/Harassing Communications	4	4	15.4	61.6	1	1	15.4	15.4
	Utter Threats -Master code	2	2	15.4	30.8	0	0		0.0
	Utter Threats to Person	0	0		0.0	3	3	15.4	46.2
	Total	37	37	15.4	569.8	29	29	15.4	446.6
Property Crime Violations	Break & Enter	4	4	6.3	25.2	4	4	6.3	25.2
	Theft Over -master code	1	1	6.3	6.3	1	1	6.3	6.3
	Theft Over - Construction Site	0	0		0.0	1	1	6.3	6.3
	Theft FROM Motor Vehicle Over \$5,000	1	1	6.3	6.3	0	0		0.0
	Theft of Motor Vehicle	1	1	6.3	6.3	2	2	6.3	12.6
	Theft of - Automobile	0	0		0.0	2	2	6.3	12.6
	Theft of - All Terrain Vehicles	0	0		0.0	1	1	6.3	6.3
	Theft Under -master code	0	0		0.0	4	4	6.3	25.2
	Theft under - Other Theft	4	4	6.3	25.2	3	3	6.3	18.9
	Theft Under - Gasoline Drive-off	0	0		0.0	3	3	6.3	18.9
	Theft FROM Motor Vehicle Under \$5,000	1	1	6.3	6.3	1	1	6.3	6.3
	Theft Under \$5,000 [SHOPLIFTING]	1	1	6.3	6.3	7	7	6.3	44.1
	Possession of Stolen Goods under \$5,000	0	0		0.0	1	1	6.3	6.3
	Fraud -Master code	2	2	6.3	12.6	4	4	6.3	25.2
	Fraud - False Pretence <= \$5,000	1	1	6.3	6.3	2	2	6.3	12.6
	Fraud - Forgery & Uttering	1	1	6.3	6.3	0	0		0.0
	Fraud - Fraud through mails	0	0		0.0	1	1	6.3	6.3



Calls For Service (CFS) Billing Summary Report

**Dysart Et Al, Mun of Highlands East, Twp of Algonquin Highlands, Twp of Minden Hills
January to February - 2025**

Billing Categories (Billing categories below do not match traditional crime groupings)		2025				2024			
		January to February	Year to Date	Time Standard	Year To Date Weighted Hours	January to February	Year to Date	Time Standard	Year To Date Weighted Hours
Property Crime Violations	Fraud -Money/property/ security > \$5,000	0	0		0.0	1	1	6.3	6.3
	Fraud -Money/property/ security <= \$5,000	4	4	6.3	25.2	10	10	6.3	63.0
	Fraud - Other	4	4	6.3	25.2	5	5	6.3	31.5
	Mischief - master code	3	3	6.3	18.9	4	4	6.3	25.2
	Interfere with lawful use, enjoyment of property	1	1	6.3	6.3	1	1	6.3	6.3
	Property Damage	3	3	6.3	18.9	2	2	6.3	12.6
	Total	32	32	6.3	201.6	60	60	6.3	378.0
Other Criminal Code Violations (Excluding traffic)	Offensive Weapons-Possession of Weapons	1	1	7.3	7.3	0	0		0.0
	Offensive Weapons-Other Offensive Weapons	0	0		0.0	1	1	7.3	7.3
	Bail Violations - Fail To Comply	7	7	7.3	51.1	9	9	7.3	65.7
	Bail Violations - Others	0	0		0.0	1	1	7.3	7.3
	Bail Violations - Recognizance	1	1	7.3	7.3	0	0		0.0
	Disturb the Peace	3	3	7.3	21.9	0	0		0.0
	Trespass at Night	0	0		0.0	1	1	7.3	7.3
	Breach of Probation	2	2	7.3	14.6	4	4	7.3	29.2
	Utter Threats to Property / Animals	0	0		0.0	1	1	7.3	7.3
	Disobey court order/Misconduct executing process	1	1	7.3	7.3	0	0		0.0
	Public mischief - mislead peace officer	3	3	7.3	21.9	0	0		0.0
	Total	18	18	7.3	131.4	17	17	7.3	124.1
Drug Possession	Possession Cocaine	2	2	6.9	13.8	0	0		0.0
	Possession - Methamphetamine (Crystal Meth)	1	1	6.9	6.9	1	1	6.9	6.9
	Possession û Opioid (other than heroin)	0	0		0.0	1	1	6.9	6.9
	Drug related occurrence	1	1	6.9	6.9	5	5	6.9	34.5
	Total	4	4	6.9	27.6	7	7	6.9	48.3
Drugs	Trafficking Heroin	0	0		0.0	1	1	80.6	80.6
	Trafficking Cocaine	0	0		0.0	1	1	80.6	80.6



Calls For Service (CFS) Billing Summary Report

Dysart Et Al, Mun of Highlands East, Twp of Algonquin Highlands, Twp of Minden Hills January to February - 2025

Billing Categories (Billing categories below do not match traditional crime groupings)		2025				2024			
		January to February	Year to Date	Time Standard	Year To Date Weighted Hours	January to February	Year to Date	Time Standard	Year To Date Weighted Hours
Drugs	Trafficking Other Controlled Drugs and Substance Act	0	0		0.0	2	2	80.6	161.2
	Total	0	0		0.0	4	4	80.6	322.4
Statutes & Acts	Landlord/Tenant	4	4	3.5	14.0	6	6	3.5	21.0
	Mental Health Act	11	11	3.5	38.5	6	6	3.5	21.0
	Mental Health Act - No contact with Police	2	2	3.5	7.0	1	1	3.5	3.5
	Mental Health Act - Attempt Suicide	4	4	3.5	14.0	3	3	3.5	10.5
	Mental Health Act - Threat of Suicide	7	7	3.5	24.5	2	2	3.5	7.0
	Mental Health Act - Voluntary Transport	3	3	3.5	10.5	6	6	3.5	21.0
	Mental Health Act - Placed on Form	0	0		0.0	1	1	3.5	3.5
	Mental Health Act - Apprehension	3	3	3.5	10.5	0	0		0.0
	Trespass To Property Act	19	19	3.5	66.5	12	12	3.5	42.0
	Family Law Act -Other	0	0		0.0	1	1	3.5	3.5
	Total	53	53	3.5	185.5	38	38	3.5	133.0
Operational	Animal Stray	2	2	3.8	7.6	2	2	3.8	7.6
	Animal Injured	5	5	3.8	19.0	9	9	3.8	34.2
	Animal - Other	1	1	3.8	3.8	1	1	3.8	3.8
	Animal - Dog Owners Liability Act	1	1	3.8	3.8	2	2	3.8	7.6
	Domestic Disturbance	31	31	3.8	117.8	35	35	3.8	133.0
	Suspicious Person	20	20	3.8	76.0	23	23	3.8	87.4
	Phone -Master code	1	1	3.8	3.8	0	0		0.0
	Phone -Nuisance - No Charges Laid	1	1	3.8	3.8	3	3	3.8	11.4
	Phone -Other - No Charges Laid	1	1	3.8	3.8	0	0		0.0
	Text- related Incident (Texting)	0	0		0.0	1	1	3.8	3.8
	Fire - Building	1	1	3.8	3.8	3	3	3.8	11.4
	Fire - Vehicle	2	2	3.8	7.6	0	0		0.0
	Insecure Condition - Master code	3	3	3.8	11.4	2	2	3.8	7.6
	Missing Person under 12	0	0		0.0	1	1	3.8	3.8
	Missing Person Located 12 & older	1	1	3.8	3.8	1	1	3.8	3.8



Calls For Service (CFS) Billing Summary Report

Dysart Et Al, Mun of Highlands East, Twp of Algonquin Highlands, Twp of Minden Hills January to February - 2025

Billing Categories (Billing categories below do not match traditional crime groupings)		2025				2024			
		January to February	Year to Date	Time Standard	Year To Date Weighted Hours	January to February	Year to Date	Time Standard	Year To Date Weighted Hours
Operational	Noise Complaint - Master code	5	5	3.8	19.0	2	2	3.8	7.6
	Noise Complaint - Residence	0	0		0.0	1	1	3.8	3.8
	Noise Complaint - Business	0	0		0.0	1	1	3.8	3.8
	Noise Complaint - Others	0	0		0.0	1	1	3.8	3.8
	Accident - non-MVC - Master code	0	0		0.0	1	1	3.8	3.8
	Found Property -Master code	3	3	3.8	11.4	8	8	3.8	30.4
	Found-Household Property	1	1	3.8	3.8	2	2	3.8	7.6
	Found-Others	1	1	3.8	3.8	1	1	3.8	3.8
	Lost Property -Master code	3	3	3.8	11.4	3	3	3.8	11.4
	Lost - Computer, parts & accessories	0	0		0.0	1	1	3.8	3.8
	Lost-Sporting Goods, Hobby Equip.	0	0		0.0	1	1	3.8	3.8
	Sudden Death -master code	0	0		0.0	1	1	3.8	3.8
	Sudden Death - Drowning	0	0		0.0	1	1	3.8	3.8
	Sudden Death - Natural Causes	12	12	3.8	45.6	7	7	3.8	26.6
	Sudden Death - Others	1	1	3.8	3.8	3	3	3.8	11.4
	Sudden Death - Apparent Overdose-Overdose	0	0		0.0	1	1	3.8	3.8
	Suspicious Vehicle	11	11	3.8	41.8	10	10	3.8	38.0
	Trouble with Youth	1	1	3.8	3.8	2	2	3.8	7.6
	Medical Assistance - Other	0	0		0.0	1	1	3.8	3.8
	Vehicle Recovered - Snow Vehicles	0	0		0.0	1	1	3.8	3.8
	Vehicle Recovered - Constr. Vehicle	0	0		0.0	1	1	3.8	3.8
	Unwanted Persons	7	7	3.8	26.6	6	6	3.8	22.8
	Neighbour Dispute	19	19	3.8	72.2	22	22	3.8	83.6
	By-Law -Master code	1	1	3.8	3.8	0	0		0.0
	Noise By-Law	0	0		0.0	1	1	3.8	3.8
	Other Municipal By-Laws	1	1	3.8	3.8	0	0		0.0
	Assist Fire Department	2	2	3.8	7.6	1	1	3.8	3.8



Calls For Service (CFS) Billing Summary Report

Dysart Et Al, Mun of Highlands East, Twp of Algonquin Highlands, Twp of Minden Hills January to February - 2025

Billing Categories (Billing categories below do not match traditional crime groupings)		2025				2024			
		January to February	Year to Date	Time Standard	Year To Date Weighted Hours	January to February	Year to Date	Time Standard	Year To Date Weighted Hours
Operational	Assist Public	30	30	3.8	114.0	42	42	3.8	159.6
	Distressed/Overdue Motorist	1	1	3.8	3.8	2	2	3.8	7.6
	Family Dispute	25	25	3.8	95.0	18	18	3.8	68.4
	Total	194	194	3.8	737.2	225	225	3.8	855.0
Operational2	False Alarm-Accidental Trip	2	2	1.5	3.0	0	0		0.0
	False Holdup Alarm-Accidental Trip	5	5	1.5	7.5	1	1	1.5	1.5
	False Alarm -Others	61	61	1.5	91.5	31	31	1.5	46.5
	Keep the Peace	17	17	1.5	25.5	16	16	1.5	24.0
	911 call / 911 hang up	3	3	1.5	4.5	7	7	1.5	10.5
	911 call - Dropped Cell	7	7	1.5	10.5	4	4	1.5	6.0
	Total	95	95	1.5	142.5	59	59	1.5	88.5
Traffic	MVC (MOTOR VEHICLE COLLISION) -Master code	9	9	3.8	34.2	13	13	3.8	49.4
	MVC - Personal Injury (MOTOR VEHICLE COLLISION)	3	3	3.8	11.4	8	8	3.8	30.4
	MVC - Prop. Dam. Non Reportable	23	23	3.8	87.4	18	18	3.8	68.4
	MVC - Prop. Dam. Reportable (MOTOR VEHICLE COLLISION)	38	38	3.8	144.4	53	53	3.8	201.4
	MVC - Prop. Dam. Failed to Remain (MOTOR VEHICLE COLLISION)	4	4	3.8	15.2	1	1	3.8	3.8
	MVC - Others (MOTOR VEHICLE COLLISION)	2	2	3.8	7.6	0	0		0.0
	Total	79	79	3.8	300.2	93	93	3.8	353.4
Total		512	512		2,295.8	532	532		2,749.3

Note to Detachment Commanders:

- The content of each report is to be shared by the Detachment Commander only with the municipality for which it was generated. The municipality may treat this as a public document and distribute it as they wish.
- All data is sourced from the Niche RMS application. Included are 'reported' occurrences (actuals and unfounded occurrences) for 'billable' occurrences ONLY. Data is refreshed on a weekly basis.
- The Traffic category includes motor vehicle collision (MVC) occurrences entered into Niche (UCR code 8521). MVCs are NOT sourced from the eCRS application for this report.
- Only the primary violation is counted within an occurrence.
- Time standards displayed are for the 2024 billing period.

Note to Municipalities:

- Data contained within this report is dynamic in nature and numbers will change over time as the Ontario Provincial Police continues to

Report Content Last Updated:
2025/03/08

Report generated by:
Robinson, Kerri

Report generated on:
12-Mar-25 11:26:59 AM
Page 5 of 6



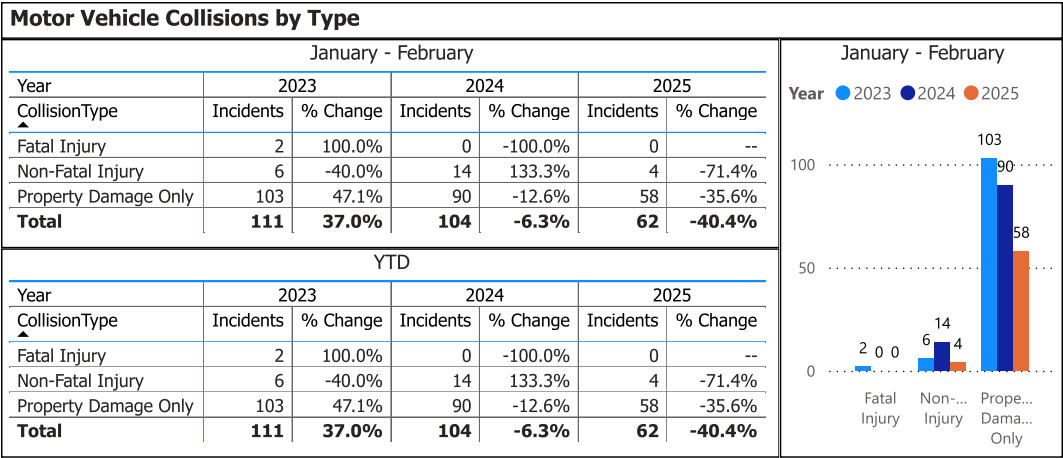
Calls For Service (CFS) Billing Summary Report

Dysart Et Al, Mun of Highlands East, Twp of Algonquin Highlands, Twp of Minden Hills January to February - 2025

investigate and solve crime.

- This report is NOT to be used for crime trend analysis as not all occurrences are included.
- Data groupings within this report do not match traditional crime groupings seen in other public reports such as the OPP Police Services Board reports or Statistics Canada reporting.

OPP Detachment Board Report
Collision Reporting System
January - February 2025



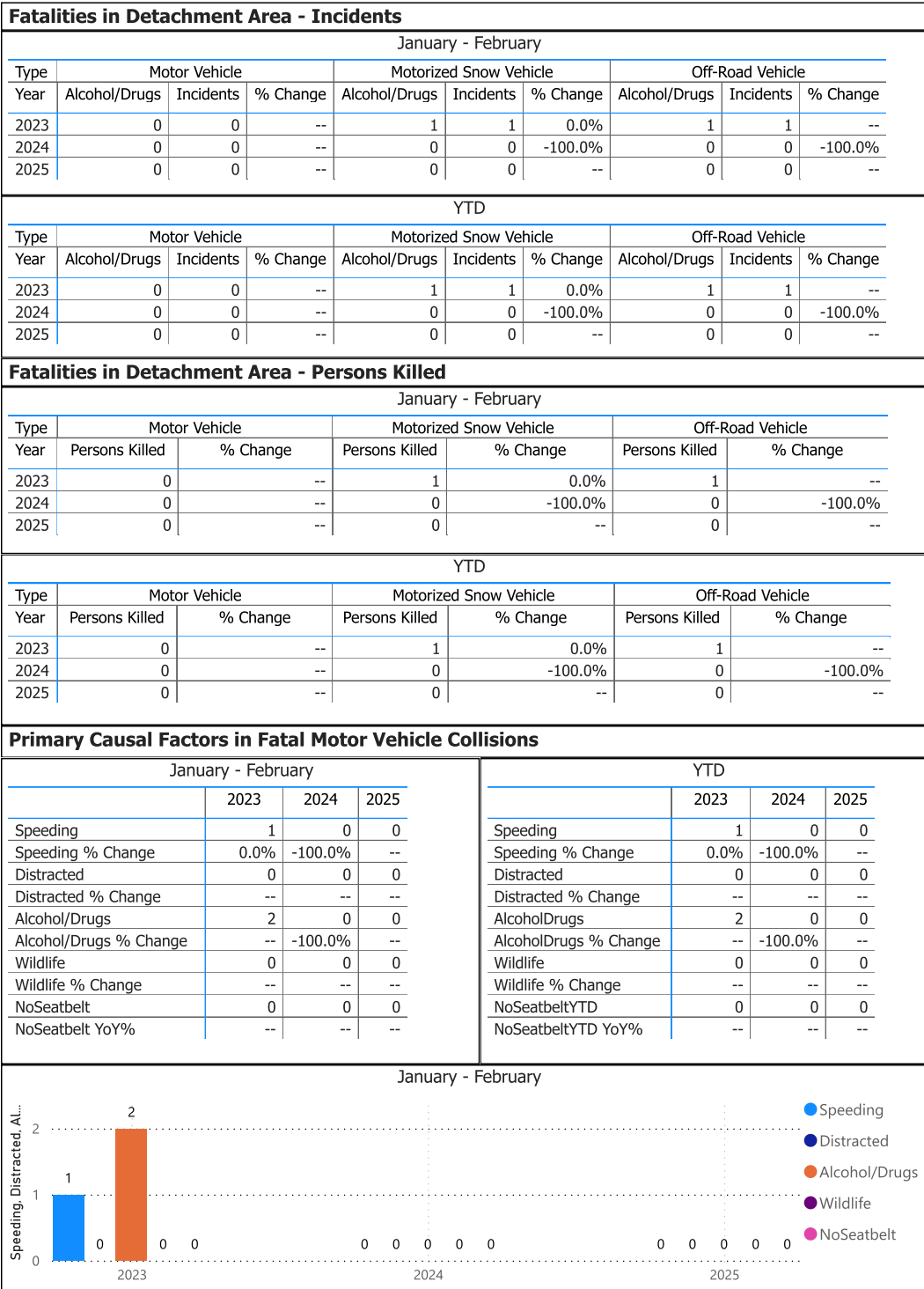
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10-Mar-2025

Detachment: 1E - HALIBURTON HIGHLANDS
Location code(s): 1E00 - HALIBURTON HIGHLANDS

Area(s): 1010 - Twp of Minden Hills, 1011 - Dysart Et AL, 1012 - Mun of Highlands East, 1015 - Twp of Algonquin Highlands, 1801 - Hwy 35, 1811 - Hwy 118, 1812 - Hwy 121, 1878 - Queen Elizabeth II Wildlands Provincial Park, 1880 - Algonquin Provincial Park, 2 - Marine
Data source date:
10-Mar-2025

Report Generated on:
12-Mar-2025 11:26:39 AM

**OPP Detachment Board Report
Collision Reporting System
January - February 2025**



Data source (Collision Reporting System) date:
10-Mar-2025

Detachment: 1E - HALIBURTON HIGHLANDS

Location code(s): 1E00 - HALIBURTON HIGHLANDS

Area(s): 1010 - Twp of Minden Hills, 1011 - Dysart Et Al, 1012 - Mun of Highlands East, 1015 - Twp of Algonquin Highlands, 1801 - Hwy 35, 1811 - Hwy 118, 1812 - Hwy 121, 1878 - Queen Elizabeth II Wildlands Provincial Park, 1880 - Algonquin Provincial Park, 2 - Marine

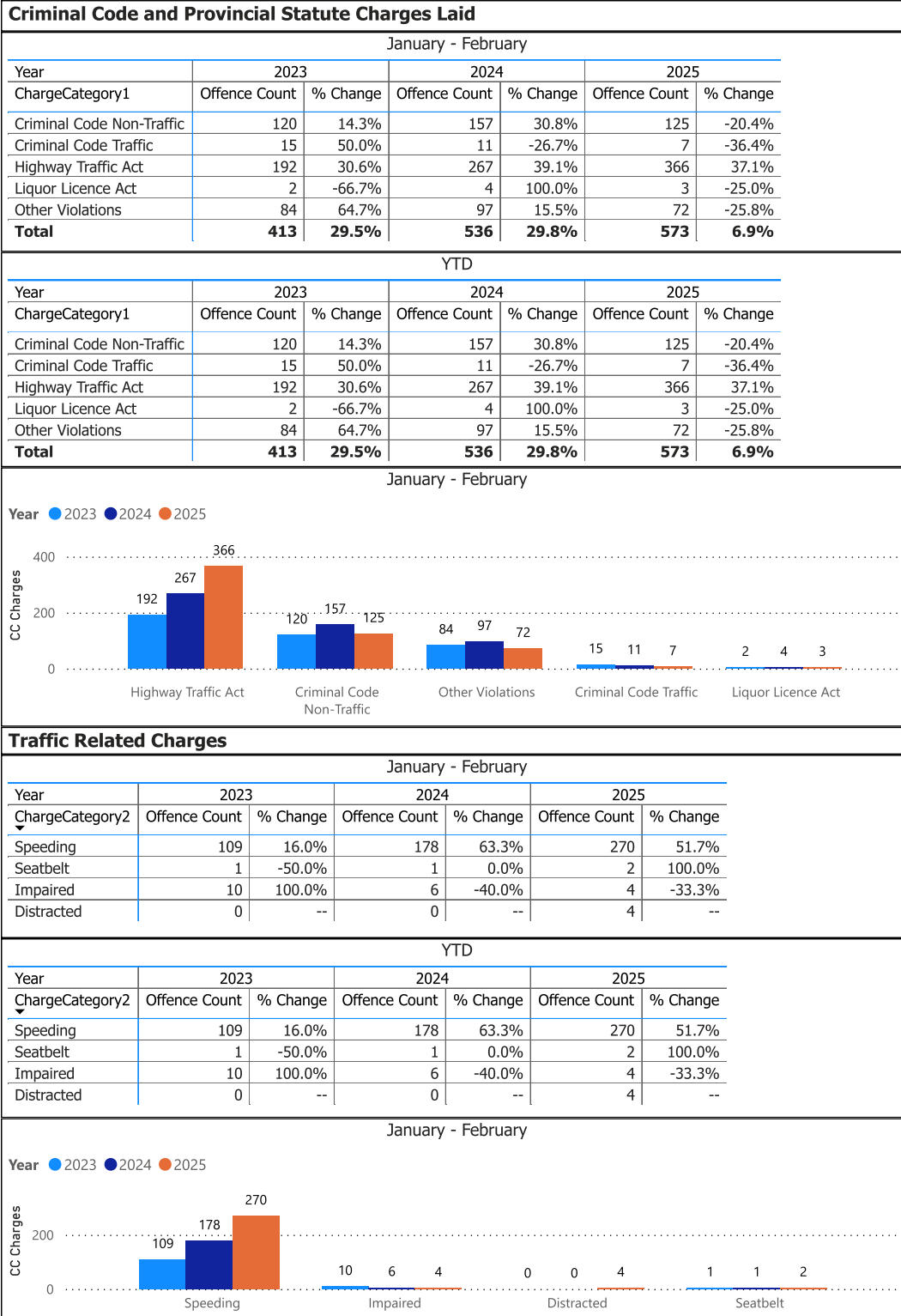
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10-Mar-2025

Report Generated on:

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**OPP Detachment Board Report
Records Management System
January - February 2025**



Detachment: 1E - HALIBURTON HIGHLANDS

Location code(s): 1E00 - HALIBURTON HIGHLANDS

Area(s): 1010 - Twp of Minden Hills, 1011 - Dysart Et Al, 1012 - Mun of Highlands East, 1015 - Twp of Algonquin Highlands, 1801 - Hwy 35, 1811 - Hwy 118, 1812 - Hwy 121, 1878 - Queen Elizabeth II Wildlands Provincial Park, 1880 - Algonquin Provincial Park, 2 - Marine

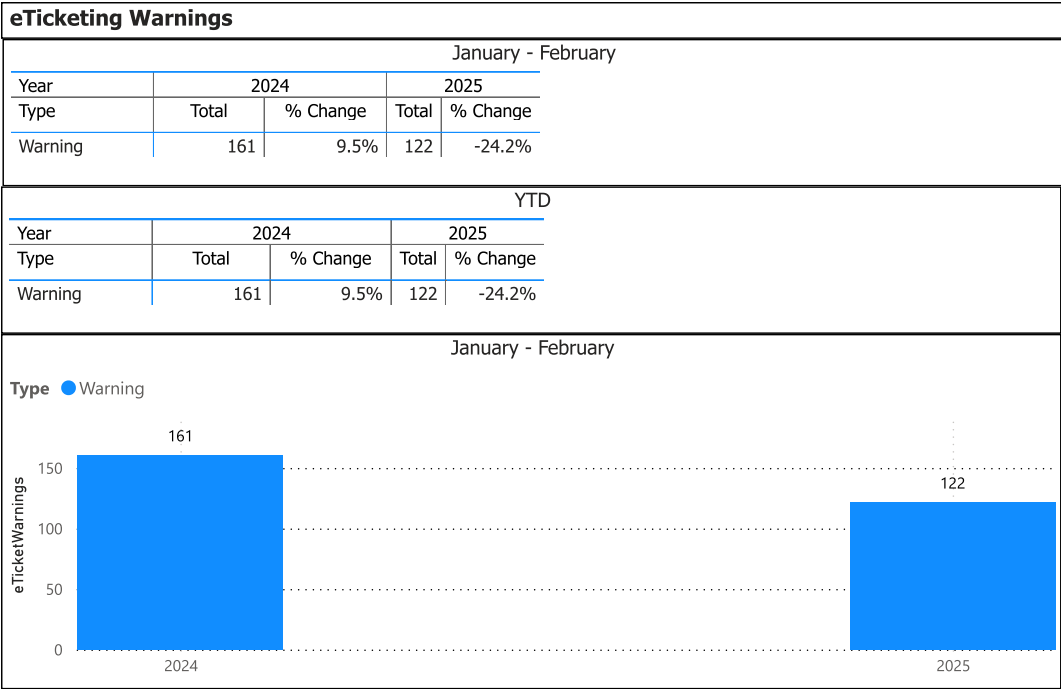
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OPP Detachment Board Report
Records Management System
January - February 2025

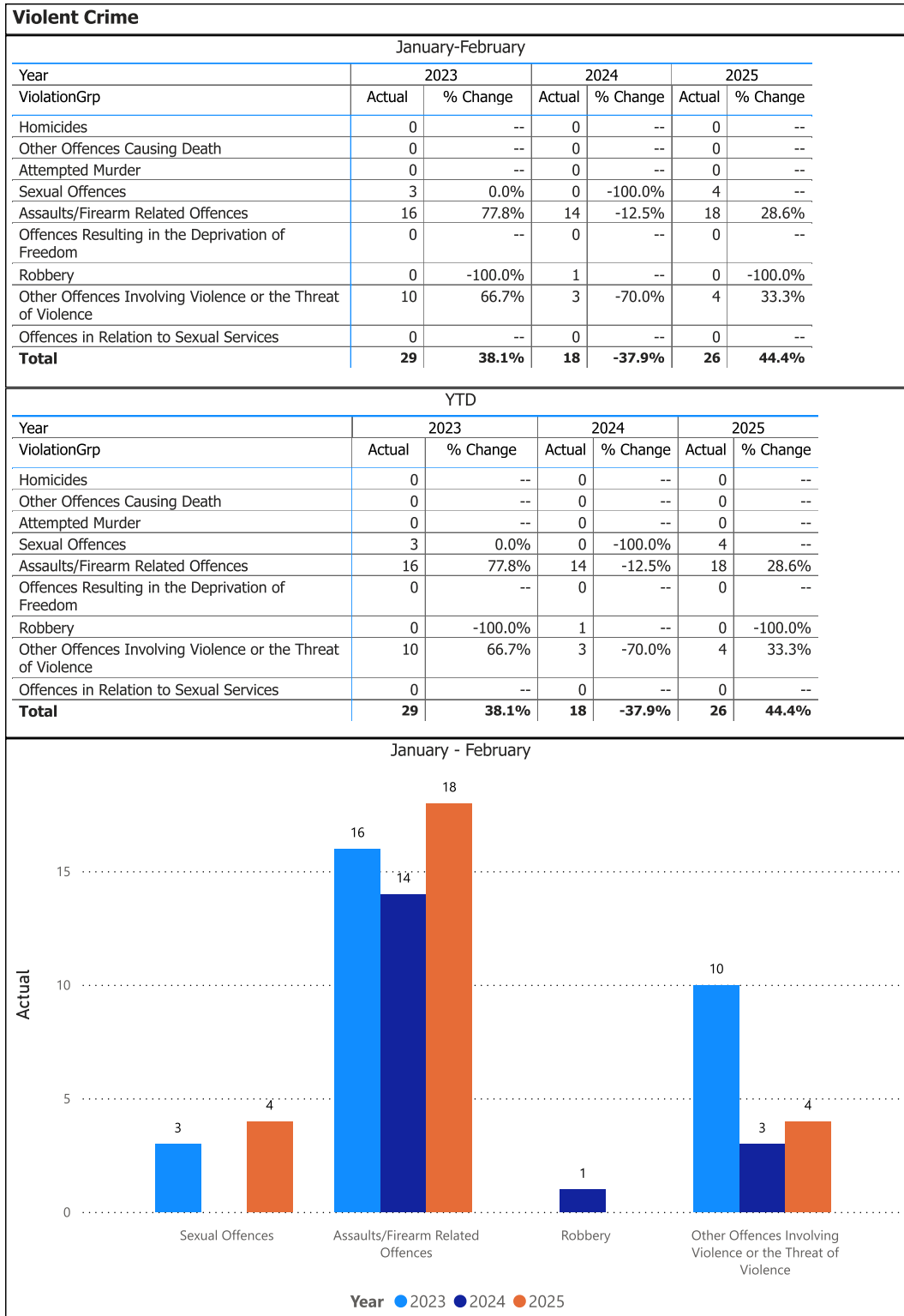


Note: The eTicketing system was not fully implemented until the end of 2022, therefore data is only available beginning in 2023. % Change in 2023 may appear higher in this report due to the incomplete 2022 data.

Detachment: 1E - HALIBURTON HIGHLANDS
Location code(s): 1E00 - HALIBURTON HIGHLANDS

Area(s): 1010 - Twp of Minden Hills, 1011 - Dysart Et AL, 1012 - Mun of Highlands East, 1015 - Twp of Algonquin Highlands, 1801 - Hwy 35, 1811 - Hwy 118, 1812 - Hwy 121, 1878 - Queen Elizabeth II Wildlands Provincial Park, 1880 - Algonquin Provincial Park, 2 - Marine
Data source date: 10-Mar-25
Report Generated on: 12-Mar-2025 11:28:25 AM

**OPP Detachment Board Report
Records Management System
January - February 2025**



Detachment: 1E - HALIBURTON HIGHLANDS

Location code(s): 1E00 - HALIBURTON HIGHLANDS

Area(s): 1010 - Twp of Minden Hills, 1011 - Dysart Et Al, 1012 - Mun of Highlands East, 1015 - Twp of Algonquin Highlands, 1801 - Hwy 35, 1811 - Hwy 118, 1812 - Hwy 121, 1878 - Queen Elizabeth II Wildlands Provincial Park, 1880 - Algonquin Provincial Park, 2 - Marine

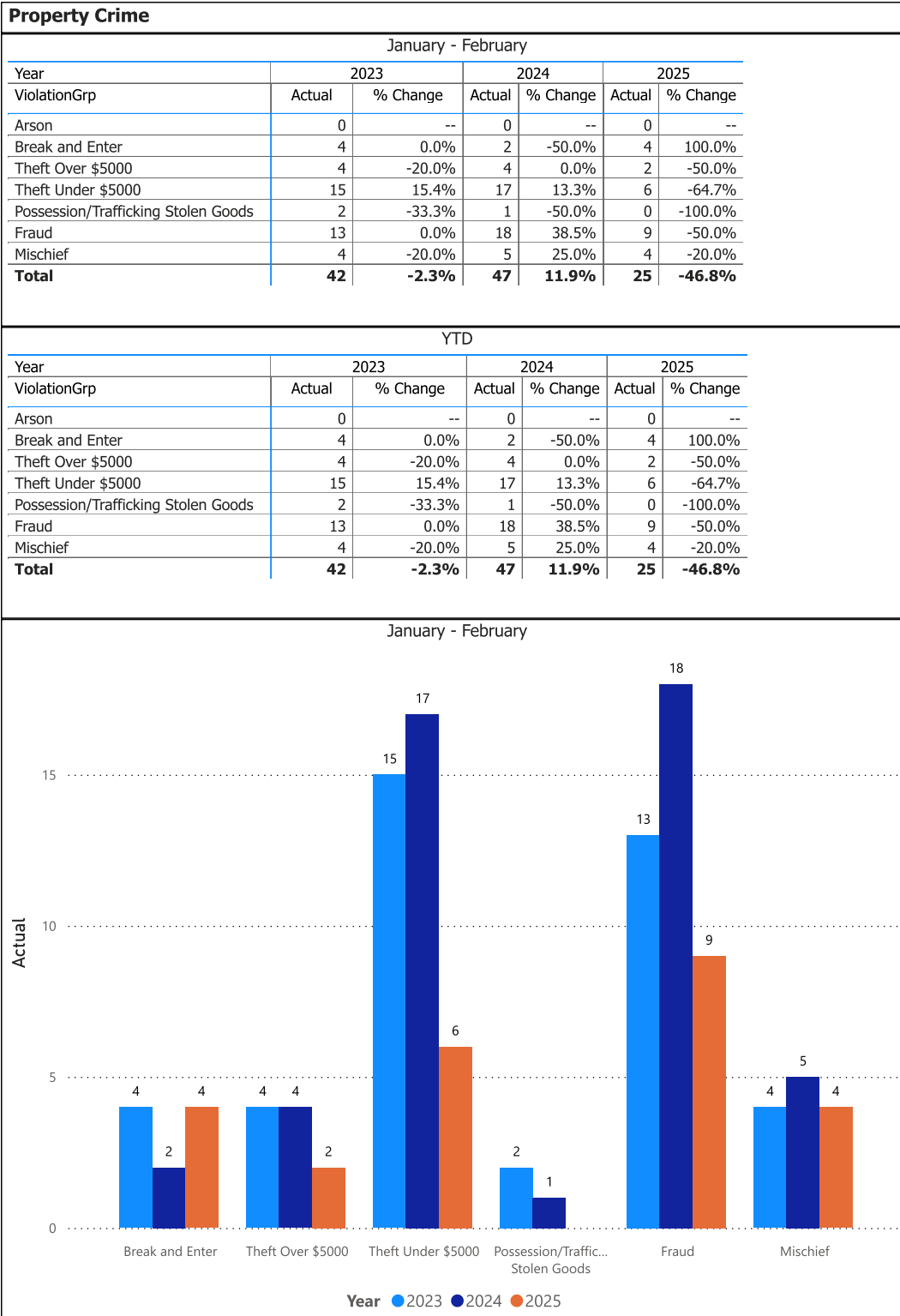
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**OPP Detachment Board Report
Records Management System
January - February 2025**



Detachment: 1E - HALIBURTON HIGHLANDS

Location code(s): 1E00 - HALIBURTON HIGHLANDS

Area(s): 1010 - Twp of Minden Hills, 1011 - Dysart Et Al, 1012 - Mun of Highlands East, 1015 - Twp of Algonquin Highlands, 1801 - Hwy 35, 1811 - Hwy 118, 1812 - Hwy 121, 1878 - Queen Elizabeth II Wildlands Provincial Park, 1880 - Algonquin Provincial Park, 2 - Marine

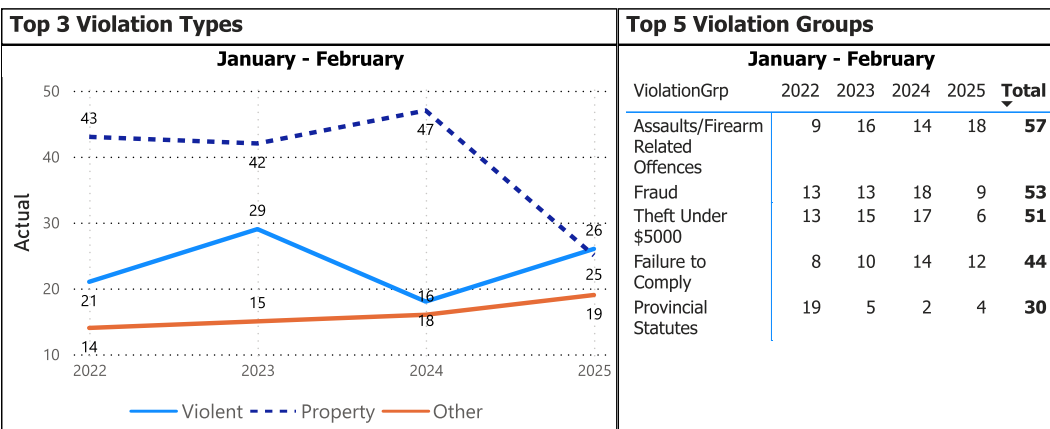
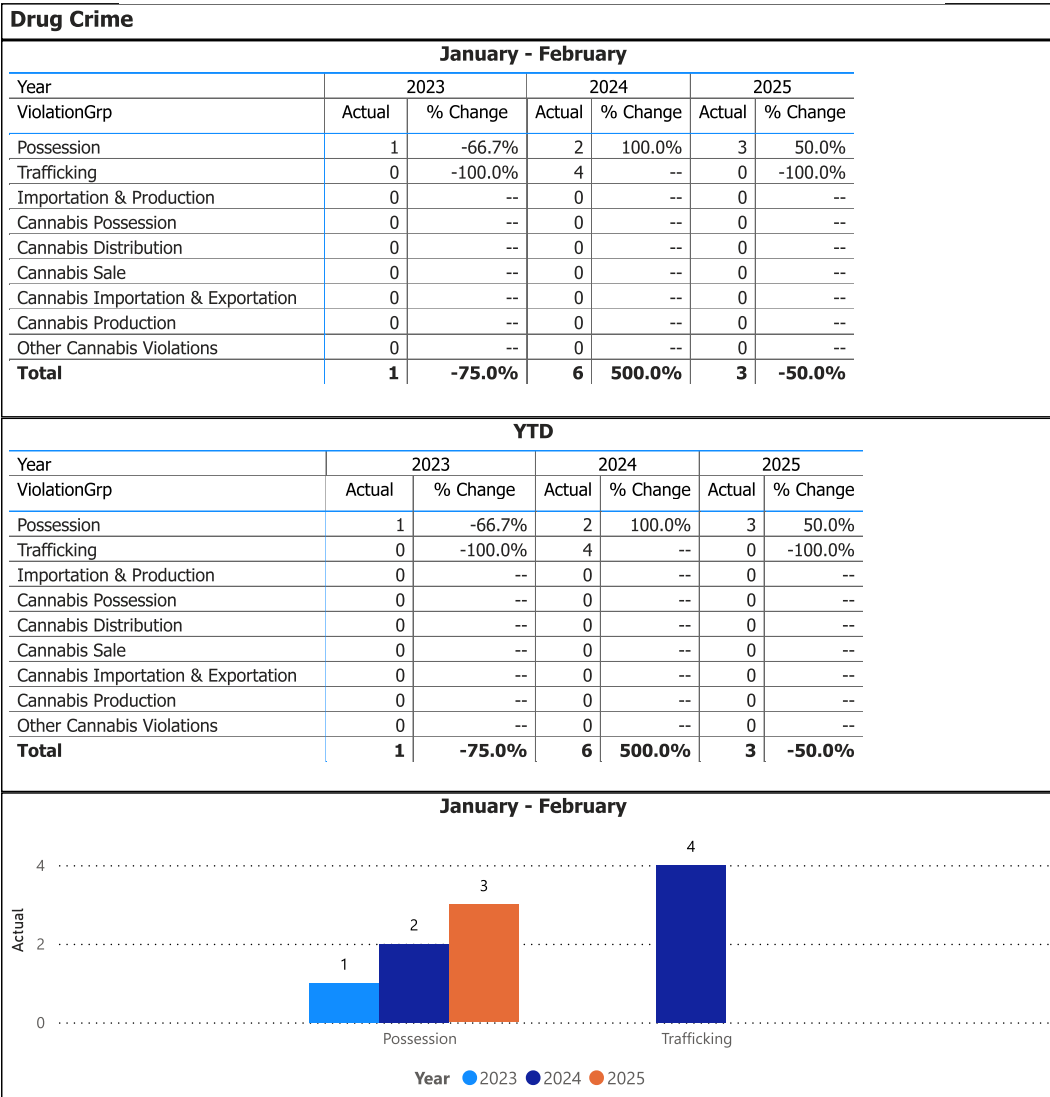
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**OPP Detachment Board Report
Records Management System
January - February 2025**



Detachment: 1E - HALIBURTON HIGHLANDS

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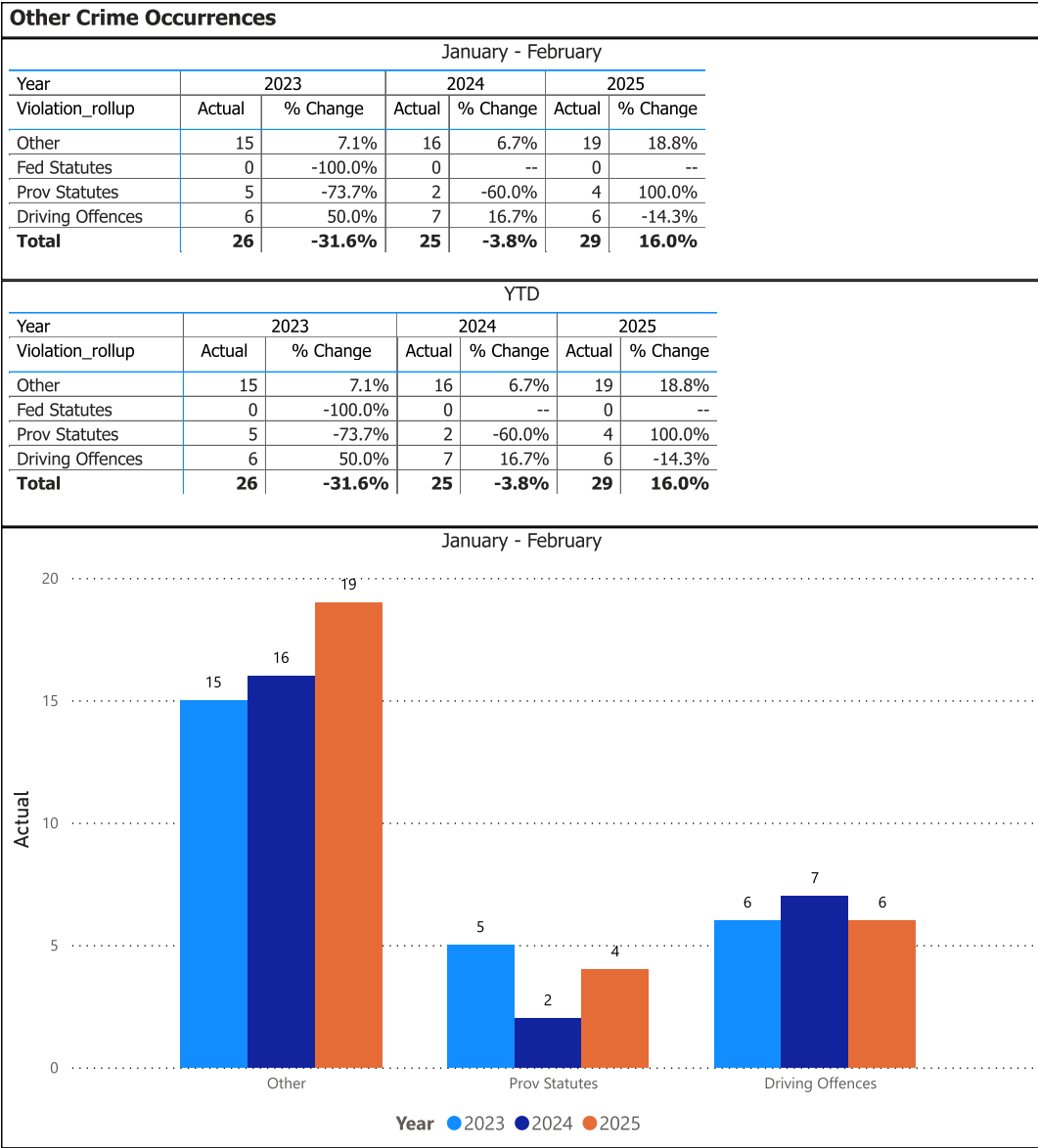
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OPP Detachment Board Report
Records Management System
January - February 2025



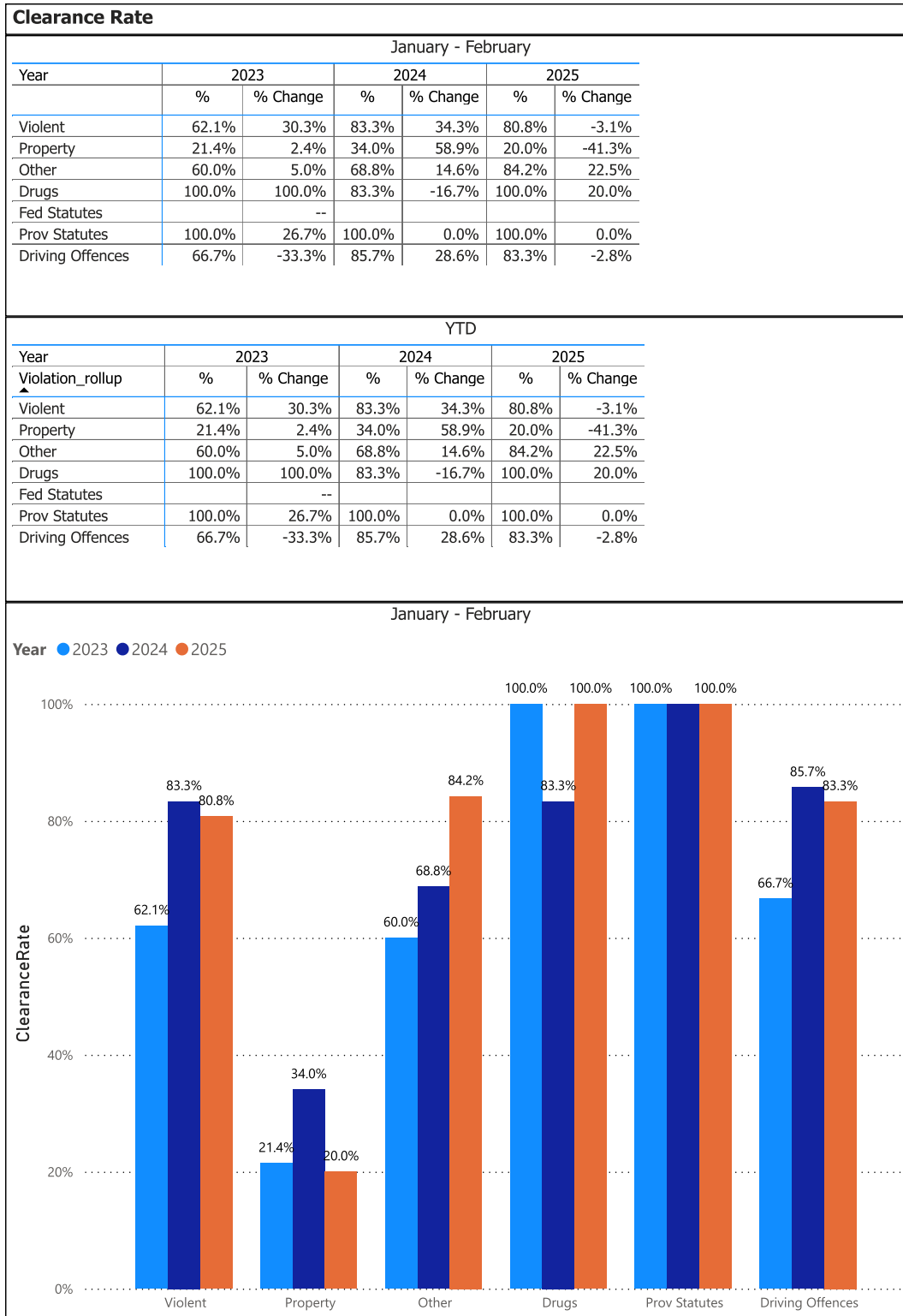
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Location code(s): 1E00 - HALIBURTON HIGHLANDS

Area(s): 1010 - Twp of Minden Hills, 1011 - Dysart Et Al, 1012 - Mun of Highlands East, 1015 - Twp of Algonquin Highlands, 1801 - Hwy 35, 1811 - Hwy 118, 1812 - Hwy 121, 1878 - Queen Elizabeth II Wildlands Provincial Park, 1880 - Algonquin Provincial Park, 2 - Marine

Data source date: 10-Mar-2025

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**OPP Detachment Board Report
Records Management System
January - February 2025**



Detachment: 1E - HALIBURTON HIGHLANDS

Location code(s): 1E00 - HALIBURTON HIGHLANDS

Area(s): 1010 - Twp of Minden Hills, 1011 - Dysart Et Al, 1012 - Mun of Highlands East, 1015 - Twp of Algonquin Highlands, 1801 - Hwy 35, 1811 - Hwy 118, 1812 - Hwy 121, 1878 - Queen Elizabeth II Wildlands Provincial Park, 1880 - Algonquin Provincial Park, 2 - Marine

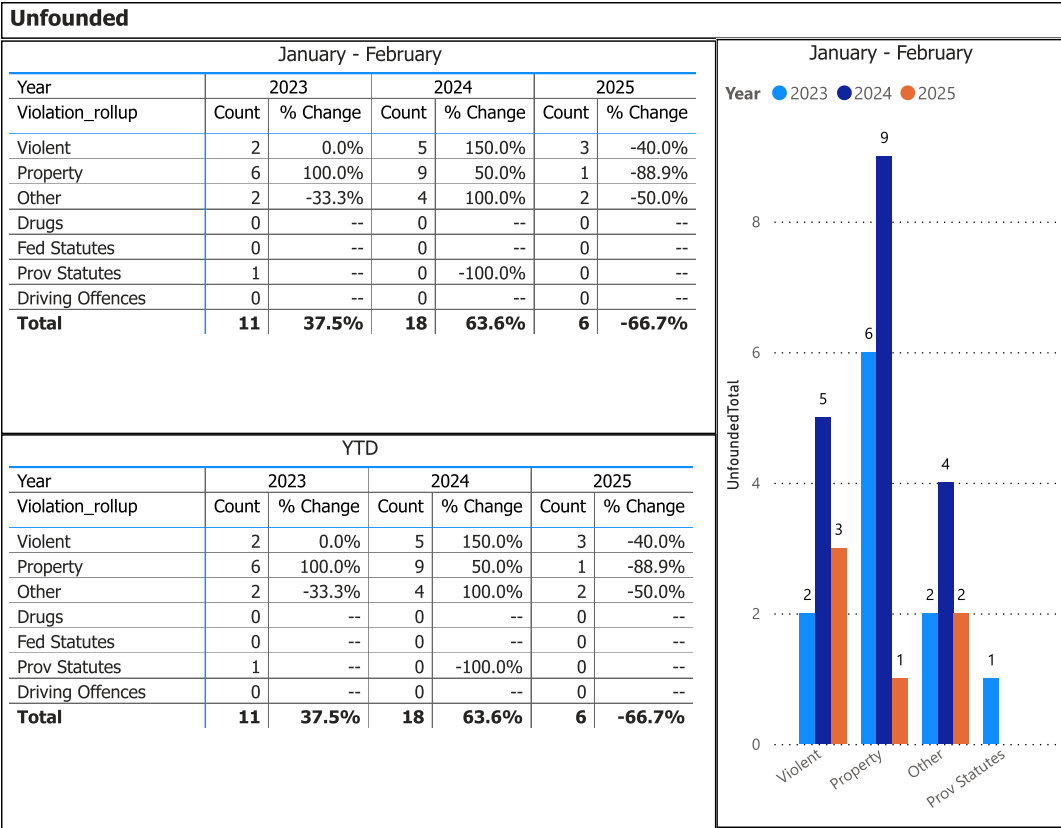
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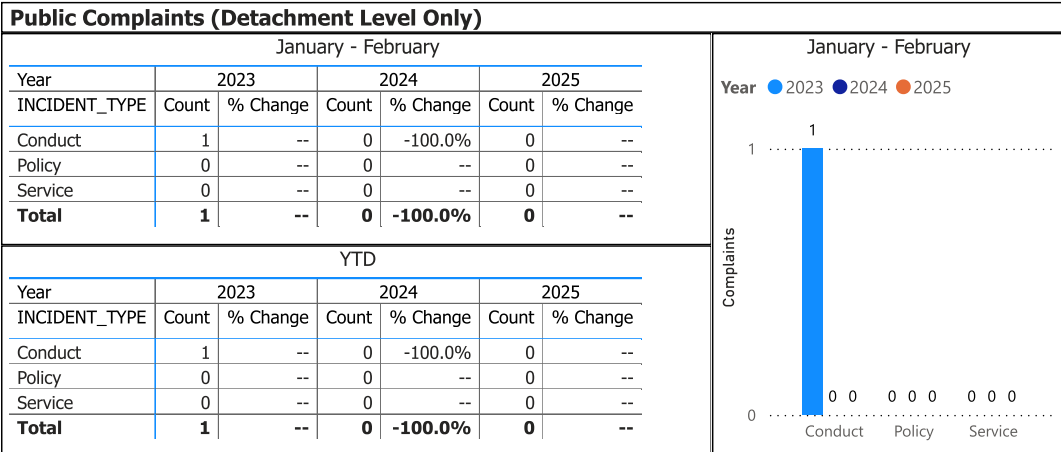
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OPP Detachment Board Report
Records Management System
January - February 2025



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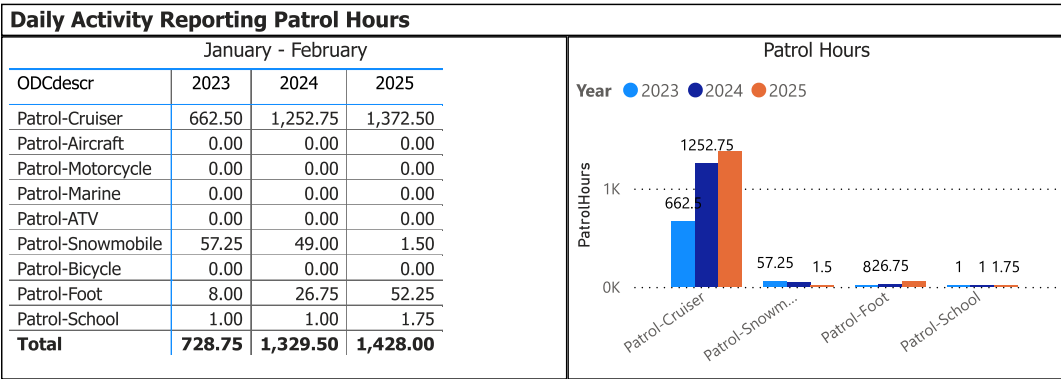
OPP Detachment Board Report
Records Management System
January - February 2025



Data source: RMS Data Feed
Ontario Provincial Police, Professional Standards Bureau Commander Reports - File Manager System

Data source date:
10-Mar-2025

Daily Activity Reporting



Data source (Daily Activity Reporting System) date:
10-Mar-2025

Detachment: 1E - HALIBURTON HIGHLANDS
Location code(s): 1E00 - HALIBURTON HIGHLANDS

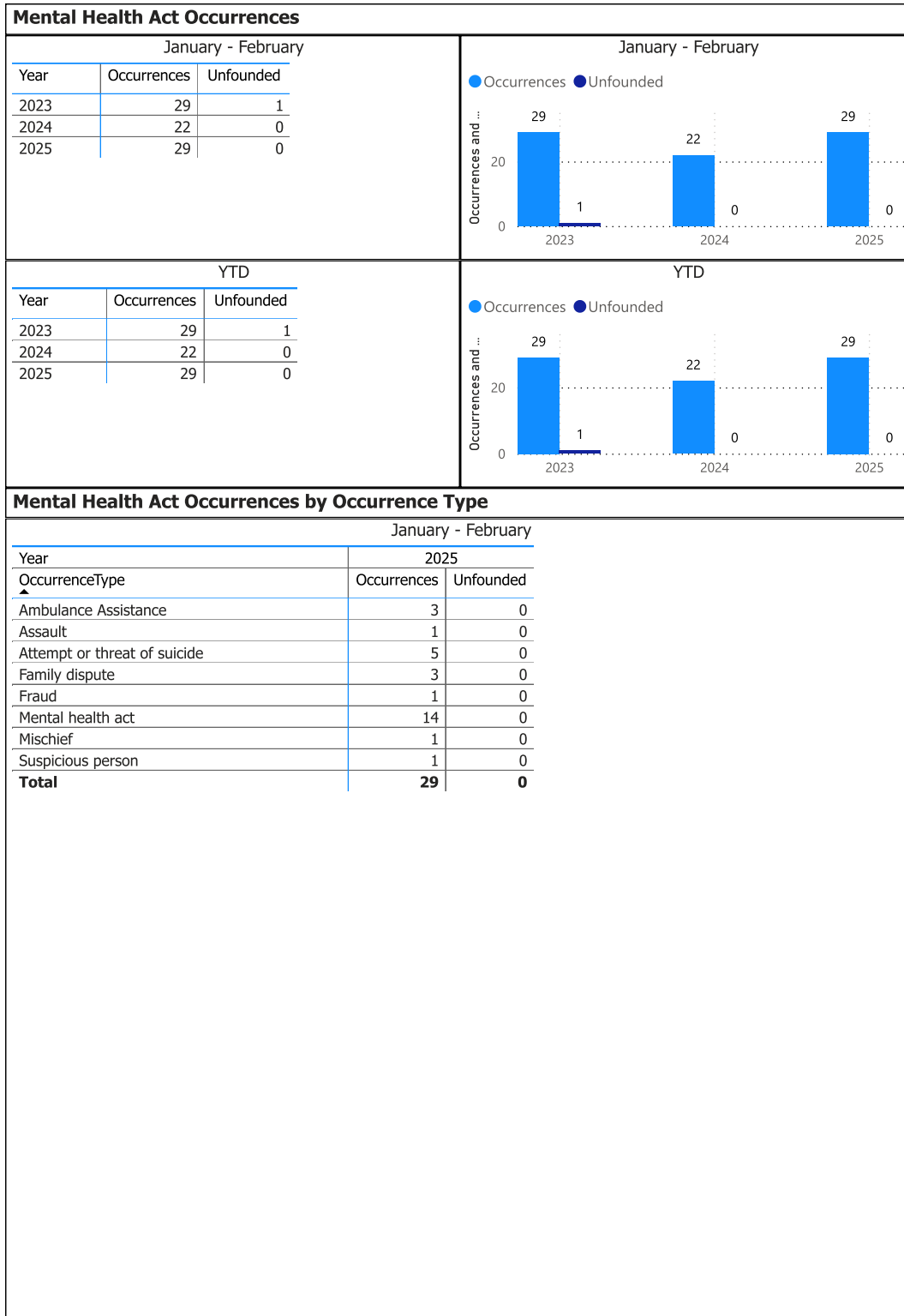
OPP Detachment Board Report
Records Management System
January - February 2025



The tables and chart on this page present summarized youth charges by disposition and occurrence type that have been recorded in the OPP Niche RMS application. Of note... the Niche data sourced for this report page only lists youth charges that have had a disposition type entered against them. Therefore, please be aware that the counts of youth charges entries on this report page are under stating the potential sum of youth charges that are in OPP Niche RMS.

Detachment: 1E - HALIBURTON HIGHLANDS
Location code(s): 1E00 - HALIBURTON HIGHLANDS

**OPP Detachment Board Report
Records Management System
January - February 2025**



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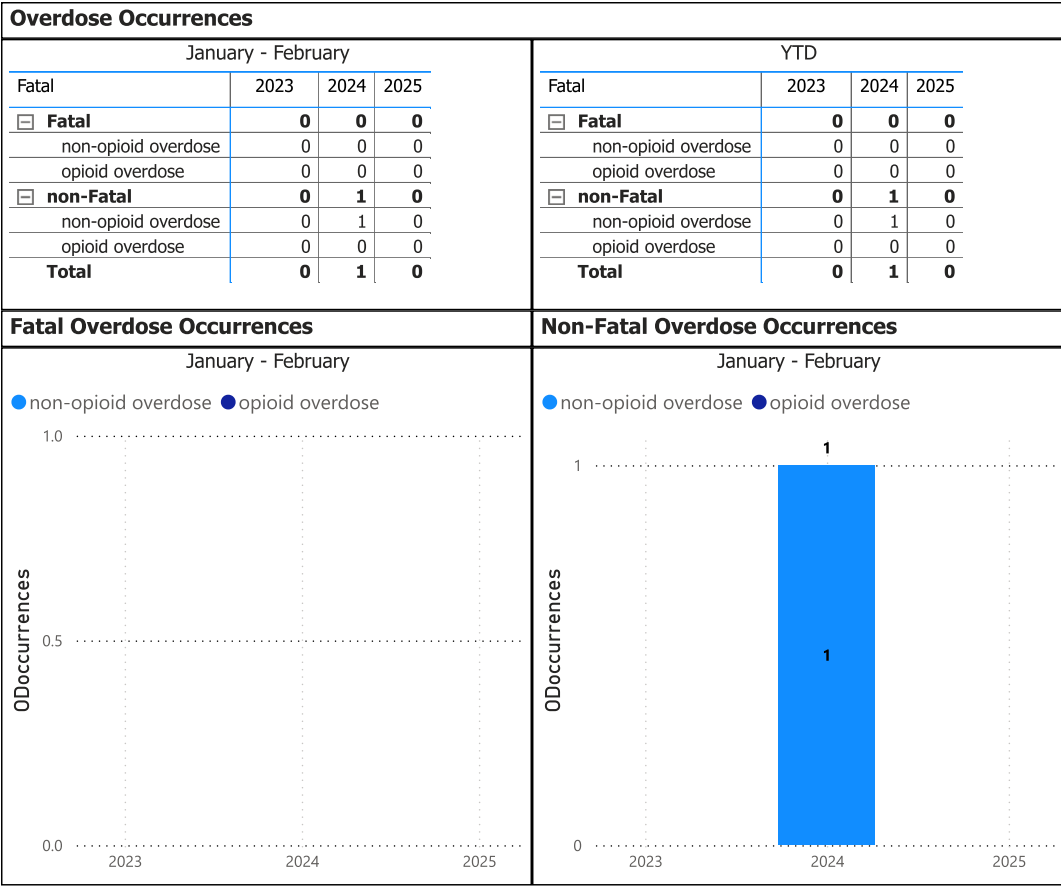
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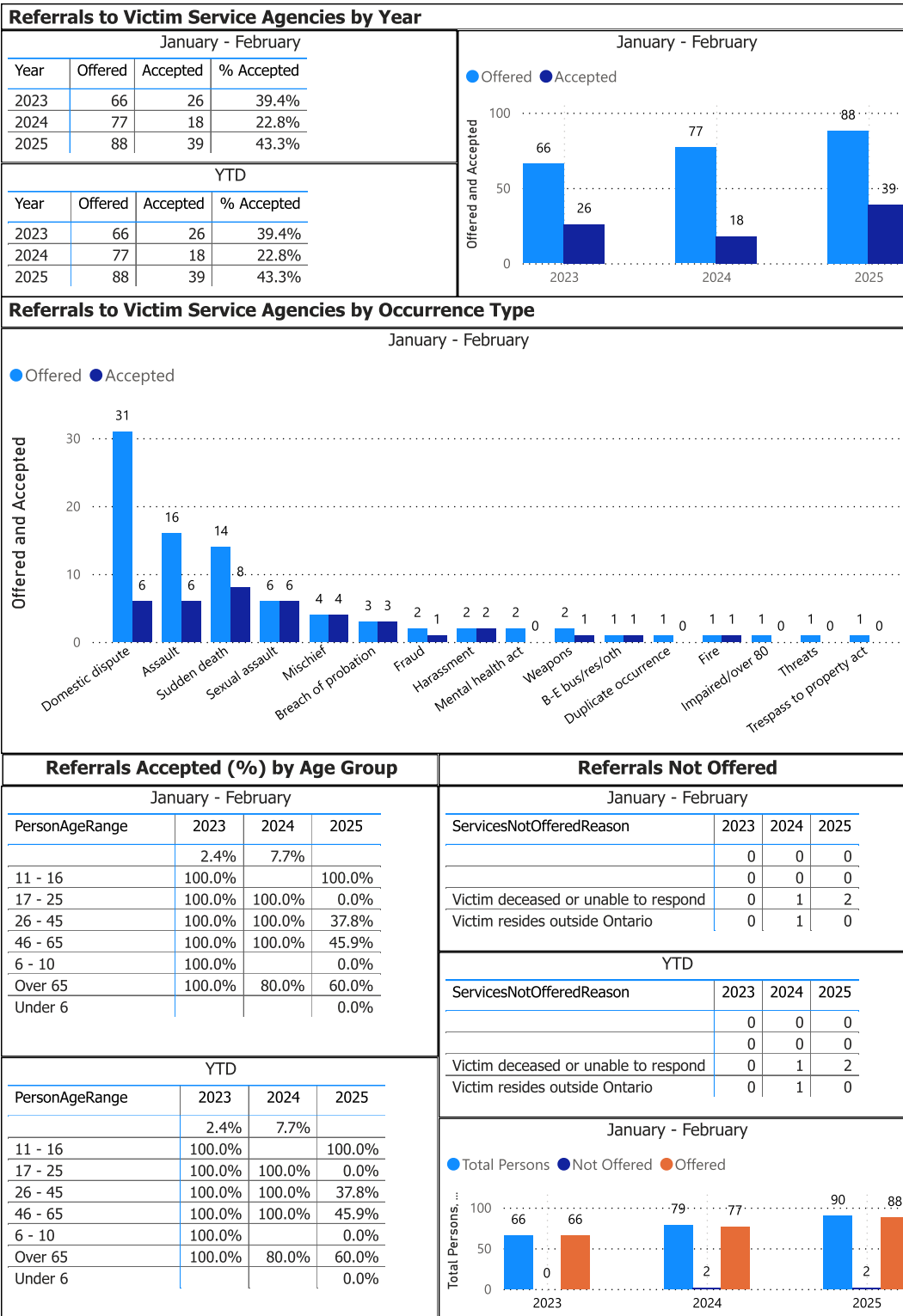
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OPP Detachment Board Report
Records Management System
January - February 2025



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**OPP Detachment Board Report
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OPP Detachment Board Report

Report Information Page

Report Data Source Information:

Data Sources Utilized

- Niche RMS – CTSB Data Feed
- Collision Reporting System (eCRS)
- POIB File Manager
- Daily Activity Reporting System

Niche RMS

RMS data presented in this report is dynamic in nature and any numbers may change over time as the OPP continue to investigate and solve crime.

The following report tabs acquire their data from the OPP Niche RMS – CTSB Data Feed

- Complaints (Public Complaints Section Only)
- Charges
- Warnings
- Violent Crime
- Property Crime
- Drug Crime
- Clearance Rate
- Unfounded
- Other Crime
- Youth Charges
- MHA – Mental Health Act
- Overdose
- Victim Services

Collision Reporting System (eCRS)

Traffic related data for Collisions and Fatalities are collected from the OPP eCRS application.

The following report tabs acquire their data from the OPP eCRS (Collision Reporting System)

- Collisions
- Fatalities

DAR (Daily Activity Reporting)

Patrol hours are collected from the OPP DAR application.

The following report tabs acquire their data from the OPP DAR (Daily Activity Reporting)

- Complaints (Patrol Hours Section Only)

Staff Report

HHOPPDB-01-2025

Board date: May 7, 2025
To: Chair and Members of Haliburton Highlands OPP Detachment Board
From: Pam Weiss, Executive Assistant to the CAO

CORRESPONDENCE REPORT

RECOMMENDATION(S)

That the Correspondence Report be received for information.

REPORT HIGHLIGHTS

Key Findings:

From January 1, 2025 – March 18, 2025 we had two (2) inquiries via email.

1. Queried if meetings are going to be livestreamed.
Advised that yes meeting will be livestreamed beginning with the April 2, 2025 meeting.
2. Concern about School Bus safety and request for dash cameras.

Financial Implications:

No significant financial implications

SIGNATURES

Prepared by: Pam Weiss

Chair Approval: Andrew Fletcher

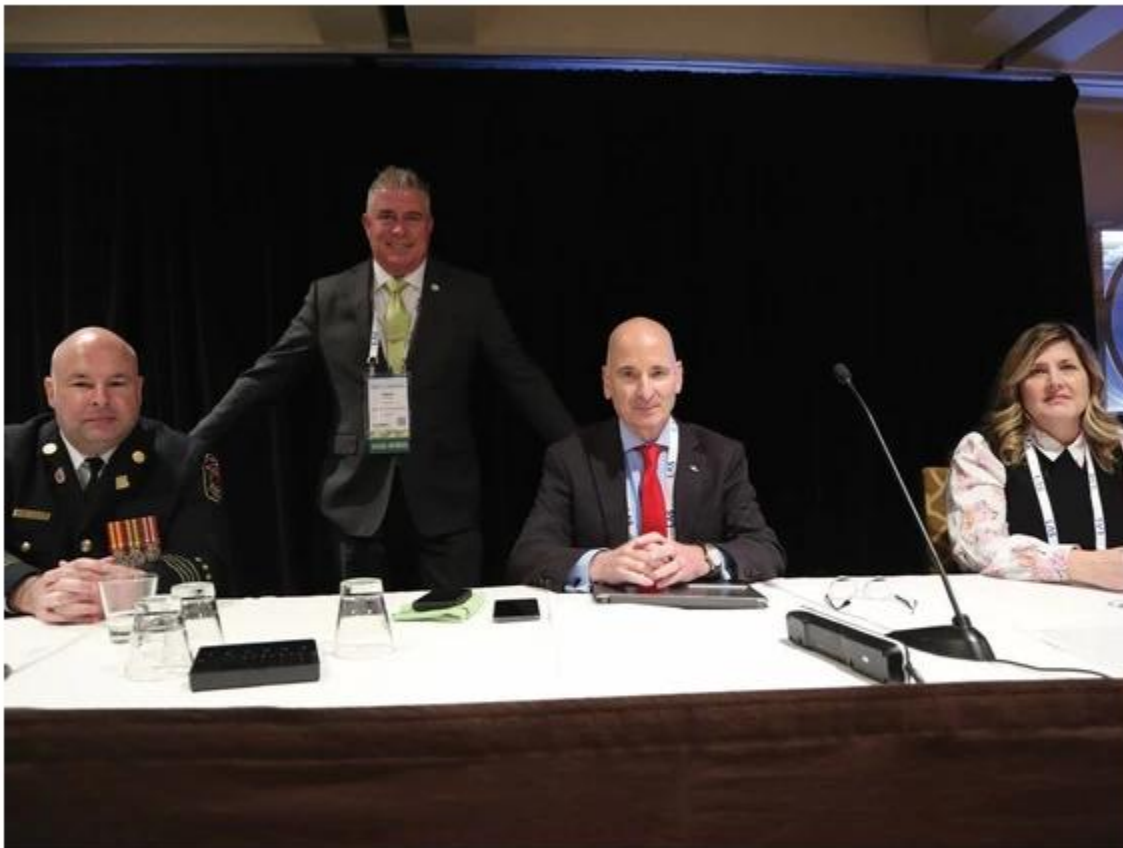


More funding is needed by Ontario's first responder services in rural areas

Police, fire and paramedic officers require more specialized training and tools to keep up with constant change

[Valerie MacDonald](#) • Ontario Farmer

Published Feb 04, 2025 • Last updated Feb 04, 2025 • 3 minute read



From left, Rob Grimwood, Steve McCabe, Greg Sage and Lisa Darling

There are no shortages of challenges for rural and small town safety responders in Ontario – police, fire and paramedic officers – the heads of those organizations told attendees of the recent Rural Ontario Municipal Association (ROMA) conference.

The need for funding, along with specialized training and tools to do the work, were discussed by Rob Grimwood, Mississauga Deputy Fire Chief and President of the Ontario Association of Fire Chiefs; Moderator Steve McCabe, Wellington North Councillor; Greg

Sage, President of the Ontario Association of Paramedic Chiefs; and Lisa Darling Executive Director of the Ontario Association of Police Service Boards.

“We’re the busiest we’ve ever been,” Grimwood said. “And fires burn differently than a decade before.”

There are challenging materials and fighting these fires are different. There are more people, more buildings, more cars and more calls.

“Modern fires are more dangerous due to the high heat release rates of synthetic materials and impacts of lightweight construction (and) Lithium-Ion batteries pose an emerging (explosion) impact.”

He said, firemen, volunteers and/or full-timers, arrive to a fire scene and don’t know what they are getting into. It might look like a single family home but it could be a triplex with an illegal basement apartment...a possible 18 people or more to save instead of a single family.

It is up to municipal and county councils to determine what level of service is required and that includes when to replace fire trucks that used to be \$400,000 to \$500,000 in price and now are \$850,000; where and how many fire stations are needed with growing populations; and whether to hire or use volunteers – both of whom must be fully trained.

He said often it’s municipal staff, not councillors, making these decisions based on budget only. As an example, equipment like firetrucks that are not replaced in time according to the fire underwriters insurance rating can’t get insurance coverage.

“Deferring will never make it cheaper,” Grimwood said.

PTSD, mental health and suicide is being addressed with funding and programs but safety matters like cancer resulting from toxins in burning materials has not been, he said. Decontamination can slowed the cancer rates down, but it must be done right.

Asking someone to volunteer to be part of a fire service opens up several issues.

“It’s a huge ask,” he said. Fire deaths and fire calls are up, training requirements are huge, impacting their family life and work.

While some fire services have waiting lists, others can’t get the manpower they need.

“We are very similar to what Deputy Chief Grimwood has said,” agreed Greg Sage, representing all 57 fire services in Ontario including First Nations.

There are health challenges, shortages, and frequently no ambulances available to answer calls because there is no one to work, he said.

“We are still short 300 (college program) grads every single year.”

The number of seats needs to be increased, plus there is a need for the expansion of the learn/stay grants that are currently limited to Northern Ontario, Sage continued.

At any one time there are 10 to 15 per cent of personnel on leave due to mental health issues while the need for services, like the Community Paramedics Program which reduces the number of people going to the hospital ER or being hospitalized, is overwhelmed by the growing number of seniors and others depending on this in-home service.

He also noted the WSIB mental health claims process is complex and back-logged. Another issue is the need for self-regulation which exists in all of the other provinces.

911 services are in “silos” while integration would be more efficient.

Lisa Darling looked at more police issues noting that most police services are funded by municipalities and there is disparity through the budgeting process.

Police responsibilities have increased and as services calls outrun resources there is no time for proactive work.

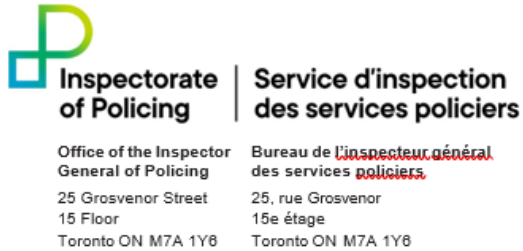
“Crimes target vulnerable populations,” she noted and rural Ontario policing is unique in itself.

Policing is a ‘people helping people’ service and police are seeing an increase in injuries.

The creation of Community Safety Policing Boards under the new Police Act puts the onus for policing matters on the board and not the municipality, she said. The creation of the Inspector of Police to ensure police services meet their criteria is a first of its kind in Canada.

Darling talked about the two policing resources in Ontario, the OPP and its billing to municipalities versus those with their own municipal forces and noted that numerous aspects of policing and safety are ever-changing.

By taking advantage of grants and sharing best practices between boards, services can be improved, she said.



Inspector General of Policing Memorandum

TO: All Chiefs of Police and
Commissioner Thomas Carrique
Chairs, Police Services Boards

FROM: Ryan Teschner, Inspector General of Policing of Ontario

DATE: **August 1, 2024**

SUBJECT: Inspector General Memo #1: Authorities, Policing Agreements,
Requests, Notifications and Disclosures

The first few months of Ontario's new policing landscape under the *Community Safety and Policing Act, 2019* (CSPA) have marked the successful launch of operations, as well as exciting challenges and lessons learned for the team at the Inspectorate of Policing. I, along with my team, have welcomed the opportunity to engage with many of you to answer questions about the Inspector General (IG) of Policing's role, as well as your respective new responsibilities under the CSPA.

Inspector General Memorandums and Advisory Bulletins

In my communication to you dated April 2, 2024, I indicated that my office would be sharing more information to provide clarity regarding certain duties and authorities of the IG. I hope that this first *Inspector General Memo* (IGM) will be helpful to you as we navigate this new world, and in particular, that the enclosed **Advisory Bulletins** (the subjects of which are outlined below) will serve as useful resources for you.

Advisory Bulletins are the IG's advice provided pursuant CSPA s. 102(4) and are intended as a resource for the sector by offering the IG's general interpretation of various provisions of the CSPA. Advisory Bulletins are not legally binding, and they do not purport to address all possible factual scenarios or circumstances. As such, you

may wish to consult with legal counsel to determine how this general guidance should be applied in in your own local context and to navigate specific situations.

I may update Advisory Bulletins periodically, and as we encounter other topics that will benefit from guidance and more information, I will issue further IGMs and Advisory Bulletins.

Advisory Bulletins enclosed

Based on our first months of experience and questions we have received from the policing sector, this first IGM encloses five Advisory Bulletins that provide operational guidance on a range of CSPA requirements. The bulletins are:

1. **How Policing is Delivered (Attention: Boards and Chiefs):** IG advice on how to apply CSPA requirements to address local service delivery and assistance between police organizations, including what should be submitted to the IG regarding:
 - Policing Agreements (CSPA s.14);
 - Temporary Assistance; and,
 - Emergency Requests for Assistance (CSPA s.19).
2. **Right to Disclose Misconduct (Attention: Boards and Chiefs):** information on the new ability for members of a police service to report misconduct relating to their own police service or employer, including procedural requirements and the role of the IG in relation to this subject (CSPA s.185).
3. **Conflicts of Interest Regulation (Attention: Chiefs and Boards):** information and tools to support compliance with the requirements set out in the Regulation for managing conflicts of interest, including a flow chart outlining key decision points and notification requirements, as well as the corresponding Ministry of the Solicitor General-approved forms.
4. **Board Member Code of Conduct Regulation (Attention: Boards):** information on key requirements for board members with respect to handling potential misconduct and conflicts of interest, including when the IG must be notified.
5. **Forwarding Complaints to the IG (Attention: Boards and Chiefs):** outlines a procedure that can be used by chiefs of police, boards, board members and other persons and entities listed in CSPA s. 108 to forward matters to the IG where the complaints fall within the IG's mandate under CSPA ss.106 and 107.

Police Service Advisors and new authorities

As a reminder, the duties of the IG under CSPA s.102(4) include to monitor, consult with and advise police services, chiefs of police and police service boards (among others) to

ensure that they comply with the CSPA and its regulations. The IG also has a duty to monitor members of police services boards to ensure that they do not commit misconduct.

To support the fulfillment of these IG duties, the Inspectorate of Policing's Police Services Advisors have been appointed by me as inspectors under the CSPA, and hold the statutory authorities of an inspector. To ensure that Police Services Advisors are able to support the delivery of these IG duties, CSPA s. 115(7) states that inspectors can enter closed police service board meetings for the purpose of monitoring, or for an inspection, except where legally privileged issues are being discussed by a board. While our Police Services Advisors are often welcomed into and do attend closed meetings of police service boards, I wanted to bring this new statutory authority to your attention.

For your reference, I have attached the Police Services Advisor assignments and contact information to this memo as **Appendix A**.

I understand that many of the requirements outlined in this communication are new, as is the mandate under which I operate as IG. While some of the requirements may seem technical, they all support the application of my oversight mandate and enable better information analysis to assist in supporting the delivery of adequate and effective policing across Ontario.

As the Inspectorate of Policing gains further operational experience and insights, and through continued engagement with Ontario's policing sector, I will continue to share information and advice that will assist you in meeting the requirements of the CSPA and its regulations.

I trust this information will be helpful to you. Should you have any questions, please connect with your Police Services Advisor.

Sincerely,



Ryan Teschner
Inspector General of Policing of Ontario

APPENDIX A – Police Services Advisor Board and Police Service Assignments

Zones are OAPSB and OACP consistent. Municipal board names are as recorded by the Public Appointments Secretariat, except for regional municipalities, which have been modified for consistency. Boards responsible for multiple municipalities (excluding upper-tier boards) are indicated as “joint”. Police service names significantly different from the board are listed with the board. There are currently **43** municipal boards in Ontario.

ZONES 1/1A	ZONE 2	ZONE 3	ZONE 4	ZONE 5	ZONE 6
Tom Gervais (416) 432-5645 tom.gervais@ontario.ca <i>B/U Ron LeClair</i>	Graham Wight (416) 817-1347 graham.wight@ontario.ca <i>B/U Jeeti Sahota</i>	Multiple advisors: ¹ <i>Tom Gervais, Primary</i> ² <i>Duane Sprague, Primary</i> ³ <i>Graham Wight, Primary</i> <i>B/U Graham Wight</i>	David Tilley (647) 224-9370 david.tilley@ontario.ca <i>B/U Duane Sprague</i>	Duane Sprague (416) 573-8309 duane.sprague@ontario.ca <i>B/U David Tilley</i>	Ron LeClair (226) 280-0166 ronald.leclair@ontario.ca <i>B/U Tom Gervais</i>
Greater Sudbury	Belleville	Barrie ¹	Brantford	Guelph	Aylmer
North Bay	Brockville	Bradford West Gwillimbury & Innisfil (joint) - <i>South Simcoe</i> ²	Halton Regional	Hanover	Chatham-Kent
Sault Ste. Marie	Cornwall	Cobourg ³	Hamilton	Owen Sound	LaSalle
Thunder Bay	Deep River	Durham Regional ²	Niagara Regional	Saugeen Shores	London
Timmins	Gananoque	Kawartha Lakes ³	Woodstock	Stratford	Sarnia
	Kingston	Peel Regional ²		Waterloo Regional	St. Thomas
	Ottawa	Peterborough ²		West Grey	Strathroy-Caradoc
	Smiths Falls	Port Hope ³			Windsor ¹
		Toronto ¹			
		York Regional ³			
					¹ <i>David Tilley Primary</i>

Inspector General Advisory Bulletin



Advisory Bulletin 1.1: How Policing is Delivered in Ontario and Associated Compliance Requirements

Date of issue: August 1, 2024

Background information about new CSPA requirements

The CSPA sets out the framework for how policing is to be delivered in Ontario, including specifying key responsibilities for ensuring adequate and effective policing in Ontario communities.

CSPA s. 10(1) requires that police service boards and the Commissioner of the Ontario Provincial Police (OPP) **ensure the provision of adequate and effective policing in the areas for which they are responsible**. In addition to making boards and the Commissioner responsible for ensuring the delivery of adequate and effective policing, the CSPA also sets out certain rules for *how* policing is delivered and increases the governance and oversight functions of the board in monitoring the service's capacity to provide policing functions in their jurisdiction.

Section 13 set out the rule that police service boards/the Commissioner **must use members of their own police service** to provide policing functions, **or persons assisting a member of that service while acting under their direction**. With respect to the "person" assisting a member, a police officer of one service can be a "person" who may assist a member of another service. However, for this exception to apply, *the assisting member must be acting under the direction of the assisted member*, as opposed to being under the direction of the assisted police service more generally. "Acting under the direction" would require that the assisted member be the operating mind and that the assisting member would have little or no involvement in decision-making about the policing being delivered in the circumstances.

For clarity, s. 13(3) does **not** create a separate, stand-alone mechanism for the delivering of policing functions in Ontario. Rather, s. 13(3) simply confirms that if responsibility to provide a policing function in relation to a specific investigation *etcetera* is referred to the Chief of another service or otherwise transferred to a member of a different police service (or board) as required by specific provisions of the CSPA or

regulations (e.g., s. 121 and 188 of the CSPA and s. 4, 6 and 7 of [O. Reg. 401/23](#) Conflicts of Interest), that other board/service to which the function is referred or otherwise transferred is bound by the s. 13 requirement to use its own members in engaging in that function.

Section 14, as well as temporary and emergency requests for assistance under section 19, provide *additional exceptions* to the requirement in s. 13 that policing functions be provided by members of the police service of jurisdiction. Section 13 exceptions (which would apply to one-off instances of member assisting member or when a specific function is referred by virtue of another legal requirement) can overlap with agreements under both sections 14 and 19 (if permitted by regulation).

Section 14 allows **a board or the Commissioner to enter into an agreement** with another board or the Commissioner to provide a policing function, or part of a policing function (including *ad hoc* or occasional assistance) in an area, in accordance with [Ontario Regulation 398/23: Alternative Provision of Policing Functions](#). The Regulation lists all policing functions which may be provided through s. 14 agreements (functions not listed in the Regulation **cannot** be the subject of a s. 14 agreement).

Subsection 5(1) of O. Reg. 398/23 also states that “[it] shall not be read as limiting the ability of a police service to assist another police service in the provision of policing functions as may be needed from time to time”, where that would otherwise be permitted under the CSPA.¹

Section 19 provides additional options to provide policing functions with members of a different police service. A board or the Commissioner may request **temporary assistance** in providing adequate and effective policing from another board or an entity that employs First Nation Officers on an *ad hoc* basis, in absence of such an arrangement already existing in a s. 14 agreement (s. 19(1)(2)).

Finally, s. 19(4) allows a chief of police to request that the Commissioner, another chief of police, or an entity that employs First Nation Officers, provide **emergency assistance**, if the chief of police is of the opinion that an emergency exists in the area

¹ Subsection 5(1) of O. Reg. 398/23 provides guidance with respect to how the Regulation should be interpreted in relation to the broader scheme of the CSPA. O. Reg. 398/23 provides that some, but not all, police functions may be the subject of an agreement pursuant to s. 14. The purpose of s. 5(1) is to indicate that, although only some functions may be the subject of a s. 14 agreement, any functions may be provided to assist another police service as required from time-to-time where that would be otherwise authorized by the CSPA. Subsection 5(1) is intended to ensure that O. Reg. 398/23 is not given an excessively broad interpretation. It is not a provision with respect to the interpretation of s. 13 and, as a regulation, could not have the effect of changing the meaning of s. 13.

for which the police service board has policing responsibility or, in the case of the Commissioner, the area for which the OPP has policing responsibility. Please note that “emergency” in the CSPA has the same meaning as in [section 1](#) of the [Emergency Management and Civil Protection Act](#).²

Under the CSPA, a **police service board may seek cost recovery** for policing provided through s. 14 agreements (per s. 14(6)) and temporary or emergency assistance requests (s. 19(8)).

The CSPA provisions summarized above describe the rules for how policing is to be delivered. To provide additional clarity on applying the rules in an operational context, including interpretative guidance for how the exceptions may be applied, the IG’s advisory duty under s. 102(4)(b) of the CSPA allows for the provision of the following guidance to support compliance by police services and boards.

Policing Agreements under section 14

What you need to know

Policing agreements allow boards and the Commissioner to set out that certain functions may generally or occasionally be provided by another board/service. These agreements ensure that a board is properly positioned and informed to discharge its statutory mandate of ensuring adequate and effective policing while at the same time avoiding directing day-to-day operations of their respective police services. Agreements allow a board and chief to work together to proactively articulate what functions may be provided with the assistance of another board and service, and when, precisely to avoid any impacts on timely operational decision-making.

Subject to the requirements of [O. Reg. 398/23](#) (*Alternative Provision of Policing Functions*), s. 14 agreements should be flexible in their scope of coverage and the time period over which they apply. A s. 14 agreement may provide that a specified policing function:

- Is to be provided on a regular basis;
- Is to be provided as may be requested on an *ad hoc* basis;
- Will be provided because one police service does not have the capacity to provide that function for itself; or,

² “Emergency” means a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise.

- Will be provided from time-to-time by members of another police service, but is a policing function that the police service of jurisdiction generally has the capacity to provide.

An agreement under s. 14 may include more than two parties and could provide for the regional delivery of a policing function (e.g., the services of a public order unit as required from time-to-time by one of the parties).

In the case of municipal police services, a board's decision to enter into a s. 14 agreement should be made *after thorough consultation between the board and the chief of police*, with consideration for past/current practice and known or predictable capacity issues. For example, a board may seek from the chief of police and analyze data on how often *ad hoc* assistance is required by its police service or provided to another service, and consider whether a section 14 agreement is required, or whether to seek cost recovery. Section 14(6) allows a board to recover the costs associated with providing, or assisting, in the delivery of a policing function or part of a policing function.

The required contents of the agreement itself are set out in s. 14(6) of the CSPA and any agreement must adhere to these requirements. In addition, the required consultations and matters to confirm between parties to the agreement and chiefs of police prior to entering into s. 14 agreements are set out in s. 3 of Regulation 398/23 (*Alternative Provision of Policing Functions*). **Please note that the Ministry of the Solicitor General will be circulating an Ontario Provincial Police section 14 agreement template, as an example, to police services via a future All Chiefs Memo.**

Finally, subsection 14(12) confirms that where a board or the Commissioner enter into an agreement for the provision of policing in their jurisdiction, the board or Commissioner remain responsible for ensuring that the policing provided pursuant to the agreement meets the CSPA standards for adequate and effective policing.

What you need to do

As policing agreements are the **responsibility of the police service board** or Commissioner, when considering and developing these agreements boards should consider and consult with the chief of police on the following:

- The required contents of the agreement as outlined in s. 14(6), with specific consideration for the type, frequency and duration of the policing functions to be provided, and whether payment is required for any of those functions;
 - For example, what are the circumstances surrounding the need for the agreement, including:

- The policing function(s) or assistance required;
- The timeframe for the provision of the function/assistance;
- The size and scope of assistance required (e.g., localized, widespread, multi-jurisdictional);
- The overall capacity of the service to deliver the functions required to ensure adequate and effective policing using both local resources and those of another board/service through an agreement;
- The specific consultation requirements and items to confirm as set out s. 3 of the Regulation; and,
- Information the board may wish to receive from the chief of police as part of regular or *ad hoc* reporting on actual delivery of functions or assistance provided through the agreement.

Section 14 agreements are new and will require thoughtful collaboration between a board/the Commissioner and the service, and between boards and services across jurisdictions. While we acknowledge that this may take some time, it is critical that these collaborations, and the resulting s. 14 agreements, are prioritized to ensure that adequate and effective policing can be delivered locally.

The police service board or Commissioner **that has the responsibility** for the provision of policing in the area is required to provide a copy of all agreements made under s. 14 to the IG.

To fulfil the above responsibility, the board or Commissioner that receives s. 14 support should **email all s. 14 policing agreements to IOpnotifications@Ontario.ca and copy your Police Services Advisor.**

What we will do

The IG will receive and review s. 14 agreements to monitor compliance with the CSPA and the delivery of adequate and effective policing. The IG may also request additional information on the delivery of policing functions through s. 14 agreements, from time to time, as authorized by the CSPA (s. 104(2)). Over time and with this and other information, the Inspectorate of Policing will be better positioned to assess the system of policing delivery in Ontario, including where the system is strong, or is being challenged. This information will also support the IG to make informed decisions about potential deployment of police services or the Ontario Provincial Police, should a concern about adequate and effective policing, or a policing emergency, arise.

While there is no obligation to notify the IG about instances when a member of one service provides assistance to a member of another service under the latter's direction

under s.13, the IG may request information (per s. 104(2) of the CSPA) on instances of such assistance from time to time as part of the process of monitoring the delivery of adequate and effective policing.

Temporary Assistance and Emergencies under section 19 – IG Notifications and Authorities

Temporary Assistance Requests – Notification of IG

What you need to know

Temporary assistance can be requested by a board or the Commissioner in order to receive assistance from another board/the Commissioner or an entity that employs First Nation Officers in providing adequate and effective policing.

A temporary assistance request is not required where policing functions are provided by:

- Members of another police service pursuant to a section 14 agreement, even on an *ad hoc* basis; or,
- Persons assisting those members while acting under the specific member's direction as per the s. 13 exception.

In addition, there may be other operational circumstances that do **not** require a board to request another board/the Commissioner to provide a policing function on their behalf, such as:

- *Active incidents and investigations that cross jurisdictional lines* – where officers in the original jurisdiction may cross into the adjoining jurisdiction as part of a pursuit or an active investigation, and where officers in the adjoining jurisdiction may engage a suspect or join an investigation; or,
- *Joint force operations* – where members of different police services work collaboratively on a single operation that jointly impacts their respective jurisdictions, as those members continue to police on behalf of their board and police service.

A municipal chief of police is not authorized by the CSPA to make temporary assistance arrangements for the provision of policing functions in the absence of an emergency. The IG recognizes that in the context of day-to-day policing, sometimes immediate decisions will need to be made to ensure the protection of public safety, and that some of these decisions may on their face run contrary to provisions of the CSPA. In such circumstances, it is expected that **the IG would be notified as soon as possible of**

instances of possible non-compliance so that the spirit of the CSPA is adhered to, and potential remedial steps can be examined.

However, again, when the **assistance** of another police service is planned, or regularly required, a section 14 agreement or section 19 request should be considered and actioned, and any assistance tracked, in order to better understand how policing is delivered locally.

Requests for temporary assistance require resolutions of boards requesting or providing assistance. When considering these requests, police service boards must keep in mind the statutory prohibitions with respect to their involvement in daily operations of the police service. Specifically, boards are prohibited from making policies with respect to specific investigations, the conduct of specific operations, and are prohibited from directing a chief of police with respect to specific investigations, the conduct of specific operations and the day-to-day operation of the police service.

If a police service board, or the Commissioner, makes a request for temporary assistance, s. 19(3) requires that:

- a) the requesting board or Commissioner **shall provide notice of the request as soon as possible to the IG** and, in the case of a request by the Commissioner, to the Minister; and,
- b) the police service board, the Commissioner or the entity that employs First Nation Officers who agrees to provide temporary assistance **shall provide notice of that agreement as soon as possible to the IG** and, in the case of a request by the Commissioner, to the Minister.

What you need to do

The practicality of convening the entire board to consider s. 19 temporary assistance requests should be considered by each board. Subsection 42(1)(a) of the CSPA enables a police service board to **delegate** its powers by by-law to a committee of at least two members of the board. Our advice is that boards should establish this committee approach to support a more expeditious process. Where a board establishes a committee, we also advise that there should be some form of regular reporting of temporary assistance resolutions, so that the entire board maintains awareness of these matters.

To fulfil the CSPA's requirements, the items specified in **Appendix B** should be submitted to the IG pursuant to the notification requirements for temporary assistance

under s. 19(3)(a) and (b). This will ensure the IG receives the information required to support compliance monitoring in a consistent manner necessary for reliable analysis.

Although the CSPA does not define the term “as soon as possible”, notices related to temporary assistance requests should be submitted to the IG by the appropriate parties **within 24 hours** of the request being made **and** following the agreement to provide temporary assistance being made.

Emergency Requests for Assistance – Notification of IG

What you need to know

Section 2(1) of CSPA [O. Reg. 399/23](#) establishes that for the purposes of the CSPA, “emergency” has the same meaning as in s. 1 of Ontario’s *Emergency Management and Civil Protection Act* (EMCPA): a “situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise.”

Under the CSPA, a chief of police and the Commissioner may request emergency assistance if they are of the opinion an emergency exists in the area for which the board or OPP have policing responsibility. Where requests for emergency assistance are made, CSPA s. 19(5) requires that the chief or Commissioner submit notifications of the request and agreement to assist to the IG:

- a) They **shall provide notice of the request as soon as possible to the Inspector General** and, in the case of a request by the Commissioner, to the Minister; and,
- b) The Commissioner, other chief of police or entity that employs First Nation Officers who agrees to provide emergency assistance **shall notify the Inspector General of the agreement as soon as possible.**

What you need to do

To fulfil the CSPA’s requirements, a notice that includes the information specified in **Appendix C** should be submitted to the IG pursuant to the requirements under s. 19(5)(a) and (b). Once again, this will ensure the IG receives the information required to support compliance monitoring in a consistent manner necessary for the reliable analysis of emergency assistance requests.

There is a provincial interest in the ability of the IG to monitor policing delivery assistance in cases of emergencies and prompt notification of the IG in these circumstances is vital. For this reason, **notification should be provided to the IG immediately** following both the emergency request being made **and** following the agreement for emergency assistance being made.

What we will do

The IG will **receive notifications** and analyze the information as part of the IG's monitoring function, to ensure compliance with the CSPA and the delivery of adequate and effective policing. Again, awareness of the various ways in which policing is being delivered regularly, temporarily or in cases of emergency provides a more fulsome understanding of the policing system in Ontario. The analysis of emergency assistance requests, in combination with regular ongoing monitoring and inspections, will help ensure the IG has a more complete understanding of the strengths and potential susceptibilities of Ontario policing.

In this context, **CSPA s. 20(1) provides the IG with distinct authority to issue an order requiring a police service board or the Commissioner to provide policing in an area, if the IG finds that adequate and effective policing is not being provided in the area or that an emergency exists in the area.** The notifications and information accompanying them enables the IG's information-driven decision-making in determining whether the statutory authority in s. 20(1) needs to be invoked in the context of temporary or emergency assistance requests, and the specific application of this authority in the given circumstances.

Appendices:

- A. Overview of Agreements and Notification Requirements
- B. Temporary Assistance Request Notifications
- C. Emergency Assistance Request Notifications

Note: Advisory Bulletins are the IG's advice provided pursuant CSPA s. 102(4) and are intended as a resource for the sector by offering the IG's general interpretation of various provisions of the CSPA. Advisory Bulletins are not legally binding, and they do not purport to address all possible factual scenarios or circumstances. As such, you may wish to consult with legal counsel to determine how this general guidance should be applied in your own local context and to navigate specific situations.

APPENDIX A – Overview of Agreements and Notification Requirements

	Policing Agreements (s. 14)	Temporary Assistance Requests (s. 19(1))	Emergency Assistance Requests (s. 19(4))
Who is responsible	Police service board or the Commissioner	Police service board or the Commissioner	Chief of Police or the Commissioner
What to include in the IG notification	A copy of the completed s. 14 agreement	<p>Notice of the request: municipal police service board resolution and the information outlined in Appendix B</p> <p>Notice of agreement to assist: the information outlined in Appendix B</p>	<p>Notice of the request: the information outlined in Appendix C</p> <p>Notice of agreement to assist: the information outlined in Appendix C</p>
Timeline for notification of IG	Once the agreement has been signed by all parties	Within 24 hours of both the request for assistance AND the agreement to assist being made	Immediately after both the request for assistance AND the agreement to assist being made

APPENDIX B – Temporary Assistance Request Notifications under section 19(1)

The following information shall be **submitted by the entity (police service board or Commissioner) making the request** for temporary assistance when providing notice to the IG under s. 19(3)(a):

1. The resolution of the requesting police service board, in the case of a municipal police service. **Note:** if the board's resolution requesting assistance includes the below information, submission of the resolution itself will suffice as notification.
2. Correspondence outlining the following information:
 - a. A brief summary of the circumstances surrounding the need for temporary assistance;
 - b. The policing function(s) and assistance being requested;
 - c. The timeframe for the provision of temporary assistance;
 - d. The size and scope of assistance required (e.g., localized, widespread, multi-jurisdictional);
 - e. A brief assessment of the capacity to respond to the public safety need, using both local resources and those of the assisting service;
 - f. Identification of, and plans to address any risks, including, but not limited to:
 - i. The delivery of adequate and effective policing in the area
 - ii. Officer safety
 - iii. Public safety
 - iv. Ability to respond to evolving or escalating events

When temporary assistance requests are made, requesting entities should **submit the above information within 24 hours** of the request being made to IOPnotifications@Ontario.ca and copy your Police Services Advisor.

Further, the following shall be **submitted by the entity that has agreed to provide assistance** in response to a request for temporary assistance when they provide notice to the IG under s. 19(3)(b):

Correspondence to the IG that contains the following information:

1. Confirmation that the entity has agreed to provide assistance, which would include any board resolution, including, if known at the time of notification, whether the request for assistance will be provided in its entirety, or only in part, by the responding entity; and,
2. Affirmation that the assistance provider has the capacity to continue to meet statutory requirements in its area of policing responsibility during the assistance period.

Responding entities should **submit the above information within 24 hours of agreeing to provide the assistance to IOPnotifications@Ontario.ca and copy your Police Services Advisor.**

APPENDIX C – Emergency Assistance Request Notifications under section 19(4)

The following information should be **submitted by the chief of police (including the Commissioner) making the request for emergency assistance** when they provide notice to the IG under s. 19(5)(a):

1. Correspondence outlining the following information:
 - a. A brief summary of the nature of the emergency, including confirming relevant details in relation to the legal definition of emergency:
 - i. Is this an active or impending situation?
 - ii. Does it constitute a danger of major proportions that could result in serious harm to persons or substantial damage to property?
 - iii. Is the emergency caused by forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise?;
 - b. A summary of the circumstances surrounding the need for emergency policing assistance;
 - c. The policing function(s) and assistance to be provided;
 - d. Timeframe for the provision of emergency assistance;
 - e. Size and scope of assistance required (e.g., localized, widespread, multi-jurisdictional);
 - f. Capacity to respond to the emergency, using both local resources and those of the assisting service, as well as any other agencies/levels of government, including:
 - i. Mitigation of the danger of serious harm to persons or substantial damage to property, and,
 - ii. Ability to address the cause of the emergency, if it relates to criminal or other acts of individuals or groups;
 - g. Identification of, and plans to address, any risks, including, but not limited to:
 - i. The delivery of adequate and effective policing in the area of policing responsibility.

- ii. Officer safety
 - iii. Public safety
 - iv. Ability to respond to evolving or escalating events;
- 2. Confirmation regarding the engagement of, and communication with, the police service board, to date and moving forward;
 - 3. Confirmation of notice to the Minister, if the Commissioner is requesting the assistance; and,
 - 4. Identification of any other applicable CSPA-based regulatory requirements with respect to the management of extreme incidents, active attackers, etc.

When emergency assistance requests are made, **requesting chiefs** should **submit the above information immediately after making the request, to IOPnotifications@Ontario.ca and copy your Police Services Advisor.**

Further, the following shall be **submitted to the IG by the entity that has agreed to provide emergency assistance** when they provide notice under s. 19(5)(b):

Correspondence to the IG that contains the following information:

- 1. Confirmation that the entity has agreed to provide assistance, including, if known at the time of notification, whether the request for assistance will be provided in its entirety, or only in part, by the responding entity; and,
- 2. Affirmation that the assistance provider has the capacity to continue to meet statutory requirements in its area of policing responsibility during the assistance period.

Responding entities should **submit the above information immediately after agreeing to provide the assistance, to IOPnotifications@Ontario.ca and copy your Police Services Advisor.**

Inspector General Advisory Bulletin



Advisory Bulletin 1.1: How Policing is Delivered in Ontario and Associated Compliance Requirements

Date of issue: January 15, 2025 (Replaces version issued on August 1, 2024)

Background information about new CSPA requirements

The CSPA sets out the framework for how policing is to be delivered in Ontario, including specifying key responsibilities for ensuring adequate and effective policing in Ontario communities.

CSPA s. 10(1) requires that police service boards and the Commissioner of the Ontario Provincial Police (OPP) **ensure the provision of adequate and effective policing in the areas for which they are responsible**. In addition to making boards and the Commissioner responsible for ensuring the delivery of adequate and effective policing, the CSPA also sets out certain rules for *how* policing is delivered and increases the governance and oversight functions of the board in monitoring the service's capacity to provide policing functions in their jurisdiction.

Section 13 set out the rule that police service boards/the Commissioner **must use members of their own police service** to provide policing functions, **or persons assisting a member of that service while acting under their direction**. With respect to the "person" assisting a member, a police officer of one service can be a "person" who may assist a member of another service. However, for this exception to apply, *the assisting member must be acting under the direction of the assisted member*, as opposed to being under the direction of the assisted police service more generally. "Acting under the direction" would require that the assisted member be the operating mind and that the assisting member would have little or no involvement in decision-making about the policing being delivered in the circumstances.

For clarity, s. 13(3) does **not** create a separate, stand-alone mechanism for the delivering of policing functions in Ontario. Rather, s. 13(3) simply confirms that if responsibility to provide a policing function in relation to a specific investigation *etcetera* is referred to the Chief of another service or otherwise transferred to a member of a different police service (or board) as required by specific provisions of the CSPA or

regulations (e.g., s. 121 and 188 of the CSPA and s. 4, 6 and 7 of [O. Reg. 401/23](#) Conflicts of Interest), that other board/service to which the function is referred or otherwise transferred is bound by the s. 13 requirement to use its own members in engaging in that function.

Section 14, as well as temporary requests for assistance under section 19, provide *additional exceptions* to the requirement in s. 13 that policing functions be provided by members of the police service of jurisdiction. Section 13 exceptions (which would apply to one-off instances of member assisting member or when a specific function is referred by virtue of another legal requirement) can overlap with agreements under both sections 14 and 19 (if permitted by regulation).

Section 14 allows **a board or the Commissioner to enter into an agreement** with another board or the Commissioner to provide a policing function, or part of a policing function (including *ad hoc* or occasional assistance) in an area, in accordance with [Ontario Regulation 398/23: Alternative Provision of Policing Functions](#). The Regulation lists all policing functions which may be provided through s. 14 agreements (functions not listed in the Regulation **cannot** be the subject of a s. 14 agreement).

Subsection 5(1) of O. Reg. 398/23 also states that “[it] shall not be read as limiting the ability of a police service to assist another police service in the provision of policing functions as may be needed from time to time”, where that would otherwise be permitted under the CSPA.¹

Section 19 provides additional options to provide policing functions with members of a different police service. A chief of police, including the Commissioner, may request **temporary assistance** in providing adequate and effective policing from another chief or an entity that employs First Nation Officers on an *ad hoc* basis, in absence of such an arrangement already existing in a s. 14 agreement (s. 19(1)).

Under the CSPA, a police service board may seek cost recovery for policing provided through s. 14 agreements (per s. 14(6)) and temporary assistance requests (s. 19(8)). The CSPA provisions summarized above describe the new rules for how policing is to be delivered. To provide additional clarity on applying the new rules in an operational context, including interpretative guidance for how the exceptions may be applied, the IG’s advisory duty under s. 102(4)(b) of the CSPA allows for the provision of the following guidance to support compliance by police services and boards.

¹ Subsection 5(1) of O. Reg. 398/23 provides guidance on how the Regulation should be interpreted in relation to the broader scheme of the CSPA. O. Reg. 398/23 provides that some, but not all, police functions may be the subject of an agreement pursuant to s. 14. The purpose of s. 5(1) is to indicate that, although only some functions may be the subject of a s. 14 agreement, any functions may be provided to assist another police service as required from time-to-time where that would be otherwise authorized by the CSPA. Subsection 5(1) is intended to ensure that O. Reg. 398/23 is not given an excessively broad interpretation. It is not a provision with respect to the interpretation of s. 13 and, as a regulation, could not have the effect of changing the meaning of s. 13.

Policing Agreements under section 14

What you need to know

Policing agreements allow boards and the Commissioner to set out that certain functions may generally or occasionally be provided by another board/service. These agreements ensure that a board is properly positioned and informed to discharge its statutory mandate of ensuring adequate and effective policing while at the same time avoiding directing day-to-day operations of their respective police services. Agreements allow a board and chief to work together to proactively articulate what functions may be provided with the assistance of another board and service, and when, precisely to avoid any impacts on timely operational decision-making.

Subject to the requirements of [O. Reg. 398/23](#) (*Alternative Provision of Policing Functions*), s. 14 agreements should be flexible in their scope of coverage and the time period over which they apply. A s. 14 agreement may provide that a specified policing function:

- Is to be provided on a regular basis;
- Is to be provided as may be requested on an *ad hoc* basis;
- Will be provided because one police service does not have the capacity to provide that function for itself; or,
- Will be provided from time-to-time by members of another police service, but is a policing function that the police service of jurisdiction generally has the capacity to provide.

An agreement under s. 14 may include more than two parties and could provide for the regional delivery of a policing function (e.g., the services of a public order unit as required from time-to-time by one of the parties). In the case of municipal police services, a board's decision to enter into a s. 14 agreement should be made after thorough consultation between the board and the chief of police, with consideration for past/current practice and known or predictable capacity issues. For example, a board may seek from the chief of police and analyze data on how often ad hoc assistance is required by its police service or provided to another service, and consider whether a section 14 agreement is required, or whether to seek cost recovery. Section 14(6) allows a board to recover the costs associated with providing, or assisting, in the delivery of a policing function or part of a policing function.

The required contents of the agreement itself are set out in s. 14(6) of the CSPA and any agreement must adhere to these requirements. In addition, the required consultations and matters to confirm between parties to the agreement and chiefs of police prior to entering into s. 14 agreements are set out in s. 3 of Regulation 398/23 (*Alternative Provision of Policing Functions*).

Finally, subsection 14(12) confirms that where a board or the Commissioner enter into an agreement for the provision of policing in their jurisdiction, the board or Commissioner remain responsible for ensuring that the policing provided pursuant to the agreement meets the CSPA standards for adequate and effective policing.

What you need to do

As policing agreements are the **responsibility of the police service board** or Commissioner, when considering and developing these agreements boards should consider and consult with the chief of police on the following:

- The required contents of the agreement as outlined in s. 14(6), with specific consideration for the type, frequency and duration of the policing functions to be provided, and whether payment is required for any of those functions;
 - For example, what are the circumstances surrounding the need for the agreement, including:
 - The policing function(s) or assistance required;
 - The timeframe for the provision of the function/assistance;
 - The size and scope of assistance required (e.g., localized, widespread, multi-jurisdictional);
- The overall capacity of the service to deliver the functions required to ensure adequate and effective policing using both local resources and those of another board/service through an agreement;
- The specific consultation requirements and items to confirm as set out s. 3 of the Regulation; and,
- Information the board may wish to receive from the chief of police as part of regular or *ad hoc* reporting on actual delivery of functions or assistance provided through the agreement.

Section 14 agreements are new and will require thoughtful collaboration between a board/the Commissioner and the service, and between boards and services across jurisdictions. While we acknowledge that this may take some time, it is critical that these collaborations, and the resulting s. 14 agreements, are prioritized to ensure that adequate and effective policing can be delivered locally.

The police service board or Commissioner **that has the responsibility** for the provision of policing in the area is required to provide a copy of all agreements made under s. 14 to the IG.

To fulfil the above responsibility, the board or Commissioner that receives s. 14 support should **email all s. 14 policing agreements to IOPnotifications@Ontario.ca and copy your Police Services Advisor.**

What we will do

The IG will receive and review s. 14 agreements to monitor compliance with the CSPA and the delivery of adequate and effective policing. The IG may also request additional information on the delivery of policing functions through s. 14 agreements, from time to time, as authorized by the CSPA (s. 104(2)). Over time and with this and other information, the Inspectorate of Policing will be better positioned to assess the system of policing delivery in Ontario, including where the system is strong, or is being challenged. This information will also support the IG to make informed decisions about potential deployment of police services or the Ontario Provincial Police, should a concern about adequate and effective policing, or a policing emergency, arise.

While there is no obligation to notify the IG about instances when a member of one service provides assistance to a member of another service under the latter's direction under s.13, the IG may request information (per s. 104(2) of the CSPA) on instances of such assistance from time to time as part of the process of monitoring the delivery of adequate and effective policing.

Temporary Assistance under section 19 – IG Notifications and Authorities***Temporary Assistance Requests – Notification of IG******What you need to know***

Temporary assistance can be requested by a chief of police or the Commissioner in order to receive assistance from another chief, the Commissioner or an entity that employs First Nation Officers in providing adequate and effective policing.

A temporary assistance request is not required where policing functions are provided by:

- Members of another police service pursuant to a section 14 agreement, even on an *ad hoc* basis; or,
- Persons assisting those members while acting under the specific member's direction as per the s. 13 exception.

Advisory Bulletin 1.1 How Policing is Delivered in Ontario and Associated Compliance Requirements

In addition, there may be other operational circumstances that do **not** require a chief or the Commissioner to request another chief or the Commissioner to provide a policing function on their behalf, such as:

- *Active incidents and investigations that cross jurisdictional lines* – where officers in the original jurisdiction may cross into the adjoining jurisdiction as part of a pursuit or an active investigation, and where officers in the adjoining jurisdiction may engage a suspect or join an investigation; or,
- *Joint force operations* – where members of different police services work collaboratively on a single operation that jointly impacts their respective jurisdictions, as those members continue to police on behalf of their board and police service.

If a chief or the Commissioner makes a request for temporary assistance, s. 19(2) requires that the **requesting chief provide notice of the request as soon as possible to the IG** and the police service board, or, in the case of a request by the Commissioner, to the IG and the Minister. **This notice is required as soon as possible whenever a request is made, regardless of whether the request is accepted in whole or in part by a requested chief.** Further, subsection 19(3) lists the information that must be included in the notice, which is also found in **Appendix B** of this Bulletin. Although the CSPA does not define the term “as soon as possible”, **notice of a temporary assistance request should be submitted to the IG** and police service boards or the Minister by requesting chiefs **within 24 hours** of the request being made or a change in an existing request.

If there is a change in any of the mandatory information provided in the notice, after notice of the request has been submitted to the IG, the requesting chief or the Commissioner is required to notify the IG, the police service board and the Minister (in the case of a request by the Commissioner) as soon as possible of the change.

Upon receiving a notice from a chief under s. 19(2), **the police service board is required to determine whether the assistance requested is or may be required on a recurring basis** in order to deliver adequate and effective policing in the jurisdiction, and, therefore, more appropriately the subject of a policing agreement under section 14 (s. 19(5)). While the authority to make temporary assistance requests rests with the chief of police, to support the board’s overarching governance role, it is important that the board receive complete and timely information about requests to ensure awareness and fulfillment of board responsibilities.

The rules for providing assistance, including if and when the request can be declined, are set out in s. 19(6). **A chief or the Commissioner who provides temporary assistance** pursuant to a s.19 request is **required to notify the IG and their board, or in the case of the Commissioner providing assistance, the IG and the Minister, when the provided**

assistance has stopped. This notice must include the required information listed in s. 19(6.1), which is also found in **Appendix B**.

In the event that assistance was provided by an entity that employs First Nations Officers, there is an obligation on the chief who requested such assistance to notify the IG after the assistance has ended. That notification must include the required information listed in s. 19(6.2).

What you need to do

In summary, to fulfill the CSPA requirements:

- **Chiefs or the Commissioner requesting temporary assistance must notify their board and the IG** with the information specified in **Appendix B** and provide further notification of any changes to the original submission.
- **Chiefs receiving requests** for assistance must **determine whether to fulfill the request in whole or in part** (unless the receiving chief is the Commissioner, who shall provide assistance in accordance with s. 19(6)(1)), and must **notify the IG and their board** (or Minister, for the Commissioner) of the information in **Appendix B** after the assistance has **stopped**.
- **Boards receiving notice from their chief** that assistance has been requested from another chief must **consider** whether the assistance is or will be requested again and/or frequently and should be the subject of a s. 14 policing agreement.
- **Boards that provide assistance through their chief**, following a request by another chief, can **consider** whether they wish to seek **cost recovery** for the assistance provided, and the cost shall be paid by the board of the chief who requested the assistance.

What we will do

The IG will **receive notifications** and analyze the information as part of the IG's monitoring function, to ensure compliance with the CSPA and oversight of the delivery of adequate and effective policing. In this context, **CSPA s. 20(1) provides the IG with distinct authority to issue an order requiring another police service board or the Commissioner to provide policing in an area, if the IG finds that adequate and effective policing is not being provided in the area or that an emergency exists in the area**. The notifications and information accompanying them enables the IG's information-driven decision-making in determining whether the statutory authority in s. 20(1) needs to be invoked in the context of temporary assistance requests, and the specific application of this authority in the given circumstances.

**Advisory Bulletin 1.1 How Policing is Delivered in Ontario and
Associated Compliance Requirements**

Again, awareness of the various ways in which policing is being delivered regularly, or temporarily, provides a more fulsome understanding of the policing system in Ontario. Analysis of assistance requests, in combination with regular ongoing monitoring, data collection/analysis, and inspections, will help ensure the IG has a more complete understanding of the strengths and potential susceptibilities of Ontario policing, and to apply the IG's oversight mandate to enhance the integrity of the Ontario policing system.

**Advisory Bulletin 1.1 How Policing is Delivered in Ontario and
Associated Compliance Requirements**

Appendices:

- A. Overview of Agreements and Notification Requirements
- B. Temporary Assistance Request Notifications

Note: Advisory Bulletins are the IG's advice provided pursuant CSPA s. 102(4) and are intended as a resource for the sector by offering the IG's general interpretation of various provisions of the CSPA. Advisory Bulletins are not legally binding, and they do not purport to address all possible factual scenarios or circumstances. As such, you may wish to consult with legal counsel to determine how this general guidance should be applied in your own local context and to navigate specific situations.

APPENDIX A – Overview of Agreements and Notification Requirements

	Policing Agreements (s. 14)	Temporary Assistance Requests (s. 19(1))
Who is responsible	Police service board or the Commissioner	Chief of Police (both requesting and assisting)
What to include in the IG notification	A copy of the completed s. 14 agreement	<p>Notice of the request: requesting chief submits information in Appendix B to IG and own board or Minister</p> <p>Notice of change to assistance request: requesting chief submits information regarding changes to original notification to IG and own board or Minister</p> <p>Notice after assistance has stopped: assisting chief submits information in Appendix B to IG and own board or Minister</p>
Timeline for notification of IG	Once the agreement has been signed by all parties	<p>Requesting Chief: Within 24 hours of the request being made.</p> <p>Assisting Chief: Within seven (7) business days after the assistance stops.</p>

**APPENDIX B – Temporary Assistance Request Notifications under
section 19(1)**

The following information shall be submitted, as applicable, in relation to temporary assistance requests made under s. 19 of the CSPA.

1. If a chief makes a request for temporary assistance, s. 19(2) requires that the requesting chief shall provide notice of the request as soon as possible to the IG and the police service board, or, in the case of a request by the Commissioner, to the IG and the Minister. This notice must include:

- a) a description of the circumstances surrounding the temporary assistance request;
- b) the policing functions that are requested;
- c) the timeframe for the provision of the assistance;
- d) the extent of the assistance required;
- e) whether the chief of police or entity that employs First Nation Officers that is receiving the request has agreed to provide the assistance, in whole or in part;
- f) the anticipated financial implications as a result of obtaining the assistance; and
- g) any other prescribed matters. (None are currently prescribed.)

2. A chief of police who provided temporary assistance shall, after the assistance has stopped, provide notice to the IG and the chief's police service board or, if the chief is the Commissioner, to the Minister, with the following information:

- a) The chief of police's decision to provide temporary assistance.
- b) Whether the request for temporary assistance was fulfilled in whole or in part.
- c) The financial implications of providing assistance.
- d) Any other prescribed matters. (None are currently prescribed.)

3. If the temporary assistance was provided by an entity that employs First Nation Officers, the chief of police who requested the assistance shall, after the assistance has stopped, provide notice to the Inspector General with the following information:

- a) Whether the request for temporary assistance was fulfilled in whole or in part by the entity.
- b) The financial implications of providing assistance for the entity, if known.
- c) Any other prescribed matters. (None are currently prescribed.)

When temporary assistance requests are made, please **submit the above information within 24 hours to IOpnotifications@Ontario.ca and copy your Police Services Advisor.**

When notification is provided after assistance has stopped, please **submit the above information within seven (7) business days to IOpnotifications@Ontario.ca and copy your Police Services Advisor.**

Inspector General of Policing Memorandum

TO: All Chiefs of Police and
Commissioner Thomas Carrique
Chairs, Police Services Boards

FROM: Ryan Teschner, Inspector General of Policing of Ontario

DATE: **January 15, 2025**

SUBJECT: Inspector General Memo #2: Changes to the *Community Safety and Policing Act, 2019* and **Revised** Advisory Bulletin 1.1

On December 4, 2024, the *Safer Streets, Stronger Communities Act, 2024*, received Royal Assent and enacted amendments to the *Community Safety and Policing Act, 2019* (CSPA). The amendments include changes to section 19 of the CSPA, which specifies how police services can provide assistance to each other through temporary assistance requests. In addition, section 19 was amended to remove the provisions regarding emergency assistance requests altogether.

In the first IG Memo released on August 1, 2024, I provided advice on interpreting and applying the former section 19 provisions, including outlining the roles and responsibilities of the police service board, the chief of police or Commissioner, and the IG. In response to the changes in the CSPA that assign directly to the chief of police the ability to seek assistance from another chief of police when temporary assistance is required, regardless of whether there is an emergency, I have revised Advisory Bulletin 1.1: How Policing is Delivered. This revised version of the Bulletin now replaces the version issued on August 1, 2024.

I advise chiefs of police, including the Commissioner, and police service boards, to **review the attached Revised Advisory Bulletin and the changes to section 19, paying particular attention to their new respective authorities and duties, including the requirements to notify the IG.** Please note that the revisions to the Bulletin are limited to addressing section 19 temporary assistance, and only these sections of the Bulletin require your review.

More broadly, given the role of the IG in relation to section 19 temporary assistance requests and the IG's oversight authority under section 20 of the CSPA, the **Inspectorate of Policing is working to develop additional process and information for the policing sector on the IG's assessment of the delivery of adequate and**

effective policing. This will include ongoing assessment of the “status quo” of adequate and effective police service delivery and governance, as well as specific considerations and process for time-sensitive assessments made in the context of emerging public safety events. Our work in this area includes engagement with the Ontario Association of Chiefs of Police and the Ontario Association of Police Services Boards, and we appreciate their continued support and value their input, on behalf of their membership.

As the Inspectorate of Policing gains further operational experience and insights, and through continued engagement with Ontario’s policing sector, I will continue to share information and advice to assist you in meeting the requirements of the CSPA and its regulations.

I trust this information will be helpful to you. Should you have any questions about section 19 or the Revised Advisory Bulletin, please reach out to your Police Services Advisor.

IG Memos and Advisory Bulletins are also now posted on our website:
www.iopontario.ca.

Sincerely,



Ryan Teschner
Inspector General of Policing of Ontario



APPENDIX A – Police Services Advisor Board and Police Service Assignments

Zones are OAPSB and OACP consistent. Municipal board names are as recorded by the Public Appointments Secretariat, except for regional municipalities, which have been modified for consistency. Boards responsible for multiple municipalities (excluding upper-tier boards) are indicated as “joint”. Police service names significantly different from the board are listed with the board. There are currently **43** municipal boards in Ontario.

Municipal Boards & Police Services – CSPA Part IV

ZONES 1/1A	ZONE 2	ZONE 3	ZONE 4	ZONE 5	ZONE 6
Tom Gervais (416) 432-5645 tom.gervais@ontario.ca <i>B/U Ron LeClair</i>	Graham Wight (416) 817-1347 graham.wight@ontario.ca <i>B/U Jeeti Sahota</i>	Multiple Advisors: ¹ <i>Tom Gervais, Primary</i> ² <i>Hank Zehr, Primary</i> ³ <i>Graham Wight, Primary</i>	David Tilley (647) 224-9370 david.tilley@ontario.ca <i>B/U Hank Zehr</i>	Hank Zehr (437) 777-9605 Hank.zehr@ontario.ca <i>B/U David Tilley</i>	Ron LeClair (226) 280-0166 ronald.leclair@ontario.ca <i>B/U Tom Gervais</i>
Greater Sudbury	Belleville	Barrie ¹	Brantford	Guelph	Aylmer
North Bay	Brockville	Bradford West Gwillimbury & Innisfil (joint) - <i>South Simcoe</i> ²	Halton Regional	Hanover	Chatham-Kent
Sault Ste. Marie	Cornwall	Cobourg ³	Hamilton	Owen Sound	LaSalle
Thunder Bay	Deep River	Durham Regional ²	Niagara Regional	Saugeen Shores	London
Timmins	Gananoque	Kawartha Lakes ³	Woodstock	Stratford	Sarnia
	Kingston	Peel Regional ²		Waterloo Regional	St. Thomas
	Ottawa	Peterborough ²		West Grey	Strathroy-Caradoc
	Smiths Falls	Port Hope ³			Windsor ¹
		Toronto ¹			
		York Regional ³			
					¹ David Tilley Primary
5	8	10	5	7	8
					Total 43

OPP Detachment Boards - CSPA s.67

ZONES 1/1A	ZONE 2	ZONE 3	ZONE 4	ZONE 5	ZONE 6
Almaguin Highlands	Central Hastings	Bancroft ³	Brant County	Dufferin 1	Elgin
Dryden 1	Frontenac	Collingwood 1 ²	Haldimand	Dufferin 2	Essex County 1
Dryden 2	Grenville 1	Collingwood 2 ²	Norfolk	Dufferin 3	Essex County 2
Dryden 3	Grenville 2	Bracebridge ³	Oxford 1	Dufferin 4	Lambton 1
East Algoma 1	Hawkesbury	City of Kawartha Lakes ³	Oxford 2	Grey Bruce	Lambton 2
East Algoma 2	Killaloe	Haliburton County ³	Oxford 3	Huron	Middlesex
East Algoma 3	Lanark County	Huntsville ³		Huron West	
Greenstone	Leeds County	Northumberland ³		Perth County	
James Bay 1	Lennox & Addington 1	Nottawasaga ²		South Bruce	
James Bay 2	Lennox & Addington 2	Orillia ²		Wellington	
James Bay 3	Prince Edward County	Peterborough ³			
Kenora 1	Quinte West	South Georgian Bay ²			
Kenora 2	Renfrew				
Kirkland Lake	Russel County				
Manitoulin 1	Stormont, Dundas and Glengarry				
Manitoulin 2	Upper Ottawa Valley 1				
Marathon	Upper Ottawa Valley 2				
Nipigon 1	Upper Ottawa Valley 3				
Nipigon 2					
Nipissing West 1					
Nipissing West 2					
North Bay 1					
North Bay 2					
North Bay 3					
Rainy River 1					
Rainy River 2					
Red Lake					
Sault Ste. Marie					
Sioux Lookout					
South Porcupine					
Superior East					
Temiskaming 1					
Temiskaming 2					
Temiskaming 3					
Thunder Bay					
West Parry Sound					
36	18	12	6	10	6
					Total 88

AGENDA ITEM #9.3.

Inspector General Advisory Bulletin



Advisory Bulletin 1.2: Right to Disclose Misconduct to the Inspector General (IG)

Date of issue: August 1, 2024

What you need to know

The CSPA creates a new ability for members of a police service and special constables to file reports of alleged misconduct relating to their own police service or employer.

CSPA section 183 sets out requirements for police service boards, chiefs of police including the Commissioner, special constable employers and the Minister to have **written procedures regarding the disclosure of misconduct**, as applicable.

Section 184 authorizes current and former members of a police service, and special constables, to **disclose misconduct** in accordance with the procedures established pursuant to s. 183.

However, s. 185 provides that the **member or special constable may disclose misconduct directly to the IG if any one of the following three circumstances apply**,

- a) They have reason to believe that it would not be appropriate to disclose the misconduct in accordance with the procedures established under s. 183;
- b) They have already disclosed the misconduct in accordance with the procedures established under s. 183 and have concerns that the matter is not being dealt with appropriately; or,
- c) The applicable procedure has not been established under s. 183.

What you need to do

As required by s. 183 (1) and (2), we urge chiefs of police, including the Commissioner, and police service boards, to **develop procedures regarding the disclosure of misconduct as soon as possible**. Please note that procedures must include the contents listed in s. 183 (5). We also suggest that, through the OACP or otherwise,

information about the content of these procedures is shared amongst police services with a view to creating provincial consistency, where appropriate. Of course, there may be local needs or operational realities that necessitate differences in these procedures.

What we will do

The IG must **refuse** to deal with disclosures of misconduct if any of the circumstances set out in CSPA s. 187(1) apply, including if the matter is being dealt with by another body or is an employment or labour relations matter, or the disclosure is frivolous, vexatious, made in bad faith or submitted after a substantial delay from the subject matter incident(s), or another valid reason exists for not dealing with the disclosure.

Where the IG does not refuse to deal with a disclosure of misconduct, reports of misconduct will typically follow **one of four paths** once disclosure is received by the IG:

1. Reports of misconduct that contain allegations of or disclose potential criminal conduct on their face, and fall within SIU mandate will be forwarded to the SIU;
2. Reports of misconduct that contain or disclose potential criminal conduct on their face, and fall outside of the SIU mandate will be forwarded to an unrelated police service for investigation;
3. Reports that do not disclose criminal conduct, but that may represent misconduct, will be forwarded to LECA for its review and to determine whether investigation is required; or,
4. All other reports of alleged misconduct may be addressed using the IG's inspection powers.

Importantly, s. 185 complainants are provided protection from reprisals pursuant to CSPA s. 190.

For awareness, **disclosures made under s. 185 can be sent to IOPdisclosures@Ontario.ca**. Alternatively, if accommodation is required, you may contact the IOP directly at **1-888-333-5078 and select option #3**.

Note: Advisory Bulletins are the IG's advice provided pursuant CSPA s. 102(4) and are intended as a resource for the sector by offering the IG's general interpretation of various provisions of the CPSA. Advisory Bulletins are not legally binding, and they do not purport to address all possible factual scenarios or circumstances. As such, you may wish to consult with legal counsel to determine how this general guidance should be applied in your own local context and to navigate specific situations.

Inspector General Advisory Bulletin**Advisory Bulletin 1.3: Conflicts of Interest Regulation 401/23
– Notification of Inspector General (IG)****Date of issue: August 1, 2024**

The [Conflicts of Interest Regulation](#) defines personal and institutional conflicts and sets out requirements for criminal investigations in conflict situations, including notification of the IG in certain circumstances. When applying the Regulation in real time, there are a number of decisions to be made about the nature of the conflict, which will result in certain required actions and IG notifications. To support consistent understanding of the requirements of the Regulation, and which notifications are needed, we have developed a **flow chart** as part of this Advisory Bulletin.

The Regulation identifies five Solicitor General-approved forms that are required to be completed in certain circumstances of potential or actual conflict. The forms will be used to document personal and institutional conflicts of interest, as well as facilitate the notification and reporting of conflicts to the IG as required.

Please note that our Ministry of the Solicitor General colleagues are actively working with the Ministry of Public and Business Service Delivery to develop accessible, fillable forms which will be available within the next few months. In the interim, we have been advised that the **following Solicitor General-approved temporary forms (enclosed)**, which are attached, can be used:

- Notification to supervisor of a personal or institutional conflict of interest
- Recording the steps taken for personal conflicts
- Notification of all institutional conflicts to the Inspector General of Policing
- Notification to the Inspector General of Policing that a potential institutional conflict will be retained
- Recording steps taken for institutional conflicts

Notifications to the IG under the Regulation, including required forms, should be submitted to IOPnotifications@Ontario.ca, copying your Police Services Advisor.

Should you have any questions about the forms specifically, please contact Rachel Ryerson, Manager, Strategic Policy Division at the Ministry of the Solicitor General, at (647) 267-6517 or Rachel.Ryerson@Ontario.ca.

Note: Advisory Bulletins are the IG's advice provided pursuant CSPA s. 102(4) and are intended as a resource for the sector by offering the IG's general interpretation of various provisions of the CSPA. Advisory Bulletins are not legally binding, and they do not purport to address all possible factual scenarios or circumstances. As such, you may wish to consult with legal counsel to determine how this general guidance should be applied in your own local context and to navigate specific situations.

Appendices: COI Solicitor General-approved temporary forms (5)



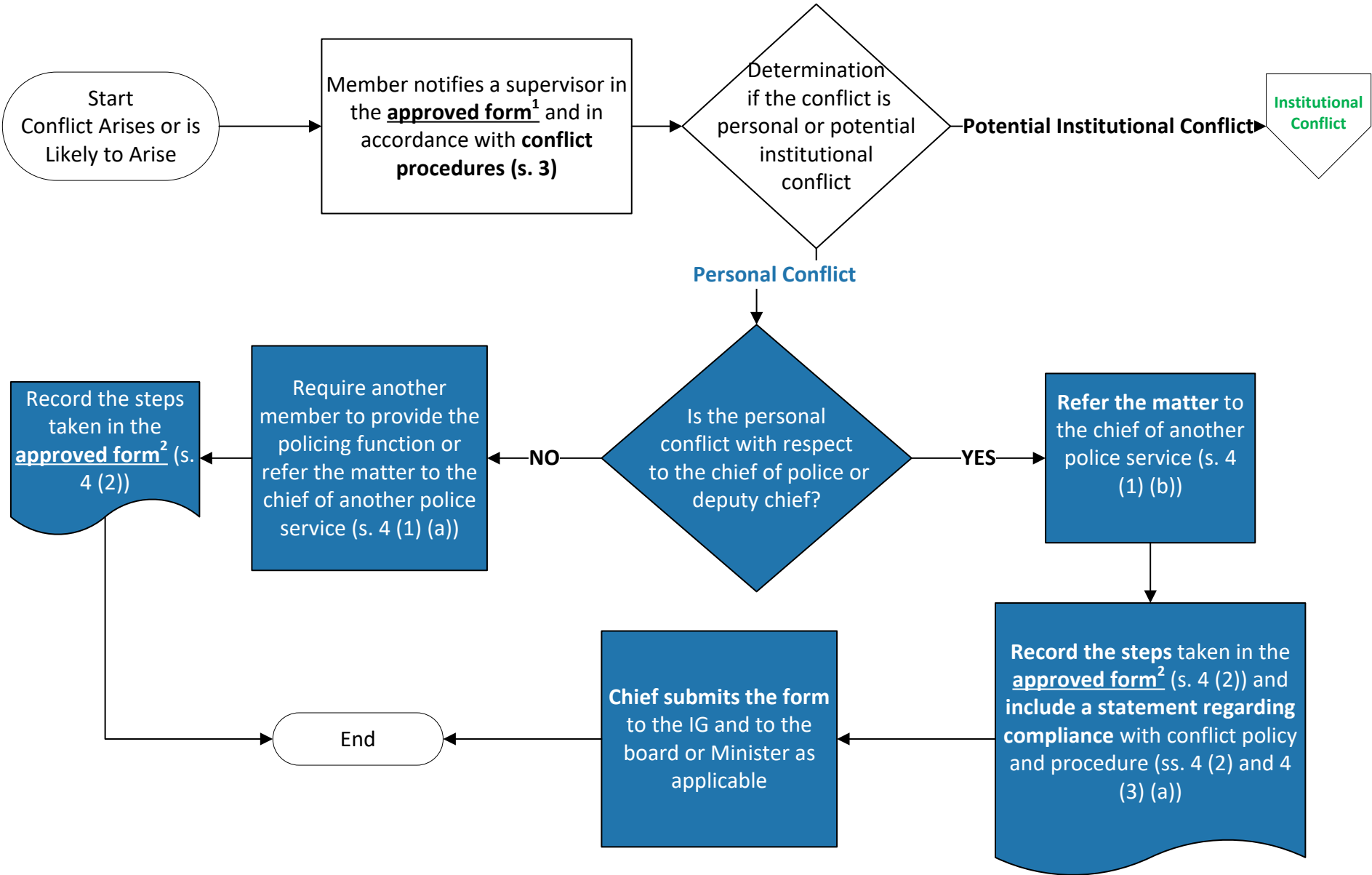
Conflict of Interest Regulation Flow Chart – Personal Conflict

“Personal Conflict” means a situation in which a member of a police service’s private interests or personal relationships place, or may reasonably be perceived to place, the member in conflict with their professional duties with respect to the provision of policing functions; (“conflit personnel”)

“personal relationship” includes, but is not limited to, a relationship with any of the following persons:

- 1. A current or former spouse, common-law partner or other intimate partner of the member.
- 2. The member’s children, including biological and adoptive children and stepchildren.
- 3. A legal dependant of the member.
- 4. A child in the member’s care.
- 5. A grandparent, parent or sibling, including grandparent-in-law, parent-in-law or sibling-in-law, of the member;

(“rapports personnels”)



Legend:

Process

Decision

Document

Start/End

Other Process

Reference for Approved Form:

- 1. S. 3 Notify Supervisor of a Conflict
- 2. S. 4 Record Steps Taken for Personal Conflict

Other investigations where impartiality cannot be ensured

If criminal conduct is under investigation and there is no actual or potential institutional conflict as defined, but the chief reasonably believes the impartiality of the investigation cannot be ensured, **refer the matter to the chief of police of a different police service (s. 9 (2))**

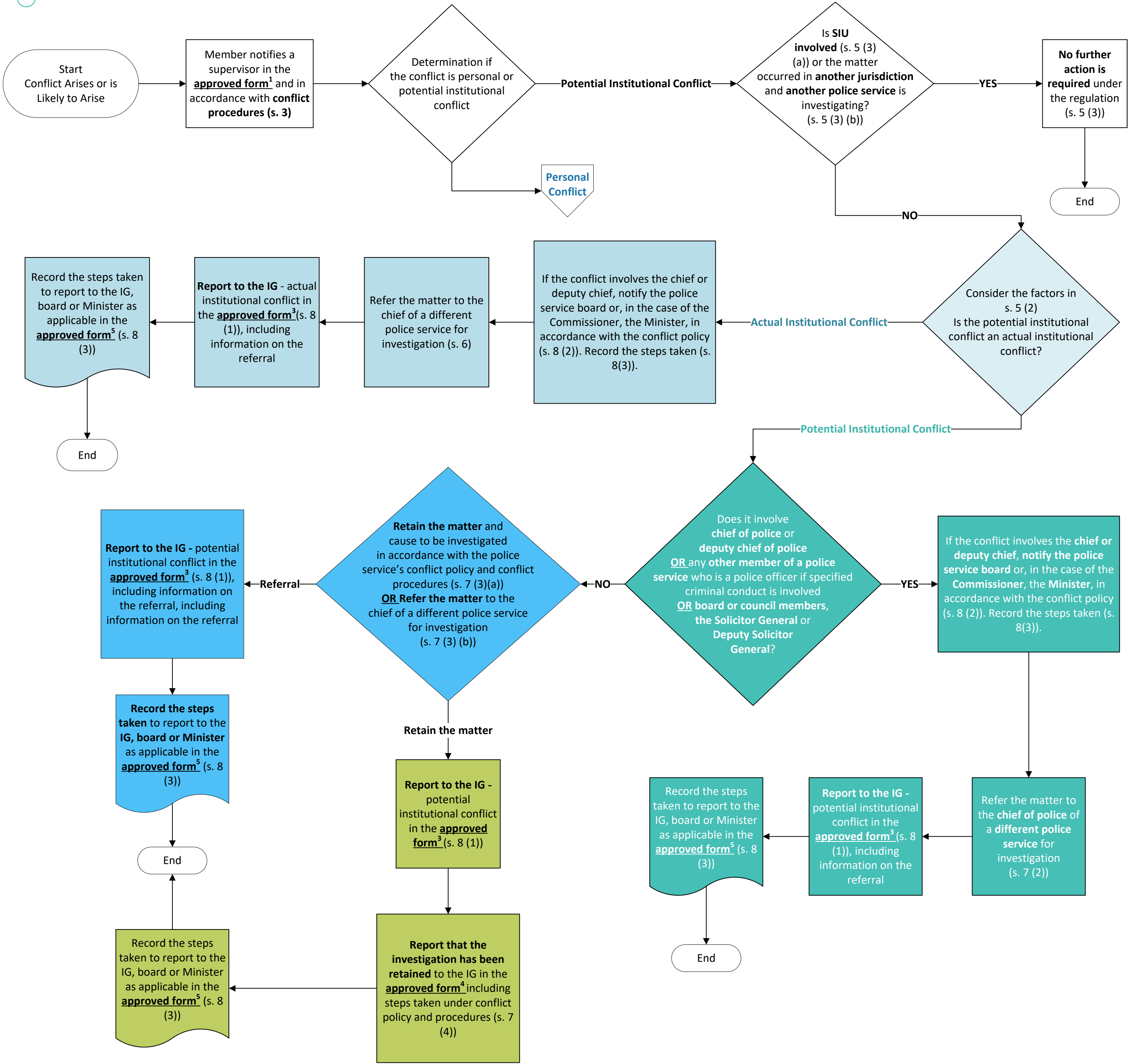


Conflict of Interest Regulation Flow Chart – Institutional Conflict

“Actual Institutional Conflict” means a potential institutional conflict for which a determination has been made under subsection 5 (1) that an informed and reasonable person would not believe that a member of the police service who must take action or make a decision in the situation could do so impartially.

“Potential Institutional Conflict” means a situation in which a member of a police service must take action or make a decision in relation to criminal conduct that is alleged or reasonably suspected to have been committed by or against any of the following persons, but does not include criminal conduct that is alleged or reasonably suspected to have been committed against a peace officer acting in the course of their duties:

- 1. Any other member of the police service, including the chief of police or a deputy chief of police.
- 2. In the case of a member of a police service maintained by a police service board,
 - i. a member of the police service board, or
 - ii. a member of a municipal council or of a band council of a First Nation, as applicable, in the area for which the police service board has policing responsibility.
- 3. In the case of a member of the Ontario Provincial Police,
 - i. a member of an O.P.P. detachment board or a First Nation O.P.P. board, or
 - ii. the Minister or a deputy minister of the Ministry. (“conflit institutionnel potentiel”)



Legend:

Process

Decision

Document

Start/End

Other Process

Reference for Approved Form:

- 1. S. 3 Notify Supervisor of a Conflict
- 3. S. 8 Report Institutional Conflicts to IG
- 4. S. 7 Notify the IG on Retaining Institutional Conflict
- 5. S. 8 Record Steps Taken for Institutional Conflict

Other investigations where impartiality cannot be ensured

If criminal conduct is under investigation and there is no actual or potential institutional conflict as defined, but the chief reasonably believes the impartiality of the investigation cannot be ensured, refer the matter to the chief of police of a different police service (s. 9 (2))

Inspector General Advisory Bulletin



Advisory Bulletin 1.4: Police Service Board Member Code of Conduct – Disclosures to the Inspector General (IG) Regarding Misconduct and Conflict of Interest

Date of issue: August 1, 2024

The CSPA requires every member of a police service board to comply with the prescribed Code of Conduct (s. 35(6)).

[Ontario Regulation 408/23](#) (and [O. Reg. 409/23](#) for OPP detachment boards) sets out the Code of Conduct with which every police service board member must comply, and includes certain **new requirements** with respect to how misconduct and conflicts of interest of board members must be handled.

Misconduct Disclosures

What you need to know

Code of Conduct s. 17 now **requires** that a board member **disclose** any conduct of another member of the board that the member **reasonably believes** constitutes misconduct,

- (a) to the chair of the board, who then notifies the Inspector General (IG) pursuant to CSPA s. 108 as outlined below; or
- (b) to the IG, if the misconduct involves the chair.

Please note that a disclosure of misconduct from a board member to a board chair under s. 17 of the Regulation amounts to a complaint under s.106 of the CSPA. Therefore, a **board chair who receives a disclosure of misconduct under s. 17 of the Regulation must forward that information to the IG** in compliance with s. 108 of the CSPA.

Section 108(1) of the CSPA requires that listed entities and persons, including boards, board members and chiefs of police, forward to the IG any complaints made to them in relation to subsections 106(1) or 107(1) of the CSPA.

Advisory Bulletin 1.4 Police Service Board Member Code of Conduct**– Disclosures to the Inspector General (IG) Regarding Misconduct and Conflict of Interest*****What you need to do***

If you are a board chair who has become aware of potential misconduct of a board member:

- Please follow the procedure for forwarding complaints to the IG as per CSPA s. 108(1) detailed separately in Advisory Bulletin 1.5. In summary, section 108(1) includes two process requirements with which board chairs **must** comply when disclosing misconduct:
 1. **Forward Complaint:** upon receipt of a board misconduct complaint that falls under the jurisdiction of the IG, promptly forward it to the IG at IOPComplaints@Ontario.ca, and,
 2. **Inform the person who notified the Board Chair:** send a letter to the board member who notified the Board Chair of the misconduct, confirming that the information has been received and forwarded to the IG in accordance with legislative requirements, and provide them with information on the role of the IG.
- Please refer to Advisory Bulletin 1.5 for detailed information on s. 108(1) process, including what information must be submitted to the IG in relation to the steps outlined above and template messaging that can be used in the notification letter.

If you are a board member who has become aware of potential misconduct of the board chair:

- Disclose the information to the IG as required by s. 17 of the Code of Conduct as follows:
 1. **Write out a narrative of the information regarding the misconduct**, and forward that written narrative to the IG via email at IOPComplaints@Ontario.ca. When completing this narrative, please attempt to include information that responds to the following questions:

What was the misconduct?

Who was involved?

Where did it occur?

When did it occur?

Advisory Bulletin 1.4 Police Service Board Member Code of Conduct**– Disclosures to the Inspector General (IG) Regarding Misconduct and Conflict of Interest**

2. **If you have in your possession any supporting materials** or documents related to the misconduct, please compile a list of these items and send the list to the IG along with the written narrative. After an initial screening, a determination will be made regarding the necessity of collecting these materials, and an Inspectorate representative will contact you if these materials are sought.

What we will do

The information about potential misconduct disclosed to the IG will support the IG's duties to monitor police service board members to ensure that they do not commit misconduct, and to investigate allegations of misconduct where the IG determines it is appropriate to do so.

Allegations of misconduct received by the IG will be dealt with under s. 106 of the CSPA. All information provided, including the circumstances surrounding the allegation, will be considered by the IG when deciding whether to investigate the complaint under s.106(2).

This information also supports the IG's mandate to more broadly provide advice to boards with respect to the implementation of legislated requirements, including compliance with the Code of Conduct.

Conflict of Interest Disclosures***What you need to know***

The Code of Conduct Regulation defines "conflict of interest" as a situation in which a board member's private interests or personal relationships place, or may reasonably be perceived to place, the member in conflict with their duties as a member of the board.

Section 20 of the Regulation further states that a board member shall promptly disclose any conflict of interest,

(a) to the chair of the board; or,

(b) if the conflict of interest involves the chair, to the Inspector General.

Advisory Bulletin 1.4 Police Service Board Member Code of Conduct**– Disclosures to the Inspector General (IG) Regarding Misconduct and Conflict of Interest*****What you need to do***

Where the “conflict of interest” definition is satisfied, board members **must make the required disclosures in accordance with s. 20 of the Regulation and are also required to disclose the conflict on the record at the next board meeting.**

Additionally, board members should consider any steps that may have been set out in the board’s own rules of procedure regarding conflicts of interest, including consideration of the *Municipal Conflict of Interest Act* in relation to matters of pecuniary interest.

Disclosures of conflict of interest that are required to be sent to the IG should be emailed to IOPnotifications@Ontario.ca, copying your Police Services Advisor.

Note: Advisory Bulletins are the IG’s advice provided pursuant CSPA s. 102(4) and are intended as a resource for the sector by offering the IG’s general interpretation of various provisions of the CSPA. Advisory Bulletins are not legally binding, and they do not purport to address all possible factual scenarios or circumstances. As such, you may wish to consult with legal counsel to determine how this general guidance should be applied in your own local context and to navigate specific situations.

Inspector General Advisory Bulletin



Advisory Bulletin 1.5: Forwarding Complaints to the Inspector General (IG) under section 108 of the CSPA

Date of issue: August 1, 2024

Under the CSPA, the IG receives complaints about police service board member misconduct (section 106(1)), as well as complaints in relation to adequate and effective policing (section 107(1)). For more detailed information, please refer to the CSPA, or the Inspectorate of Policing website at www.iopontario.ca.

There are new requirements that you should be aware of and must comply with when you receive what amounts to a complaint that falls within the IG's jurisdiction. Section 108 of the CSPA requires that, if an entity or person listed in that section receives a complaint that amounts to a complaint under s. 106 or 107, they are **required to forward the complaint to the IG**. This requirement to forward complaints applies to chiefs of police, police service boards, and board members, among others.

The below outlines a **step-by-step process** and some **suggested language** for forwarding letters when forwarding complaints intended for the IG.

Step-by-step process for forwarding complaints you receive to the IG:

1. Upon receiving a complaint under section 106(1) or 107(1) of the CSPA, prepare a **notification letter** to the complainant advising them of your legislative responsibility to forward the complaint to the Inspector General.
2. **Include in the letter the following information** about the role of the Inspector General:

The Inspector General of Policing is responsible for receiving and addressing complaints about compliance with Ontario's Community Safety and Policing Act and its associated regulations by police services, police service boards, and organizations employing special constables. This encompasses complaints regarding the provision of adequate and effective policing and the conduct of police service board members. Besides addressing public complaints, the Inspector General also accepts disclosures of misconduct from members of police services and special constables. For more information, please visit www.IOPontario.ca.

3. While s. 108 does not dictate the form a complaint must take, **if you have been provided the complaint information:**

- **In writing:** forward that written complaint to the IG via email at IOPComplaints@Ontario.ca.
- **Verbally:** write out a narrative of the complaint information you received and forward that written narrative to the IG via email at IOPComplaints@Ontario.ca. When completing this narrative, please attempt to include information that responds to the following questions:

Who is the complaint about?

What is the complaint about?

Where did the incident occur?

When did the incident occur?

4. If there are any **supporting materials or documents** related to the complaint that were provided at the time the complaint was made, please compile a list of these items and send the list and the supporting materials along with the complaint, as well as a copy of the notification letter you sent to the complainant.

Note: Advisory Bulletins are the IG's advice provided pursuant CSPA s. 102(4) and are intended as a resource for the sector by offering the IG's general interpretation of various provisions of the CSPA. Advisory Bulletins are not legally binding, and they do not purport to address all possible factual scenarios or circumstances. As such, you may wish to consult with legal counsel to determine how this general guidance should be applied in your own local context and to navigate specific situations.