

5 Correspondence and New Business

5.1 Correspondence received since the last meeting

Resolution 5

MOVED BY:

SECONDED BY:

BE IT RESOLVED THAT the all items of correspondence as listed below be received.

Date	Received From	Organization	Subject Line	Brief description
29-Apr	Diane Smithson on behalf of Neil Fennel (Chair of the OAPSB Zone 2)	OAPSB Zone 2	Significance of Zone 2 meeting Belleville	Description of agenda for OAPSB Zone 2 meeting on June 14th
08-May	SOLGEN Correspondence	Ministry of the Solicitor General	Copy of (DSG/CS Outgoing 133-2024-46) for Ontario Police Service Boards	Outline of requirements for employing Special Constables under the new CSP Act
14-May	Diane Smithson on behalf of Neil Fennel (Chair of the OAPSB Zone 2)	OAPSB Zone 2	Amendment to OAPSB Zone 2 By-laws at June 14, 2024 Meeting in Belleville	Description of proposed amendment to the general by-law of Zone 2 of the OAPSB allowing the appointment of a facilitator to support Zone Chairs
17-Jun	Diane Smithson on behalf of Neil Fennel (Chair of the OAPSB Zone 2)	OAPSB Zone 2	Thank you!!	Thank you message from outgoing Zone 2 Chair Neil Fennel.
19-Jun	Diane Smithson on behalf of Neil Fennel (Chair of the OAPSB Zone 2)	OAPSB Zone 2	Presentations from June 14, 2024 OAPSB Zone 2 Meeting	Presentations from various presentations given at the Zone 2 meeting of June 14, 2024
09-Jul	Diane Smithson on behalf of Dena Comley (Chair of the OAPSB Zone 2)	OAPSB Zone 2	Introduction of New OAPSB Zone 2 Chair	Introductory message from new Zone 2 Chair Dena Comley

(e) litigation or potential litigation affecting the board, including matters before administrative tribunals;

7.1 IDENTIFIABLE INDIVIDUALS/LEGAL MATTER: Personnel Matter / Matters before Administrative Tribunal

7.2 IDENTIFIABLE INDIVIDUALS: Personnel Matter

8 Business Arising from IN-CAMERA

9 Adjournment

Resolution 8

MOVED BY:

SECONDED BY:

BE IT RESOLVED THAT THE Deep River Police Service Board hereby adjourns this Regular meeting at _____.

4 Adjournment

Resolution 3

MOVED BY: Tracy Russell

SECONDED BY: Suzanne D'Eon

BE IT RESOLVED THAT THE Deep River Police Service Board hereby adjourns
this Regular meeting at 5:33 pm

CARRIED

Suzanne D'eon, Chair

Christian Kaiser, Secretary

(j) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the board.

CARRIED

3.1 IDENTIFIABLE INDIVIDUALS/LABOUR RELATIONS: Personnel Matter

The Board entered In Camera at 5:35 pm.

The Board emerged from In Camera at 6:10 pm.

4 Business Arising from In Camera

No business arose from the In Camera meeting.

5 Adjournment

Resolution 3

MOVED BY: Suzanne D'Eon

SECONDED BY: Kelly Lapping

BE IT RESOLVED THAT THE Deep River Police Service Board hereby adjourns this Special meeting at 6:12 pm

Suzanne D'eon, Chair

Christian Kaiser, Secretary

Christian Kaiser

From: Diane Smithson <dsmithson@carletonplace.ca>
Sent: April 29, 2024 08:17 AM
To: Diane Smithson
Subject: FW: Significance of Zone 2 meeting Belleville

Good morning

The following message is being forwarded on behalf of Neil Fennell, Chair of the OAPSB Zone 2. Please share it with the respective members of your Police Services / Detachment Boards? Thank you

Hello everyone.

As promised I will now remind members of our first Zone 2 meeting of 2024, upcoming Friday, June 14th. hosted by the Belleville Police Service Board and municipality. All Zone 2 meetings are consequential and this gathering particularly so for a couple of reasons.

First, given the significant change now underway across Ontario as a result of the implementation of the CSPA, new members, training requirements and legislated requirements means the Zone holds out particular importance. Join in the conversation, ask questions and exchange views with your peers. Have a presence in Belleville June 14th.

We will meet inside the "Joint Forces Meeting room" in the Belleville Police Service station, 459 Sydney St. Belleville, On. K8P 3Z9

NOTE: enter the parking lot off Sydney St. and look for signage which will direct you to the meeting room entry door which is located just off the parking lot.

Accommodation: Towneplace Suites by Marriott Belleville, 400 Bell Blvd. Belleville On. 1-613-779-1212 ex. 105

NOTE; A block of rooms are set aside until May, 14th. The room rate is \$175.00 + tax. After May 14th the rooms are released so book now please.

The meeting agenda will include business matters and presentations from:

1. Belleville Police Service A/Chief Chris Barry, who will speak to the service he leads.
- 2.. Keynote speaker, Mr. Ryan TESCHNER, the Inspector General of Policing of Ontario.

The Office he leads is an arm's length division of the Ministry of the Solicitor General, responsible for monitoring, inspecting, investigating and advising Police Services and Boards across the Province.

A second significant matter on the agenda is that of new Zone 2 leadership moving forward. After 9+ years as the Zone Chair I must step down in Belleville. In order to move the transition along for the new Executive I have sought out host Boards and agenda material for the balance of 2024 AND produced a framework for the Zone's 2025 meeting locations. The details are as follows:

September 19th 7-9pm. Dr. Greg Brown, Research Professor Carleton University(North Grenville PSB member) AND to be confirmed, Base Petawawa Commander Colonel Jason Guiney- Pembroke PSB
September 20th. 9:30am- 12:30pm Basil Borutski triple homicide investigation, subsequent inquest and recommendations- Pembroke PSB
November 29th. Ottawa Police Service Board- Ottawa Police Chief Eric Stubbs and Ottawa U. Criminology Professor Micheal Kempa

2025- April - Kingston PSB

June - Casselman PSB

September - Hawkesbury PSB

I will share all necessary details relating to the arrangements already confirmed with the Zone's new Chair. Further I will be available to assist in any way I can. The time is now to move on.

Now as for the Belleville visit a full agenda will be circulated by mid May. That will include an RSVP date one week preceding the Belleville meeting. Plan to attend

Respectfully

Neil Fennell

Chair, OAPSB Zone 2

Christian Kaiser

From: tracy russell <hogues@rogers.com>
Sent: May 8, 2024 01:58 PM
To: Christian Kaiser; Dean Duchrow; Kelly Lapping; Sue D'Eon
Subject: Fwd: Copy of (DSG/CS Outgoing 133-2024-46) for Ontario Police Service Boards
Attachments: 133-2024-46_DSG Outgoing_EN.pdf; 133-2024-46_DSG Outgoing_FR.pdf

I'm assuming you guys got same email, but FYI just in case you didn't.

Sent from my iPhone

Begin forwarded message:

From: SOLGEN Correspondence <SOLGEN.Correspondence@ontario.ca>
Date: May 8, 2024 at 1:01:51 PM EDT
To: SOLGEN Correspondence <SOLGEN.Correspondence@ontario.ca>
Subject: Copy of (DSG/CS Outgoing 133-2024-46) for Ontario Police Service Boards

Hello,

Please see attached letter signed by Mario Di Tommaso, O.O.M., Deputy Solicitor General, Community Safety, for Ontario Police Service Boards.

Thank you.

Confidentiality Warning: This email contains information intended only for the use of the individual named above. If you have received this email in error, we would appreciate it if you could advise us through the Ministry of the Solicitor General website at [Government of Ontario](#) and destroy all copies of this message. Thank you.

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

Bonjour,

Veillez trouver ci-joint une lettre signée par Mario Di Tommaso, O.O.M., sous-solliciteur général, Sécurité communautaire, pour les commissions de services de police de l'Ontario.

Merci.

Avis de confidentialité: Ce courriel contient des renseignements destinés à être utiliser uniquement par la personne dont le nom apparaît plus haut. Si vous avez reçu ce

courriel par erreur, nous vous serions reconnaissants de nous le faire savoir par le site Web du ministère de la solliciteure générale [contactez-nous | ontario.ca](https://www.ontario.ca/contactez-nous) et de détruire toutes les copies de ce courriel. Merci.

Si vous avez des besoins en matière d'adaptation, ou si vous nécessitez des aides à la communication ou des médias substitués, veuillez nous le faire savoir.

Office of the Deputy Solicitor General
Community Safety

Bureau du sous-solliciteur général
Sécurité communautaire

25 Grosvenor Street, 11th Floor
Toronto ON M7A 1Y6
Tel: 416 326-5060
Fax: 416 327-0469

25, rue Grosvenor, 11^e étage
Toronto ON M7A 1Y6
Tél. : 416 326-5060
Télec. : 416 327-0469

133-2024-46
By email

May 8, 2024

Dear Special Constable Employers:

As we have passed the one-month mark of the *Community Safety and Policing Act, 2019* (CSPA) coming into force, I would like to thank you for your commitment and dedication to coming into alignment with the requirements set out in the Act and Regulations.

As a follow-up to the communications sent to you by the Ministry of the Solicitor General's Public Safety Division on March 15, 21, and 25, 2024, and to support you in your application to become an authorized special constable employer, please review [Ontario Regulation 396/23](#) to ensure your application is compliant with the requirements set out within. Additionally, the *Police Services Act* is no longer in force; therefore, documentation that is submitted in support of demonstrating that requirements are met should be current and reflect the CSPA, including the Memorandum of Understanding. Police Service Boards are encouraged to work with organizations that are seeking to become authorized employers, including updating documentation that is required under the CSPA in a timely manner.

Employers who currently employ special constables under the *Police Services Act* may continue to employ special constables whose appointments carry on for up to three years from when the CSPA came into force (i.e., up to April 1, 2027), or are set to expire before April 1, 2027, whichever comes first.

Expired special constable appointments cannot be renewed by the police service board of jurisdiction or the Commissioner of the Ontario Provincial Police unless the employer is authorized as a special constable employer. No new special constables may be appointed unless the employer is an authorized special constable employer.

Should you have any questions about the application process, please contact Andrea.D'Silva@ontario.ca and Sarah.Marshall@ontario.ca, Senior Policy Advisors, External Relations Branch, Public Safety Division.

Thank you for your ongoing collaboration throughout this process.

Sincerely,

A handwritten signature in black ink, appearing to read "Mario Di Tommaso". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Mario Di Tommaso, O.O.M.
Deputy Solicitor General, Community Safety

c: Kenneth Weatherill
Assistant Deputy Minister, Public Safety Division

Michelina Longo
Director, External Relations Branch

Ontario Chiefs of Police

Thomas Carrique, C.O.M.
Commissioner, Ontario Provincial Police

Ontario Police Service Boards

Christian Kaiser

From: Diane Smithson <dsmithson@carletonplace.ca>
Sent: May 14, 2024 04:38 PM
To: Diane Smithson
Subject: RE: Amendment to OAPSB Zone 2 By-laws at June 14, 2024 Meeting in Belleville

Importance: High

Good afternoon

Please share the following message with the members of your respective Police Services Boards / Detachment Boards? Thank you

Good afternoon OAPSB Zone 2 Members

According to the OAPSB Zone 2's by-laws (attached), Article 9 states that "Amendments to this By-law may be proposed in writing by any member board, and notice must be provided at least one month in advance of the meeting. To be adopted, an amendment must be passed by a two-thirds vote of the voting members present at any meeting."

The following motion was passed at the Brockville Police Services Board meeting on May 14th, 2024:

Moved by: Member Kalivas

Seconded by: Member Journal

THAT the Brockville Police Services Board recommends to the OAPSB Zone 2 membership that the General By-law for Zone 2 of the Ontario Association of Police Services Boards be amended by adding a new Section 5. To Article 3 – Membership as follows:

Section 5. The Zone may appoint by a majority vote of the members present at a meeting, a Facilitator who shall support Zone activities and assist the Zone 2 Chair with his or her responsibilities. Prior to assuming their responsibilities, the Facilitator shall swear an oath or affirmation;

AND THAT this motion be forwarded to the OAPSB Zone 2 Secretary-Treasurer so that it may be circulated to the membership at least one month in advance of the OAPSB Zone 2 meeting where this motion will be considered per Article 9 of the General By-law.

CARRIED

As a result of this motion being received to amend the OAPSB Zone 2's By-laws, the above motion by the Brockville Police Services Board will be added to the agenda for the next OAPSB Zone 2 meeting scheduled for Friday, June 14, 2024 in Belleville and will be put to a vote.

As you are aware, we are in a bit of a state of flux in policing given the coming into force of the Community Safety and Policing Act, 2019 on April 1, 2024. If this motion is passed, it will allow Neil Fennell, who has been the long-serving chair of the OAPSB Zone 2, to assist the Zone in the interim to continue its business of hosting meetings of relevance to the members. You may not be aware that Neil Fennell can no longer serve on the Police Services Board / Detachment Board for Lanark County (where he resides) as he was a former police officer of the Lanark County OPP Detachment and the new CSPA does not allow him to continue to be a member of a Board for the police service where he served.

Below is the suggested wording for the oath that he or any other facilitator who is appointed by the Zone would provide.

Suggested oath wording:

I solemnly swear (affirm) that I will, to the best of my ability, discharge my duties as a Facilitator for the OAPSB Zone 2 faithfully, impartially and according to the *Community Safety and Policing Act, 2019*, any other Act, and any regulation, rule or by-law.

So help me God (omit this line in an affirmation)

If you have any questions about this email or what is proposed to occur at the June 14, 2024 OAPSB Zone 2 meeting, please feel free to call or email me.

Diane Smithson,
Secretary-Treasurer
OAPSB Zone 2
613-257-6255

Diane Smithson, (she/her) B. Comm, Dipl.M.M., CMO, AMP
Chief Administrative Officer
Town of Carleton Place
175 Bridge Street,
Carleton Place, ON K7C 2V8
Tel: 613-257-6255
Fax: 613-257-8170
Website: www.carletonplace.ca

Sign up for the Town's e-newsletter CP Scoop: www.carletonplace.ca/cpscoop

New Town Hall hours are as follows:

Mondays	8:00 am - 4:30 pm
Tuesdays	8:00 am - 6:00 pm
Wednesdays	8:00 am - 4:30 pm
Thursdays	8:00 am - 4:30 pm
Fridays	8:00 am - 12:00 noon



This e-mail message (including attachments, if any) is intended for the use of the individual or entity to which it is addressed and may contain information that is privileged, proprietary, confidential and exempt from disclosure. If you are not the intended recipient, you are notified that any dissemination, distribution or copying of this communication is strictly prohibited. If you have received this communication in error, please notify the sender and erase this e-mail message immediately.

Christian Kaiser

From: Diane Smithson <dsmithson@carletonplace.ca>
Sent: June 17, 2024 09:50 AM
To: Diane Smithson
Subject: FW: Thank you!!

Good morning

The following message is being forwarded on behalf of outgoing Chair of the OAPSB Zone 2, Neil Fennell. Please share this message with the respective members of your Police Services/Detachment Boards? Thank you

Hello everyone.

May I take this opportunity to extend my sincere appreciation to all those I have had the pleasure of meeting and working with over my 10 year tenure as the Chair of the OAPSB Zone 2. I have every confidence the new executive, chosen in Belleville will move forward ensuring the Zone remains a relevant entity for police service boards across the Zone.

As for my relationship with the executive the members present in Belleville decided to vote in favour of the motion brought forward by the Brockville PSB which amends the Zone 2 by-law creating a "facilitator" position which I will occupy for some time. I will continue to provide guidance to the executive as requested.

Best wishes to one and all.

Neil Fennell
OAPSB Zone 2 Facilitator

Christian Kaiser

From: Diane Smithson <dsmithson@carletonplace.ca>
Sent: June 19, 2024 12:24 PM
To: Diane Smithson
Subject: Presentations from June 14, 2024 OAPSB Zone 2 Meeting
Attachments: OAPSB Zone 2 IoP Presentation_June 14 2024pdf (1).pdf; Zone 2 - OAPSB Updates June.pdf

Good afternoon

Attached please find the following presentations from the OAPSB Zone 2 meeting held in Belleville on Friday, June 14, 2024:

- Inspectorate of Policing
- OAPSB

Please share this information with the respective members of your Police Services Boards / Detachment Boards? Thank you

Diane Smithson, (she/her) B. Comm, Dipl.M.M., CMO, AMP
Chief Administrative Officer
Town of Carleton Place
175 Bridge Street,
Carleton Place, ON K7C 2V8
Tel: 613-257-6255
Fax: 613-257-8170
Website: www.carletonplace.ca

Sign up for the Town's e-newsletter CP Scoop: www.carletonplace.ca/cpscoop

New Town Hall hours are as follows:

Mondays	8:00 am - 4:30 pm
Tuesdays	8:00 am - 6:00 pm
Wednesdays	8:00 am - 4:30 pm
Thursdays	8:00 am - 4:30 pm
Fridays	8:00 am - 12:00 noon



This e-mail message (including attachments, if any) is intended for the use of the individual or entity to which it is addressed and may contain information that is privileged, proprietary, confidential and exempt from disclosure. If you are not the intended recipient, you are notified that any dissemination, distribution or copying of this communication is strictly prohibited. If you have received this communication in error, please notify the sender and erase this e-mail message immediately.

The Inspector General and the Inspectorate of Policing: Supporting Your Success

OAPSB Zone 2 Meeting

June 14, 2024



Agenda

1. **Vision and Mandate of the Inspector General**
2. **What We've Heard From You**
3. **Early Insights into Our Operations**
4. **“Checklist” for Boards:**
 - **Board Member Code of Conduct**
 - **Public engagement and transparency**
 - **Internal processes and responsibilities for misconduct**
 - **S. 108: Forwarding of Complaints**
6. **Looking Ahead: the GAS and Data Collection**

Vision and Mandate of the Inspector General

Inspector General's Mandate

- The *Community Safety and Policing Act, 2019* (CSPA) establishes a modern legislative framework for policing and the position of the IG to provide **CSPA compliance oversight and enforcement of legal obligations** in the delivery of adequate and effective policing.
- The IG's statutory duties and authorities include:
 - **Independently assess and monitor*** legislated policing entities;
 - **Provide advice and support** to legislated policing entities on governance and operational matters by sharing evidence-based research and data related to performance;
 - **Monitor and conduct inspections** of legislated policing entities to ensure compliance with the CSPA and its regulations;
 - **Investigate public complaints** concerning the delivery of policing services and the conduct of police board members;
 - **Issue Directions** to ensure compliance with the CSPA and its regulations – and, if necessary – **impose Measures**, if there is a failure to comply; and,
 - **Publicly report** on the activities of the IG, including publishing inspection results.
- The IG also has the **unique authority in** section 20 of the CSPA to order **another police board or the Commissioner of the OPP to provide policing** in an area if the Inspector General finds that **adequate and effective policing is not being provided, or an emergency exists**.

What We've Heard From You

- We have **learned that Board Members** are:
 - Navigating new duties and responsibilities under the CSPA;
 - Facing common challenges related to funding, staffing and resource allocation of their Boards and Services;
 - Working with their Board, Chief and Senior Command teams to establish priorities over the next year; and,
 - Balancing their own professional commitments with the significant responsibilities of this role.
- We **recognize that some of the challenges** faced by smaller police services and boards are different than those faced by larger ones.
- We **encourage** you to:
 - Lean on your Police Service Advisor and the OAPSB for support;
 - Collaborate with Boards facing similar challenges and explore innovative ways to support each other;
 - Utilize the resources we've provided, including presentation decks, forthcoming IG memos, and those offered by the OAPSB; and,
 - Look beyond current discussions to various reports released.

Early Insights into Our Operations

- Since April 1, 2024, we have:
 - Received 94 complaints through our online portal, phone and email;
 - Complaints received have fallen into the following categories:
 - Officer conduct issues (require referral to LECA);
 - Police service board member conduct;
 - Board policy and/or chief's procedure complaints;
 - Complaints regarding the delivery of adequate and effective policing in specific communities; and
 - Matters related to incidents prior to the CSPA coming into force.
 - Worked to identify potential proactive inspection topics using a risk-based prioritization framework; and
 - Continued engagement with policing stakeholders on our data collection approach, including pilot testing the end-to-end collection process with volunteer police services prior to province-wide roll out.
- We are navigating our new role and challenges, including:
 - The IG's arm's-length status;
 - Engaging other oversight bodies to ensure clarity on mandates and scope in areas of potential overlap;
 - Refining operational processes to reflect lessons learned in real time; and
 - Managing growing workload with available resources.

“Checklist” for Boards

Checklist: Board Member Code of Conduct & COI

- Ontario Regulation 408/23 (and O. Reg. 409/23 for OPP detachment boards) sets out the Code of Conduct with which every police services 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:

- Code of Conduct s. 17 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; or
 - (b) if the misconduct involves the chair, to the Inspector General.
- A disclosure of misconduct from a board member to a board chair under s. 17 of the Regulation, requires a board chair who receives a disclosure of misconduct under s. 17 of the Regulation to forward that information to the IG in compliance with s. 108 of the CSPA.

Conflict of Interest Disclosures:

- The Code of Conduct 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, them in conflict with their duties as a board member.
- 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.
- 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 meeting of the board.

Checklist: Internal processes and responsibilities for misconduct

- **S.184(1) provides that a member or former member** of a police service who has reason to believe that another member has engaged in misconduct may **disclose the misconduct in accordance with procedures** required by s.183.
- **S.183(2) requires every police service board** to establish written **procedures regarding the disclosure** of misconduct that is alleged to have been engaged in by the chief of police or deputy chief of police of the police service.
 - **The procedures established by the board are required to:**
 - address how disclosures of misconduct may be made and to whom;
 - protect the identities of persons involved in the disclosure process; and
 - provide for exceptions to identity protection in the interests of fairness.
- **S.185** permits members of a police service to **disclose misconduct to the Inspector General if:**
 - the member believes it would not be appropriate to disclose to the board;
 - the member has already disclosed to the board and has concerns that the matter is not being dealt with appropriately, or;
 - the board has not established the procedures required by s.183(2).
- **Misconduct disclosures concerning a chief** or deputy chief may be made directly to the Inspector General if a board does not have the required procedures to deal with disclosure.

Checklist: Internal processes and responsibilities for misconduct

- **S.197(2) requires boards** that become aware that the chief or deputy chief may have engaged in misconduct to **provide notice to the Complaints Director** of the Law Enforcement Complaints Agency if the board reasonably suspects that:
 - the conduct constitutes misconduct; and
 - the conduct was directed at or otherwise directly affected a member of the public.
- Boards should **consider establishing a process** setting out how the board will identify the circumstances triggering the duty and specifying who will make the notification.

S. 108: Forwarding of Complaints

- CSPA s.108 states that if a person who may make a complaint under s.106 or 107 to the IG instead makes the complaint to other specified persons or entities, including a police service board or member of a board, that board or member are required to:
 - forward the complaint to the IG,
 - inform the person who made the complaint that the complaint has been forwarded, and
 - provide the person with information about the role of the IG.
- Therefore, if such a complaint is received, a board or board member should take the following steps:
 1. Prepare a notification letter to the complainant advising them of your responsibility to forward the complaint to the IG
 - Templated messaging about the role of the IG that can be used in the letter will be distributed to all boards through an upcoming IG memo.
 1. Forward the complaint to the IG via email to IOPComplaints@Ontario.ca.
 2. Once received, the complaint will be screened, and the complainant will receive an acknowledgment letter confirming receipt of their complaint within two business days.

Looking Ahead: the Generally Applicable Standard and Data Collection

Understanding the Generally Applicable Standard

- **Adequate and Effective Policing (O. Reg. 392/23):** The Generally Applicable Standard (GAS) requires that a policing function is delivered in a manner that is **reasonable, including consideration of the following factors:**
 - Policing Needs of the Community
 - Geographic and Demographic Characteristics
 - Service Provision in Similar Communities
 - Effectiveness of Past Provision
 - Best Practices
- The **IoP will use the GAS to assess police service provision** in relation to a number of the IG's legislated duties and functions, including:
 - Responding to complaints about the delivery of adequate and effective policing in a community;
 - Assessing the reasonableness of the delivery of a specific policing function through data collection, research and analysis, or an inspection;
 - Making determinations about whether adequate and effective policing is being provided as per the IG's authority under CSPA s. 20(1), when temporary or emergency assistance requests are made; and
 - Monitoring and providing advice to police service boards and chiefs to support consideration of the GAS in relation to other legislated requirements.

Data Collection

- The IoP will be initiating engagement on the **data collection pilot** with **municipal police service boards in June 2024**.
- **Seven pilot participants** were identified by the OAPSB.
- The engagement with municipal police services has now been **completed**.
- **Next steps** on data collection engagement:
 - OPP to begin in Fall 2024
 - FN police services once they opt in
 - Special Constable Employers in Winter 2024

Timeline for Data Collection from Municipal Police Service Boards



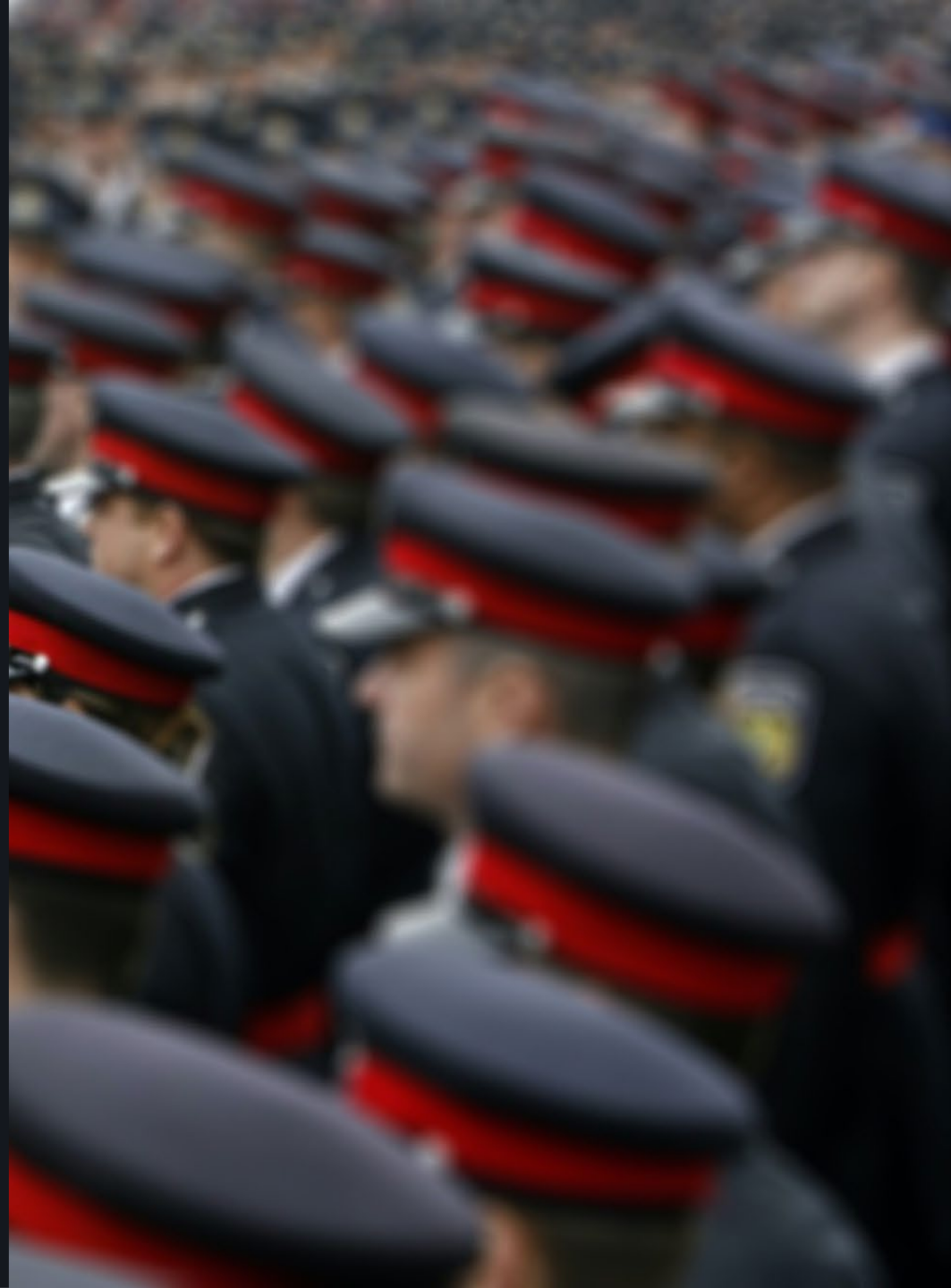
**Embracing our shared
responsibility to
improve performance
across the policing
sector.**

Questions?

OAPSB

*The Face and Voice of Police Governance
in Ontario*

Zone 2 Update June 14, 2024



Updates



Updates on CSPA and Board Readiness



Training and Discussion Groups



Updates from Conference in June



Questions; what else would you like to know more about?

CSPA Transition – All Boards

Board Composition:

- Recruiting for vacancies (if any)
- Provincial Appointees

Board Member Appointment:

- Police Record Check (within 12 months)
- Record Check Review & Approval completed by appointing body
- Roles & Responsibilities Training – completed, screen shot certificate on file for the time being.
- Oath and Swearing In

Criminal Records Checks for OPP Det Boards

Help and Support from OPP through OAPSB

The screenshot shows the OAPSB website interface. At the top, there is a dark navigation bar with the OAPSB logo on the left and navigation links: 'About Us', 'Advocacy', 'News', 'Events', 'Join or Renew Membership', 'Quick Links', and 'Contact Us'. A 'Member Portal' button is also visible. The main content area features a sidebar on the left with a 'Resources Library' section highlighted in red. The main content area displays a list of resources, with 'OPP Detachment Boards Police Record Checks' being the primary focus.

Ontario Association of Police Service Bo... Howdy, Jeanine Lassaline Berglund

About Us ▾ Advocacy News Events Join or Renew Membership ▾

OAPSB Ontario Association of Police Service Boards

Member Portal

Quick Links Contact Us

All Chiefs Memos

Important Notices

Conference & Seminar Presentations

Training Resources

Resources Library

Competencies and Attributes for Board Members

Generic OPP Detachment Board Admin

OPP Detachment Boards Police Record Checks

Agency Letter

Electronic Step by Step

Reference Documents

Mandatory Roles & Responsibilities Training

Application Spreadsheet Complete

REQUEST FOR ACCESS TO CSPA-REGULATED BOARD TRAINING				
Police Service Board: eg. Garrick				
Board Type: Municipal				
Training Contact(s): eg. Bob Smith				
Mailing Address: eg. 123 South St				
		Newtown, ON M1P 3L5		
Phone:				
Email:				
Please email completed forms to OPC.Registrar@ontario.ca				
Last Name	First Name	E-Mail Address	Position	Gender

Mandatory Roles & Responsibilities Training

- Completed form sent to OPC.Registrar@ontario.ca copy to training@oapsb.ca
- Each participant will receive individual login credentials and a student number
- Issues with access to training, after receiving login credentials, engage the Distance Learning group OPCDL@ontario.ca
- OAPBS is here to help facilitate support and companion documents can also be downloaded from [Members Portal](#)
- Try to avoid individual requests to OPC
- Keep a record (screenshot) of completion of training and forward to your administrator or Chair.

Insurance for Detachment Boards

- Recommending not to have a board meeting until insurance is in place.
- No longer considered a “local board” under the Municipal Act.
- For boards for one municipality, confirm if the municipal insurance continues to indemnify the board.
- AMO working with us to support boards with this process

HIGHLIGHTS

Training and Discussion Groups

- Transitioning to the CSPA for Municipal, First Nations and OPP Detachment Boards ongoing – June 20
- Ongoing support for Board Members, Administrators and Municipalities

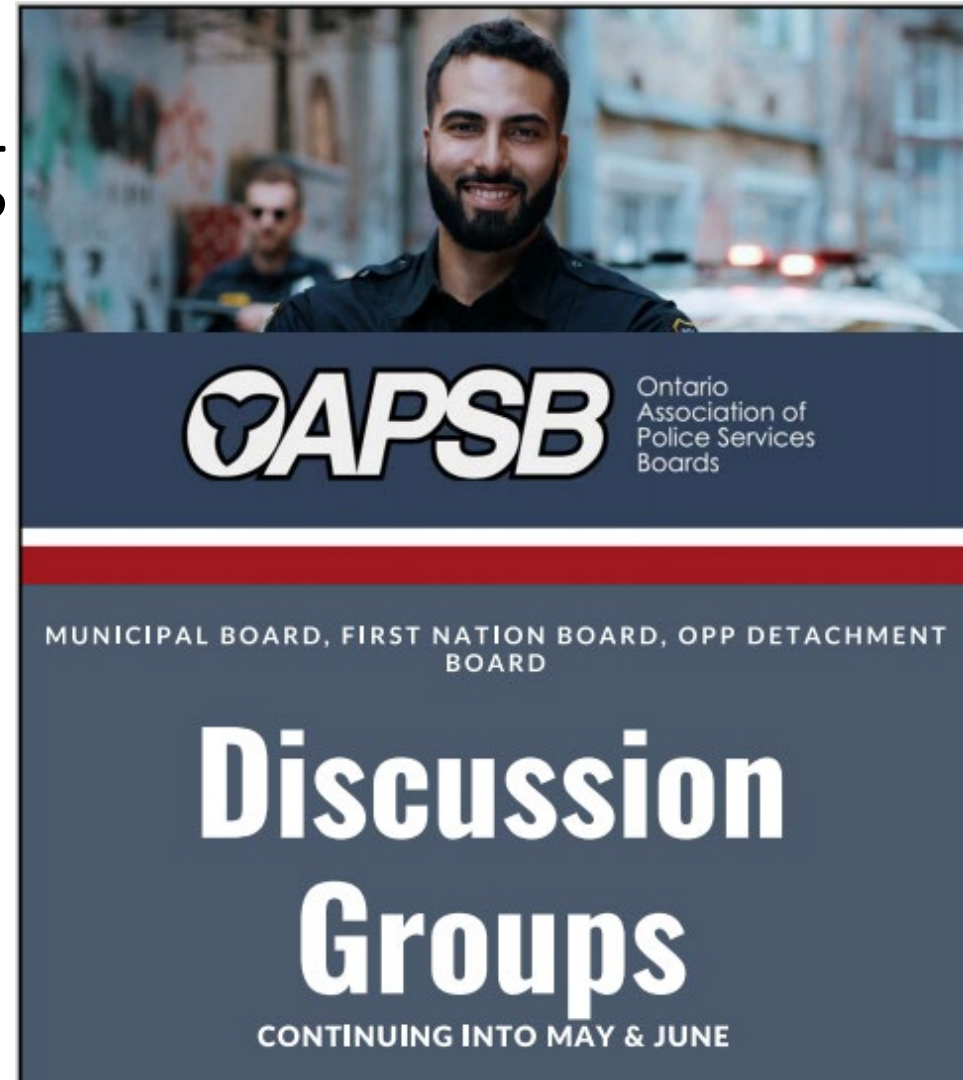
Do you want to see these continue?

Discussion Groups Continuing

- Moving to once per month for each Municipal /First Nation and OPP Detachment Boards
- Will still alternate between noon and 6pm sessions



Do you want to see these continue?



Discussion Groups Our App

Topics for Discussion Boards (Communities)

1. Bail Reform
2. CSPA – Questions for Municipal & First Nation Boards
3. CSPA – Questions for OPP Detachment Boards
4. Deputy & Chief Evaluations
5. General Announcements
6. Issues Impacting your Community
7. Member Help
8. Messages from Training Team
9. Messages from the Executive



Other Features

News

Events

Resources

APP Support



OAPSB Work with Ministry & IoP

- Regular discussions at multiple levels of the Ministry and IoP ; asking questions and for clarification where required
- Clarification of information shared through eblasts, all chief's memo's, discussion groups and training

General Theme: April 1st was the beginning and we are all in this together

Conference Overview

General Sessions for Everyone:

- Importance of a Strong Association
- Police Governance in Ontario
- Inspectorate of Policing overview
- The importance of the use of surveys in the evaluation of your board and your service
- Working together to improve Leadership and Culture

Conference Overview – Partners & Sponsors

Great work and Innovation happening in the sector provided by sponsors including:

- Commissionaires - Kingston
- Responder Recruitment, A Division of Shout Media
- AXON
- Triton Canada
- Strategy Corp
- RSPNDR Inc.

Conference Municipal Boards

- Impact of CSPA Amendments Exclusion from Association Membership – (Section 220) The Duty To Accommodate – (Section 88) The Duty Of Fair Representation – (Section 219)
- Diversity Plans Design, Implementation and Evaluation
- Boards responsibilities for Police Operations
- Key Policies Overview
- CSPA Section 14 Agreements – Meeting Adequacy & Effectiveness
- Budgeting
- Special Constables

Conference OPP Detachment Boards

- Overview of OPP Strategic Plan And Local Action Plans And The Board's Role Budget for OPP Detachment Boards
- Evaluation of your Detachment Commander OPP interim report and new process
- Budget / Estimate Overview for Detachment Boards
- Successfully operationalizing your Detachment Board Best practices and lessons learned.
- Key Policies Overview
- Engaging with your broader community – Community Safety & Well Being

Where to find presentations & materials

Ontario Association of Police Service Bo...

Howdy, Jeanine Lassaline Berglund

Member Information

Member Portal

OAPSB Ontario Association of Police Service Boards

About Us

Advocacy

- All Chiefs Memos
- Important Notices
- Conference & Seminar Presentations
- Training Resources
- Resources Library

Membership

- Education & Training
- Coordinated Bargaining
- OAPSB Governance

Quick Links

Contact Us

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



Christian Kaiser

From: Diane Smithson <dsmithson@carletonplace.ca>
Sent: July 9, 2024 03:41 PM
To: Diane Smithson
Subject: Introduction of New OAPSB Zone 2 Chair

Good afternoon

The following message is being forwarded on behalf of Dena Comley, the new Chair of the OAPSB Zone 2. Dena was nominated at the last OAPSB Zone 2 meeting held in Belleville on June 14, 2024. Please share this message with the respective members of your Police Services Boards / Detachment Boards? Thank you

Hello, I hope everyone is enjoying their summer so far. My name is Dena Comley and I am your new Chair for the Zone 2 of the OAPSB. I am a first term councillor in the Town of Carleton Place, a small business owner and a mother of 3. To many here I am likely unknown which is no surprise as I am not only new to local government, I am also new to the police service board role. I volunteered for my local PSB board soon after being elected as I was eager to learn more about community policing and how we could identify local needs and opportunities. I also have a brother that recently joined the OPP force making policing a frequent and interesting topic at family dinners, increasing both my interest and knowledge of the profession.

Being a period of change, it was an interesting time to enter the world of police governance. In an attempt to know more about the coming changes and to better aide my community during the transition from a local Police Services Board to a Detachment Board that encompassed all of Lanark County, I attended the February Policing conference in Toronto. Not only was it an opportunity to learn, it was also an opportunity to interact with many in the police governance world from both Zone 2 and beyond. Overall, it was a great experience that highlighted the importance of the role that police service boards play in providing good police governance in our communities while outlining some of the upcoming changes to the Community Safety and Policing Act that took effect in April.

I attended my first Zone 2 meeting in Kemptville last fall and found it extremely interesting and engaging. Following that meeting I had the opportunity to speak with Mr. Fennell. As a longstanding and effective Zone 2 chair he expressed his passion and commitment to the organization and his strong desire to see connections between Zone 2 communities continue through engaging and educational meetings, meetings that would soon require a new chairperson due to legislative changes from the province.

The truth is I had never given much thought to taking on an executive role at the Zone 2 level. After that conversation with Neil Fennell, and a few questions for the executive, I began to think that there may be a role for me that could be beneficial to this important organization as it navigated upcoming changes.

It is because of the value I see in continued education and connection within the world of police governance that I decided to put my name forward for chair and to see the momentum that Mr. Fennel created continue.

I am grateful for the Zone's support in creating a facilitator role and for Mr. Fennel's continued interest in this organization's success.

I look forward to meeting many of you in Pembroke September 19 & 20 and to learning more about the challenges, ideas and successes of policing in your respective communities.

Thank you again for your support and for your commitment to your community.

Dena Comley
Chairperson,
OAPSB Zone 2

Sent from my iPhone

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 of Policing's (IG) 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):** 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**, which you can find in the attachment.

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



Inspectorate
of Policing

Service d'inspection
des services policiers

Office of the Inspector
General of Policing

25 Grosvenor Street
15 Floor
Toronto ON M7A 1Y8

Bureau de l'inspecteur général
des services policiers

25, rue Grosvenor
15e étage
Toronto ON M7A 1Y8

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>



Solicitor General Approved Form: Requirement to Notify a Supervisor of a Conflict Under Section 3 of the Ontario Regulation 401/23 Conflicts of Interest

This form is designed to meet requirements under Ontario Regulation 401/23, Conflicts of Interest, which is made under the *Community Safety and Policing Act, 2019*. This regulation sets out an approach to situations where the impartiality of the police service or its members may come into question, as a result of a conflict of interest.

This form is to be used by any member of a police service (officer and civilian) when reporting a conflict of interest to a supervisor, as required under the regulation, and in accordance with the conflict of interest procedures established by the chief of police.

Requirements to notify a supervisor of a conflict of interest as set out in regulation:

Under section 3 of the regulation, a member shall notify a supervisor as soon as possible if a potential institutional conflict, actual institutional conflict or personal conflict respecting the member arises, or the member believes is likely to arise, with respect to a policing function that the member is required to provide.

Additional definitions are provided in the Appendix.

Reporting Member Information

Police Service: _____

Name (First Name, Last Name): _____

Position Title: _____

Badge number (if applicable): _____

Rank (if applicable): _____

Work Telephone Number: (____) _____

Work Email Address: _____



Solicitor General Approved Form: Requirement to Notify a Supervisor of a Conflict Under Section 3 of the Ontario Regulation 401/23 Conflicts of Interest

Supervisor Notified

Police Service: _____

Name (First name, last name): _____

Position Title: _____

Badge number (if applicable): _____

Rank (if applicable): _____

Work Telephone Number: (____) _____

Work Email Address: _____

Conflict of Interest Information

Please use this section of the form to provide more information about the potential or actual conflict of interest that is the reason for this notification. Please mark all the following that apply:

Personal Conflict

Personal Relationship: Please specify the personal relationships by marking all that apply (note: personal relationship includes, but is not limited to, a relationship with any of the following persons):

A current or former spouse, common-law partner or other intimate partner of the member.

The member's children, including biological and adoptive children and stepchildren.

A legal dependant of the member.

A child in the member's care.

A grandparent, parent or sibling, including grandparent-in-law, parent-in-law or sibling-in-law, of the member;

Other (please describe: _____)



Solicitor General Approved Form: Requirement to Notify a Supervisor of a Conflict Under Section 3 of the Ontario Regulation 401/23 Conflicts of Interest

Private interest

In the box below, please describe the situation that places, or may reasonably be perceived to place, you in a conflict. Include the timeline of events, relevant background information, individuals involved, and any actions taken to address it internally. Please describe the professional duty affected by this conflict.

Institutional Conflict

Potential

Actual

In the box below, please describe the actual or potential conflict identified. Include the timeline of events, relevant background information, individuals involved, and any actions taken to address it internally. Please also explain if there is a professional duty affected by this conflict.



Solicitor General Approved Form: Requirement to Notify a Supervisor of a Conflict Under Section 3 of the Ontario Regulation 401/23 Conflicts of Interest

Declaration and Signature

Reporting Member Name (Please Print): _____

Date: _____

Signature: _____

Supervisor Notified Name (Please Print): _____

Date: _____

Signature: _____

Chief of Police/Delegate Name* (Please Print): _____

Rank: _____

Badge Number : _____

Date: _____

Signature: _____

*The person notified to take action - either chief of police or other member delegated pursuant to *Community Safety and Policing Act, 2019* s.79(5), which states that a chief of police may delegate in writing any of his or her powers and duties under this Act or the regulations to a member of the chief of police's police service, subject to any limitations, conditions or requirements set out in the delegation.

Solicitor General Approved Form: Requirement to Notify a Supervisor of a Conflict Under Section 3 of the Ontario Regulation 401/23 Conflicts of Interest

Appendix: Definitions under O. Reg. 401/23

Personal conflict: 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; (“rappports personnels”)

Actual institutional conflict: 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; (“conflit institutionnel réel”)

Potential institutional conflict: 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.



Solicitor General Approved Form: Requirement to Notify a Supervisor of a Conflict Under Section 3 of the Ontario Regulation 401/23 Conflicts of Interest

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”)



Solicitor General Approved Form: Requirement to Record Steps Taken Related to Personal Conflicts Under Section 4 of the Ontario Regulation 401/23 Conflicts of Interest

This form is designed to meet requirements under Ontario Regulation 401/23, Conflicts of Interest, which is made under the *Community Safety and Policing Act, 2019*. This regulation sets out an approach to situations where the impartiality of the police service or its members may come into question, as a result of a conflict of interest.

This form is to be used by a chief of police to record steps taken under the following provisions related to personal conflicts:

4. (1) If it is determined, in accordance with the conflict procedures, that a personal conflict respecting a member of a police service has arisen or is likely to arise with respect to a policing function that the member is providing, the chief of police shall, subject to the conflict procedures and the conflict policy,

(a) require a different member of the police service to provide the policing function or refer the matter to the chief of police of a different police service; or

(b) if the chief of police or deputy chief of police is the member of the police service in respect of whom a personal conflict has arisen or is likely to arise, refer the matter to the chief of police of a different police service.

(2) The chief of police shall record the steps the chief takes under this section, in the form approved by the Minister.

Please note: If the member of police in respect of whom the personal conflict has arisen or is likely to arise is **not** the chief or deputy chief of police, this form is to be kept for record keeping purposes. If, pursuant to subsection 3, the chief of police or deputy chief of police is the member of the police service in respect of whom a personal conflict has arisen or is likely to arise, this form:

(a) shall include either a statement that the chief of police complied with the conflict procedures and the conflict policy or a statement that the chief of police did not comply and an explanation for the non-compliance, as the case may be; and

(b) shall be submitted by the chief of police to,

(i) the Inspector General, and



**Solicitor General Approved Form:
Requirement to Record Steps Taken
Related to Personal Conflicts Under
Section 4 of the Ontario Regulation
401/23 Conflicts of Interest**

(ii) the police service board or, in the case of the Commissioner,
the Minister.



Solicitor General Approved Form: Requirement to Record Steps Taken Related to Personal Conflicts Under Section 4 of the Ontario Regulation 401/23 Conflicts of Interest

Chief of Police Information:

Police Service: _____

Name: _____

Badge Number: _____

Work Telephone Number: (____) _____

Work Email Address: _____

Conflict of Interest Information

Pursuant to section 4, please mark the box below to indicate whom the personal conflict involves:

- Member of the police service that is not the Chief or Deputy Chief (section 4(1)(a))
- Chief or Deputy Chief of police (section 4(1)(b))

If the chief of police or deputy chief of police is the member of the police service in respect of whom a personal conflict has arisen or is likely to arise, the record required shall include either a statement that the chief of police complied with the conflict procedures and the conflict policy or a statement that the chief of police did not comply and an explanation for the non-compliance, as the case may be. Please use the box below to provide the relevant statement details.



Solicitor General Approved Form: Requirement to Record Steps Taken Related to Personal Conflicts Under Section 4 of the Ontario Regulation 401/23 Conflicts of Interest

Please use this section of the form to provide more information about the potential or actual conflict of interest that is the reason for this record. Please mark all the following that apply:

Personal Conflict

Personal Relationship: Please specify the personal relationships by marking all that apply (note: personal relationship includes, but is not limited to, a relationship with any of the following persons):

A current or former spouse, common-law partner or other intimate partner of the member.

The children, including biological and adoptive children and stepchildren of the member.

A legal dependant of the member.

A child in the member's care.

A grandparent, parent or sibling, including grandparent-in-law, parent-in-law or sibling-in-law, of the member;

Other (please describe): _____

Private interest

In the box below, please describe the personal conflict identified. Include the timeline of events, relevant background information, individuals involved, and any actions taken to address it internally. Please also explain if there is a policing duty affected by this



Solicitor General Approved Form: Requirement to Record Steps Taken Related to Personal Conflicts Under Section 4 of the Ontario Regulation 401/23 Conflicts of Interest

conflict. In addition, please describe the steps taken to under subsections 4(1) and 4(3), if applicable, as set out above.

Please note, if the chief of police or deputy chief of police is the member of the police service in respect of whom a personal conflict has arisen or is likely to arise, you must submit this record to the Inspector General of Policing and either the Police Service Board, or, in the case of the Commissioner, the Minister of the Solicitor General.

Please check all that apply:

- Inspector General of Policing (via email at iopnotifications@ontario.ca)
- Police Service Board
- Minister of the Solicitor General

Declaration and Signature

Chief of Police Name (Please Print): _____

Signature: _____

Date: _____



Solicitor General Approved Form: Requirement to Record Steps Taken Related to Personal Conflicts Under Section 4 of the Ontario Regulation 401/23 Conflicts of Interest

Appendix: Definitions under O. Reg. 401/23

Personal conflict: 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; ("rappports personnels")



Solicitor General Approved Form: Requirement to Notify the Inspector General of Policing of Retaining an Institutional Conflict Under Section 7 of the Ontario Regulation 401/23 Conflicts of Interest

This form is designed to meet requirements under [Ontario Regulation 401/23, Conflicts of Interest](#), which is made under the *Community Safety and Policing Act, 2019*. This regulation sets out an approach to situations where the impartiality of the police service or its members may come into question, as a result of a conflict of interest.

This form is to be used by a chief of police to notify the Inspector General of Policing pursuant to s. 7 (4) that the chief will retain a matter for investigation where there is a potential institutional conflict. Note that s. 7 applies if the chief of police makes a determination under s. 5 (1) that a potential institutional conflict is not an actual institutional conflict (see appendix A for factors that must be considered when making a determination under s. 5(1) and appendix B for definitions of actual and potential institutional conflict):

Retaining a matter for investigation:

7. (4) If the chief of police decides to retain a matter, the chief of police shall report that fact to the Inspector General, in the form approved by the Minister, as well as the steps taken under the conflict procedures and the conflict policy.

Please note, pursuant to 7(2): The chief of police **shall** refer the potential institutional conflict to the chief of police of a different police service for investigation if the potential institutional conflict involves,

- (a) the chief of police or deputy chief of police;
- (b) any other member of a police service who is a police officer, if the criminal conduct is alleged or reasonably suspected to,
 - (i) be motivated by bias, prejudice or hate based on race, national or ethnic origin, language, colour, religion, sex, age, mental or physical disability, sexual orientation, gender identity or expression or any other similar factor,
 - (ii) involve abuse against the member's current or former spouse, common-law partner or other intimate partner of the member,
 - (iii) involve abuse of a vulnerable person, such as a person with a mental or physical disability, a person under 18 years of age or an elderly person,



Solicitor General Approved Form: Requirement to Notify the Inspector General of Policing of Retaining an Institutional Conflict Under Section 7 of the Ontario Regulation 401/23 Conflicts of Interest

(iv) involve abuse of a position of trust or authority in relation to the victim of the conduct, or

(v) be for the benefit of, at the direction of or in association with a criminal organization, as defined in subsection 467.1 (1) of the Criminal Code (Canada); or

(c) a person referred to in subparagraph 2 i or ii or 3 i or ii of the definition of “potential institutional conflict” in section 1.



Solicitor General Approved Form: Requirement to Notify the Inspector General of Policing of Retaining an Institutional Conflict Under Section 7 of the Ontario Regulation 401/23 Conflicts of Interest

Chief of Police Information:

Police Service: _____

Name: _____

Badge Number: _____

Work Telephone Number: (____) _____

Work Email Address: _____

Notification to Retain a Potential Institutional Conflict

In the box below, please describe the potential conflict identified. Include the timeline of events, relevant background information, individuals involved, and any actions taken to address it internally. Please also explain if there is a policing duty affected by this conflict.

- A determination has been made to retain a matter for investigation under s.7.3(a) where there is a potential conflict of interest, after making a determination under s. 5(1) (see below) that an informed and reasonable person would believe that a member of the police service who must take action or make a decision in the situation could do so impartially.



Solicitor General Approved Form: Requirement to Notify the Inspector General of Policing of Retaining an Institutional Conflict Under Section 7 of the Ontario Regulation 401/23 Conflicts of Interest

Please provide a description of the steps taken under the conflict procedures and conflict policy pursuant to section 7(4).

Declaration and Signature

Chief of Police Name (Please Print): _____

Signature: _____

Date: _____

This form is to be submitted to the attention of the Inspector General of Policing immediately at: iopnotifications@ontario.ca.



Solicitor General Approved Form: Requirement to Notify the Inspector General of Policing of Retaining an Institutional Conflict Under Section 7 of the Ontario Regulation 401/23 Conflicts of Interest

Appendix A: Considerations under O. Reg. 401/23 s. 5(1):

5. (1) If a chief of police determines that a potential institutional conflict respecting a member of a police service has arisen or is likely to arise, the chief of police shall determine whether an informed and reasonable person would believe that a member of the police service who must take action or make a decision in the situation could do so impartially.

(2) In making a determination under subsection (1), the chief of police shall consider,

(a) whether any of the members of the police service who are required to act or make a decision are likely to be in a reporting relationship to or know a person who is or would be under investigation in respect of the criminal conduct;

(b) whether the police service has procedures for consulting with the Crown Attorney regarding the conduct of the investigation of the criminal conduct, and has undertaken to consult with the Crown on the investigation; and

(c) any other relevant factor.

(3) Subsection (1) does not apply if,

(a) an incident to which the potential institutional conflict relates is reported to the SIU Director under section 16 of the Special Investigations Unit Act, 2019 or the SIU Director causes the incident to be investigated under section 15 of that Act; or

(b) the potential institutional conflict has arisen or is likely to arise in an area for which the police service board or the Commissioner, as the case may be, does not have policing responsibility, and is the subject of an investigation by a different police service.

Solicitor General Approved Form: Requirement to Notify the Inspector General of Policing of Retaining an Institutional Conflict Under Section 7 of the Ontario Regulation 401/23 Conflicts of Interest

Appendix B: Definitions under O. Reg. 401/23:

Actual institutional conflict: 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; (“conflit institutionnel réel”)

Potential institutional conflict: 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”)



Solicitor General Approved Form: Requirement to Record Steps Taken in Section 8 for Institutional Conflicts Under Ontario Regulation 401/23 Conflicts of Interest

This form is designed to meet requirements under Ontario Regulation 401/23, Conflicts of Interest, which is made under the *Community Safety and Policing Act, 2019*. This regulation sets out an approach to situations where the impartiality of the police service or its members may come into question, as a result of a conflict of interest.

This form is to be used by the chief of police to record the steps taken under the following provisions:

8. (1) The chief of police shall notify the Inspector General, in the form approved by the Minister, of every actual institutional conflict and of every potential institutional conflict that is determined under subsection 5 (1) to not be an actual institutional conflict.

(2) If the chief of police or deputy chief of police is the member of the police service in respect of whom the actual institutional conflict or potential institutional conflict has arisen or is likely to arise, the chief of police shall also notify the police service board or, in the case of the Commissioner, the Minister, in accordance with the conflict policy.

(3) The chief of police shall record the steps the chief takes under this section, in the form approved by the Minister.

This form is for record-keeping purposes, and is retained by the police service. It is to be completed promptly following notification of every conflict pursuant to 8(1) and (2).



Solicitor General Approved Form: Requirement to Record Steps Taken in Section 8 for Institutional Conflicts Under Ontario Regulation 401/23 Conflicts of Interest

Chief of Police Information

Police Service: _____

Name: _____

Badge Number: _____

Work Telephone Number: (____) _____

Work Email Address: _____

Institutional Conflict of Interest Information (please mark all that apply)

- Potential
- Actual

In the box below, please describe the actual or potential conflict identified. Include the timeline of events, relevant background information, individuals involved, and any actions taken to address it internally. Please also explain if there is a policing duty affected by this conflict or potential conflict.



Solicitor General Approved Form: Requirement to Record Steps Taken in Section 8 for Institutional Conflicts Under Ontario Regulation 401/23 Conflicts of Interest

Record of Steps Taken Pursuant to Section 8:

Please check all that apply:

- I have notified the Inspector General of Policing of every actual and every potential institutional conflict (via email at iopnotifications@ontario.ca)
- In the case of conflicts involving the chief or deputy chief of police, have notified the Police Service Board
- In the case of conflicts involving the Commissioner, I have notified the Solicitor General

Date of Notification: _____

Please use the box below to describe any additional details pursuant to steps taken under section 8(1) and 8(2).

Signature

Chief of Police Name (Please Print): _____

Signature: _____

Date: _____



Solicitor General Approved Form: Requirement to Report Institutional Conflicts to Inspector General of Policing Under Section 8 of the Ontario Regulation 401/23 Conflicts of Interest

This form is designed to meet requirements under Ontario Regulation 401/23, Conflicts of Interest, which is made under the *Community Safety and Policing Act, 2019*. This regulation sets out an approach to situations where the impartiality of the police service or its members may come into question, as a result of a conflict of interest.

Under this regulation, the chief of police is required to report institutional conflicts to the Inspector General of Policing, as set out in the following provision:

8. (1) The chief of police shall notify the Inspector General, in the form approved by the Minister, of every actual institutional conflict and of every potential institutional conflict (definitions in appendix below) that is determined under subsection 5 (1) to not be an actual institutional conflict.



Solicitor General Approved Form: Requirement to Report Institutional Conflicts to Inspector General of Policing Under Section 8 of the Ontario Regulation 401/23 Conflicts of Interest

Chief of Police Information:

Police Service: _____

Name (First and Last): _____

Badge Number: _____

Work Telephone Number: (____) _____

Work Email Address: _____

Institutional Conflict of Interest Information (please mark all that apply)

- Potential
- Actual

In the box below, please describe the actual or potential conflict identified. Include the timeline of events, relevant background information, individuals involved, and any actions taken to address it internally. Please also explain if there is a policing duty affected by this conflict.

Declaration and Signature

Chief of Police Name (Please Print): _____

Chief of Police Signature: _____

Date: _____

This form is to be submitted to the attention of the Inspector General of Policing immediately at: iopnotifications@ontario.ca.



Solicitor General Approved Form: Requirement to Report Institutional Conflicts to Inspector General of Policing Under Section 8 of the Ontario Regulation 401/23 Conflicts of Interest

Appendix: Definitions under O. Reg. 401/23:

Actual institutional conflict: 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; (“conflit institutionnel réel”)

Potential institutional conflict: 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”)



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 IONotifications@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 1.2: 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 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 1.3: 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)



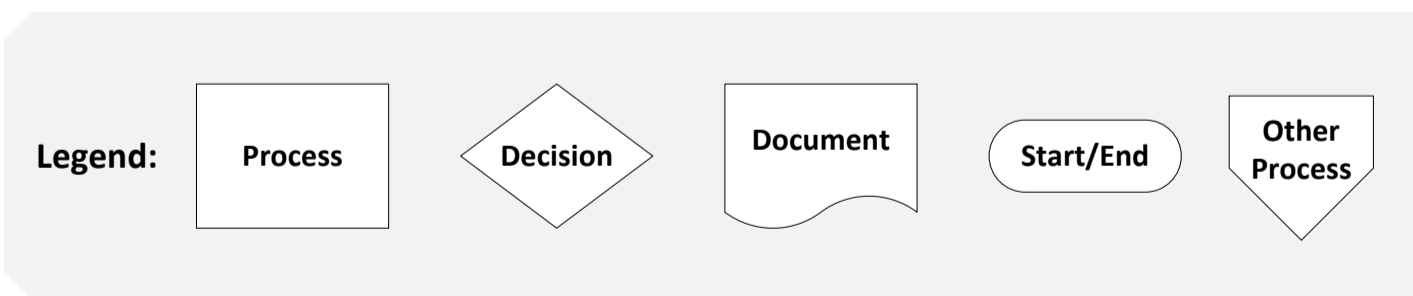
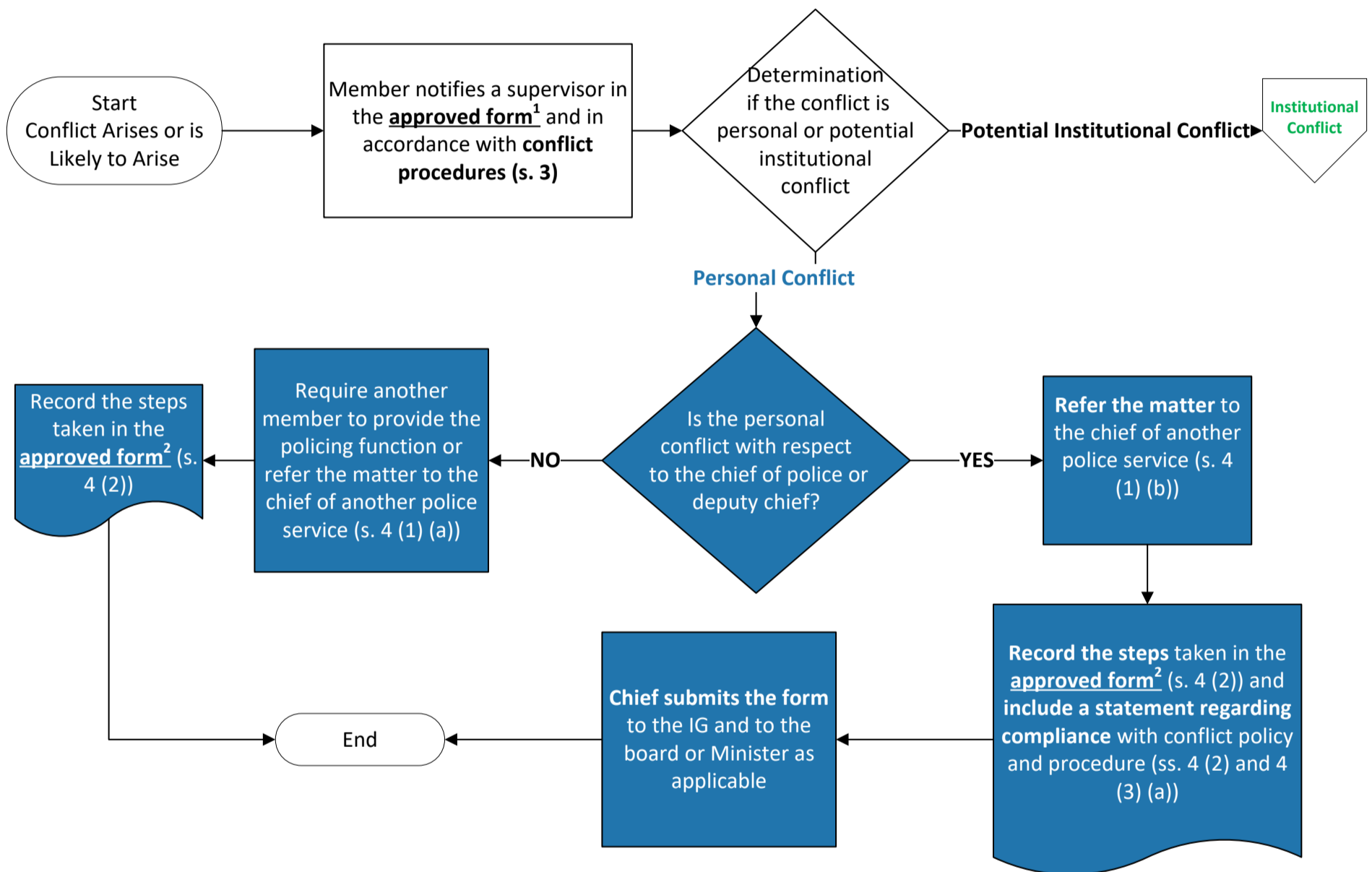
Conflict of Interest Regulation Flow Chart – Personal Conflict

“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”)



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

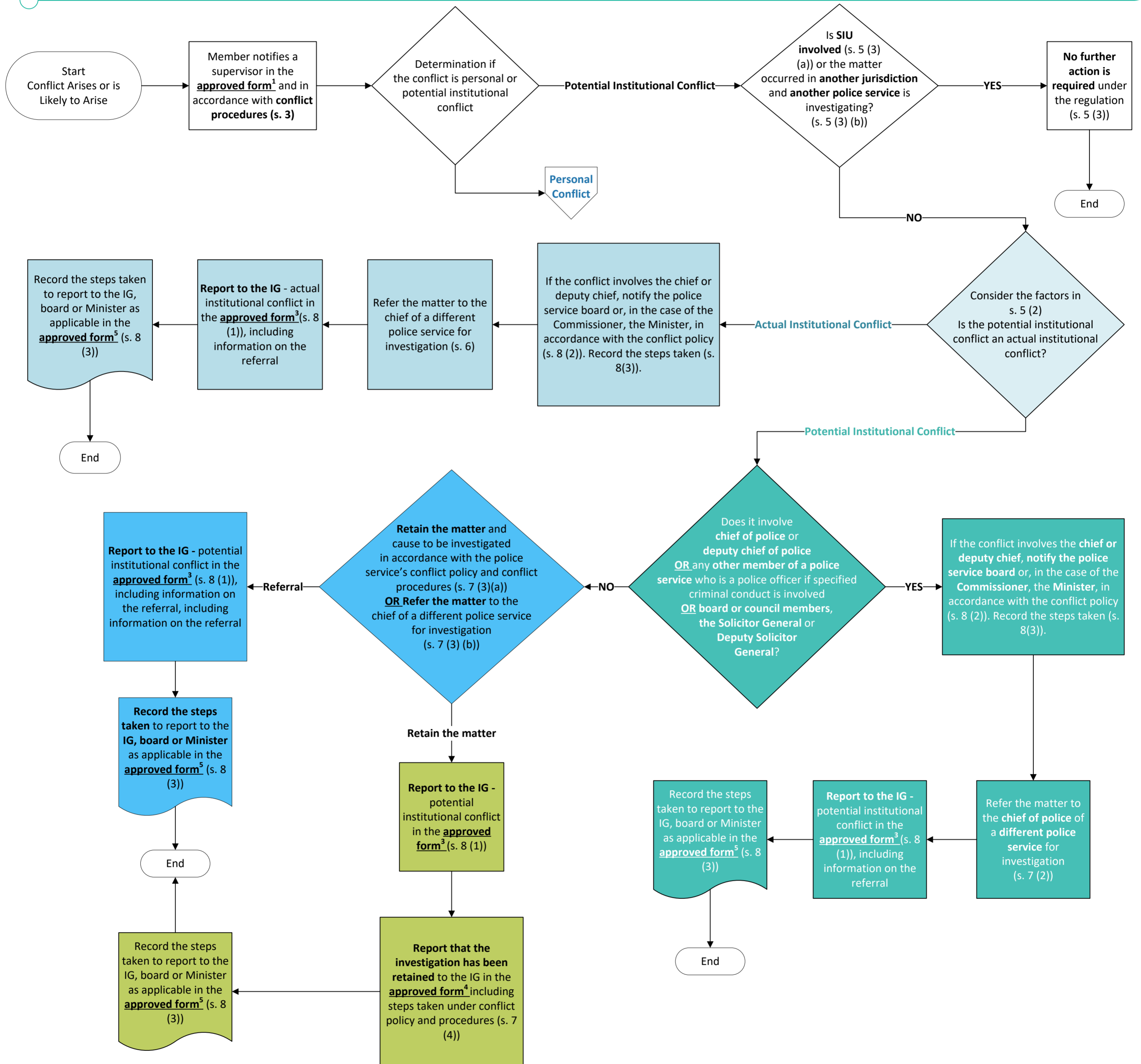
If criminal conduct is under investigation and there is no actual or potential institutional conflict as defined, but the chief reasonably believes the impartiality of the investigation cannot be ensured, **refer the matter to the chief of police of a different police service (s. 9 (2))**

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. (“conflict institutionnel potentiel”)



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.





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.



Christian Kaiser

From: Lisa Darling, Executive Director <membership@oapsb.ca>
Sent: August 30, 2024 10:21 AM
To: Christian Kaiser
Subject: Mandatory Thematic Training Now Available



Mandatory Thematic Training Now Available



Mandatory Thematic Training is now available for all Boards to complete.

Please note below that the majority of Municipal Board members have been given the deadline of September 30th to complete.

Learning Group	Appointment Period	Training Deadline
Boards/Committees Members of a police service board, O.P.P. detachment board, First Nation O.P.P. board, or committee	Members of a police service board who continue in office under subsection 31 (11) of the CSPA	By September 30, 2024
	New appointments on or after April 1, 2024	No later than 6 months after the day of their appointment

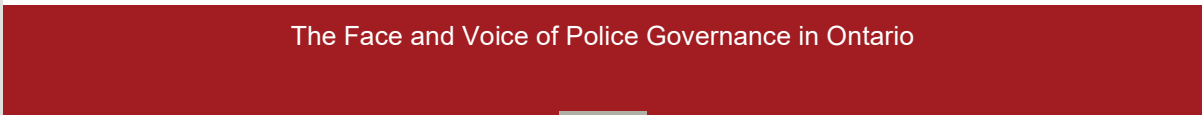
To all Board members, the CSPA contains a requirement for all board members including members of police service boards, opted-in First Nation boards, Ontario Provincial Police (OPP) detachment boards, First Nation OPP Boards, and members of board committees to complete the Minister-approved training (Thematic Training):

1. Regarding human rights and systemic racism;
2. Promoting recognition and respect for the diverse, multicultural, and multiracial nature of Ontario society; and,
3. Promoting recognition and respect for the rights and cultures of First Nation, Inuit, and Métis peoples.

These four e-learning courses approved by the Minister are delivered online, self-directed (learn at your own pace), and available in English (French version to follow). It is anticipated that learners will be able to complete the training in under eight hours.

Training will be available starting on August 30th on the Ontario Police College Virtual Academy (OPCVA). Learners without a student number can contact the Ontario Police College Registration office at opc.registrar@ontario.ca for assistance with setting up a profile for training access.

Please contact training@oapsb.ca should you have any questions.



PO Box 43058
London RPO Highland Ontario N6J 0A7

[Unsubscribe](#)

On Wed, Sep 4, 2024, 10:03 a.m. Colleen Payer <[REDACTED]> wrote:

Good morning, we live on Rutherford Avenue and we have noticed over the years the increased traffic on this street as residents travel from the west side of town to the arena, the golf course, the curling club, the hospital, the ski trails, etc. Not only have the numbers increased, so have their speeds!

We travel around the province staying at private campsites and many of the use a speed monitor to remind campers to keep their speeds within the limits.

We are wondering if investing in this simple device might be helpful. We see they are used in many small towns around the province most recently we saw one being utilized in Eganville.

I look forward to some feedback about this topic.

Many thanks
Colleen and Dave Payer

[REDACTED]

Sent from my iPad



DEEP RIVER POLICE SERVICE

Q2 PSB Report 2024

Dean Duchrow

Chief of Police



DEEP RIVER POLICE SERVICE INVESTIGATIONS April – June 2024 (Q2)

CALLS FOR SERVICE	APRIL	MAY	JUNE
OCCURRENCES DISPATCHED (DE)	104	134	135
OFFICER GENERATED (RM)	198	298	233
TOTAL	302	432	368

Total number of calls for service for 2nd quarter =

CALL TYPE	APRIL	MAY	JUNE	Totals for Q2
Assault	0	1	2	3
Break & Enter	0	0	1	1
Domestic Dispute	1	0	2	3
Drug Related	0	1	2	3
Fire	0	0	0	0
Fraud	1	1	2	4
Impaired Driving	2	0	0	2
Landlord Tenant	0	0	1	1
LLA	0	0	0	0
Mental Health Act	4	2	0	6
Mischief	2	4	3	9
Missing Person	0	0	1	1
Sudden Death	0	2	1	3
Sexual Assault	0	0	0	0
Theft Under	1	2	1	4
Threats	1	0	0	1
Trouble with Youths	0	3	3	6
Weapons	0	0	0	0
911 Calls	12	13	15	40
Criminal Code	16	18	23	57
Highway Traffic Act	17	42	56	112
Motor Vehicle Collisions	1	4	2	7



Traffic Management Report (Q2) – 2024

(April – June)

MOTOR VEHICLE COLLISIONS

Incidents	2023	2024	↓↑↔ previous year
Fatal	0	0	↔
Personal Injuries	1	0	↓
Property Damages	0	0	↔
Parking lot (related)	4	2	↓
Fail to remain	1	1	↔
Charges	6	2	↓
Highway 17 (related)	4	4	↔
In town (related)	7	2	↓

Charges - 2024

(April-June)

Types	April	May	June
HTA - Speeding	17	34	36
Other Provincial offences	5	27	16
Criminal Code	16	19	24

2nd Quarter
Foot Patrol Hours
(2023 and 2024)

	April	April	May	May	June	June	Total	Total
	2023	2024	2023	2024	2023	2024	2023	2024
Downtown & Outer Areas	10.95 HRS	7.67 HRS	13.00 HRS	12.30 HRS	24.07 HRS	9.20 HRS	48.02 HRS	29.17 HRS
School Areas (Supervised Hours)	7.90 HRS	7.20 HRS	13.67 HRS	5.00 HRS	13.15 HRS	6.50 HRS	34.72 HRS	18.70 HRS
Hwy, Recreational Facilities & Schools (Off Hours) Property Checks	21.58 HRS	22.50 HRS	26.85 HRS	26.10 HRS	19.63 HRS	27.92 HRS	68.06 HRS	76.52 HRS
							150.80 HRS	124.39 HRS

COMMUNITY SERVICE REPORT

Deep River Police Service

April – June 2024

During the second quarter of 2024, the Deep River Police continued to support the town of Deep River with community involvement. During the three-month period of April, May and June, police created 48 Community Service generated occurrences. These ranged from foot patrol, bicycle patrols, and presentations to various groups. The Deep River Police Service continued to submit weekly articles to the NRT for print in the newspaper and on social media.

In April the second year CSP grant final report was submitted to the Ministry and the third and final year of the grant began. Once again, the focus of the grant is to prevent crime through education and this will be accomplished by putting on presentation on the following 6 topics: Counterfeit Currency, Personal Safety, Sexual Assault, Senior Safety, Workplace Bullying and Violence, Landlord/Tenant Rights.

18 April 2024 - Officers created a PSA on organ donor information. The PSA was posted to Facebook and recorded at the local Deep River and District Hospital. Officers also created a PSA on ATV use and the By-Law related to their use. The PSA was created as a result of issues with ATV's being used contrary to the By-Law for Deep River.

7 May 2024 - Police were asked to read a children's book to students at St Mary's school. The book reading lasted approximately 2 hours and everyone enjoyed themselves.

12 May 2024 - Officers put on a display at the police station for police week. The display showcased equipment used by officers, literature and pamphlets on different topics, radar and police vehicle equipment and officers were present to answer any questions from the public.

16 May 2024 - Police attended a meeting with community partners to discuss human trafficking. Some of the community partners who attended were Victim Services, Deep River schools (MCS / St Mary's), Probation and Parole. The meeting lasted an hour.

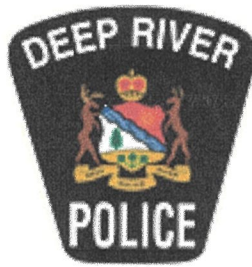
31 May 2024 - Officers ran a Bicycle Rodeo at Mackenzie Community School. There was a total of approximately 80 students that participated in the bike rodeo from grades 1-5 and taught students the rules of the road, maintenance, equipment and finished with a practical portion.

4 June 2024 - Police attended Mackenzie Community School to present a student with her prize for creating the best poster in the school for police week. The theme of the contest was to illustrate "What does it mean to have a career as a police officer"

6 June 2024 - Police were invited to participate in St Mary's fun night. The fun night is designed for students, families and the community and involves a BBQ, games, raffles, bouncy castle. Police had a police vehicle on display to allow those who attended to look and go through the vehicle.

14 June 2024 - Deep River officers ran a Bicycle Rodeo at St Mary's school for the grade 1-5 students. The purpose is to ensure students learn safe cycling principles before going into the summer.

27 June 2024 - Police attended St Mary's school and presented the winner of the poster contest with her prize during a school assembly. The poster contest was related to the theme of police week, "What does it mean to have a career as a police officer".



Q2 Report for Training - 2024

Member Courses:

Sergeant Andrew Gagne – (June) Annual Firearms Requalification at the Stittsville Shooting Range hosted by Ottawa Police Service.

Constable Amanda Brela – (June) Annual Firearms Requalification at the Stittsville Shooting Range hosted by Ottawa Police Service.

Constable Mike Slattery – (June) Practice shoot for the Use of Force Instructor Course at the Stittsville Shooting Range hosted by Ottawa Police Service.

In-Service Training:

- April - Emergency Response ER-10 Opioid Overdose Response – Naloxone
 Refresher – Naloxone Nasal Spray Administration
- May - #191 Ontario Public-Police Interactions Training Aid (opvta.com)
 #190 Pursuit Prevention and Termination Tactics (opvta.com)
- June - 810 Peace Bond Training - E-Intake

On April 24th, 2024, three officers attended the Provincial Offences Court in Pembroke (7 International Drive) to participate in a POA “mock trial”.

CRIMINAL RECORD CHECKS AND FINGERPRINTS REVENUE Q2 2024

Monthly Totals 2022

Month	Bruce Power	Total CRC	CNL	Total CRC
Apr	\$8,113.00	427	\$646.00	34
May	\$7,106.00	374	\$532.00	28
June	\$7,752.00	408	\$247.00	13
TOTAL Q2 CRC - 2022	\$22,971.00	1209	\$1,425.00	75

Monthly Totals 2023

Month	Bruce Power	Total CRC	CNL	Total CRC
Apr	\$7,315.00	385	\$209.00	11
May	\$8,341.00	439	\$380.00	20
June	\$8,018.00	422	\$494.00	26
TOTAL Q2 CRC - 2023	\$23,674.00	1246	\$1,083.00	57

Monthly Totals 2024

Month	Bruce Power	Total CRC	CNL	Total CRC
Apr	\$9,842.00	518	\$494.00	26
May	\$9,785.00	515	\$1,007.00	53
June	\$8,436.00	444	\$437.00	23
TOTAL Q2 CRC - 2024	\$28,063.00	1477	\$1,938.00	102

CRIMINAL RECORD CHECKS AND FINGERPRINTS RESIDENTS REVENUE Q2 2024

2022

In-House CRC and Volunteer Checks

Month	Fee	CRC/EMP	Volunteer	Prints	Total F/P	Month	Fee	CRC/EMP	Volunteer	Prints	Total F/P
Apr	\$280.00	7	18	\$232.00	5	Apr	\$560.00	14	19	\$212.00	3
May	\$320.00	10	17	\$290.00	5	May	\$720.00	17	28	\$406.00	7
June	\$360.00	9	25	\$232.00	4	June	\$480.00	12	31	\$58.00	4
TOTAL Q2 CRC - 2022	\$1,714.00					TOTAL Q2 CRC - 2023	\$2,436.00				

2023

In-House CRC and Volunteer Checks

Month	Fee	CRC/EMP	Volunteer	Prints	Total F/P	Month	Fee	CRC/EMP	Volunteer	Prints	Total F/P
Apr	\$240.00	6	13	\$116.00	2	Apr	\$240.00	6	13	\$116.00	2
May	\$440.00	11	25	\$522.00	9	May	\$440.00	11	25	\$522.00	9
June	\$280.00	7	21	\$58.00	1	June	\$280.00	7	21	\$58.00	1
TOTAL Q2 CRC - 2024	\$1,656.00					TOTAL Q2 CRC - 2024	\$1,656.00				

Handwritten text, possibly a page number or reference, located at the top left.

Handwritten text, possibly a name or title, located at the top center.

Handwritten text, possibly a name or title, located at the top right.

Handwritten text, possibly a page number or reference, located in the middle left.

Handwritten text, possibly a name or title, located in the middle right.

Handwritten text, possibly a page number or reference, located at the bottom left.

Handwritten text, possibly a name or title, located at the bottom right.

Budget Variance Report



Acct Code	Acct Desc	CC1	CC2	CC3	Year to Date	Budget Amt	Variance	% Var
02-1-10010-1010	Police - Admin: Expense Re				0	0	0	0.00
02-1-10010-1025	Police - Admin: Misc Revent				0	0	0	0.00
02-1-10010-1055	Police - Admin: Fines				-354	-300	54	-18.00
02-1-10010-1200	Police - Admin: POA Revent				-195	-100	95	-95.00
02-1-10010-1215	Police - Admin: Criminal Rec				-86671	-115000	-28329	24.63
02-1-10020-1015	Police - Ops: Grant Revenue				0	0	0	0.00
02-1-10020-1025	Police - Ops: Misc Revenue				-6795	0	6795	0.00
02-1-10030-1015	Police - RIDE: Grant Revenu				-7078	-7078	0	0.00
02-1-10040-1015	Police - CSP: Grant Revenu				-28104	-28104	0	0.00
02-1-10050-1015	Police - Crt Sec: Grant Reve				5200	-2489	-7689	308.91
02-2-10010-2100	Police - Admin: Regular Sal				153103	230916	77813	33.70
02-2-10010-2105	Police - Admin: P/T Salaries				4681	14070	9390	66.73
02-2-10010-2110	Police - Admin: Overtime				4201	1300	-2901	-223.18
02-2-10010-2125	Police - Admin: Meal Allowar				0	250	250	100.00
02-2-10010-2130	Police - Admin: Cleaning All				0	750	750	100.00
02-2-10010-2135	Police - Admin: Benefits				37451	62824	25373	40.39
02-2-10010-2140	Police - Admin: Retiree Bene				0	8603	8603	100.00
02-2-10010-2145	Police - Admin: EA Program				0	0	0	0.00
02-2-10010-2150	Police - Admin: WSIB				25590	160739	135148	84.08
02-2-10010-2155	Police - Admin: Shift Prem				0	0	0	0.00
02-2-10010-2200	Police - Admin: Training & S				1183	4000	2817	70.42
02-2-10010-2205	Police - Admin: Confer/Trade				1577	0	-1577	0.00
02-2-10010-2210	Police - Admin: Subscription:				59	400	341	85.25
02-2-10010-2215	Police - Admin: Membership				1553	3200	1647	51.46
02-2-10010-2220	Police - Admin: Personal Mil				107	500	393	78.60
02-2-10010-2225	Police - Admin: Hotel				0	500	500	100.00
02-2-10010-2230	Police - Admin: Meals				0	400	400	100.00
02-2-10010-2300	Police - Admin: Clothing				0	250	250	100.00
02-2-10010-2310	Police - Admin: Postage and				434	750	316	42.20
02-2-10010-2315	Police - Admin: Office Suppl				2575	3000	425	14.17
02-2-10010-2320	Police - Admin: Copying Exp				1187	2000	813	40.65
02-2-10010-2325	Police - Admin: Miscs Expen				967	0	-967	0.00
02-2-10010-2330	Police - Admin: Contract Ser				83563	115000	31437	27.34
02-2-10010-2335	Police - Admin: Repair/Maint				0	0	0	0.00
02-2-10010-2345	Police - Admin: Supplies				0	0	0	0.00
02-2-10010-2350	Police - Admin: Cleaning Su				24	0	-24	0.00
02-2-10010-2370	Police - Admin: Licences				5162	1500	-3662	-244.16
02-2-10010-2385	Police - Admin: Licences				0	1570	1570	100.00
02-2-10010-2515	Police - Admin: Insurance				11200	4223	-6978	-165.24
02-2-10010-2525	Police - Admin: Telephone -				977	1500	523	34.90
02-2-10010-2530	Police - Admin: Telephone -				614	1500	886	59.06
02-2-10010-2540	Police - Admin: Advertising				0	500	500	100.00
02-2-10010-2545	Police - Admin: IT Equip/Sup				12849	24000	11151	46.46
02-2-10010-2575	Police - Admin: Amort Exper				0	0	0	0.00
02-2-10010-2580	Police - Admin: Acc't/Audit F				0	2950	2950	100.00
02-2-10010-2590	Police - Admin: Legal Fees				0	0	0	0.00
02-2-10020-2100	Police - Ops: Regular Salar				608906	982583	373677	38.03
02-2-10020-2105	Police - Ops: P/T Salaries				83413	18216	-65197	-357.91
02-2-10020-2110	Police - Ops: Overtime				0	10000	10000	100.00
02-2-10020-2120	Police - Ops: Lump sum/Ret				0	10000	10000	100.00
02-2-10020-2125	Police - Ops: Meal Allowanc				0	500	500	100.00
02-2-10020-2130	Police - Ops: Cleaning Allow				0	2000	2000	100.00
02-2-10020-2135	Police - Ops: Benefits				171262	260363	89101	34.22
02-2-10020-2140	Police - Ops: Retiree Benefit				6804	17607	10804	61.36
02-2-10020-2150	Police - Ops: WSIB				0	0	0	0.00
02-2-10020-2155	Police - Ops: Shift Prem				0	5600	5600	100.00
02-2-10020-2200	Police - Ops: Training & Ser				4	20000	19996	99.98
02-2-10020-2220	Police - Ops: Personal Milea				76	1000	924	92.37
02-2-10020-2230	Police - Ops: Meals				128	300	172	57.42
02-2-10020-2300	Police - Ops: Clothing				4980	8800	3820	43.41
02-2-10020-2325	Police - Ops: Miscs Expense				25	0	-25	0.00
02-2-10020-2330	Police - Ops: Contract Serv				6399	1000	-5399	-539.94
02-2-10020-2335	Police - Ops: Repair/Mainter				8619	15000	6381	42.54
02-2-10020-2335	Police - Ops: Repair/Mainter	31400:			201	0	-201	0.00
02-2-10020-2335	Police - Ops: Repair/Mainter	31502:			0	0	0	0.00
02-2-10020-2335	Police - Ops: Repair/Mainter	31600:			833	0	-833	0.00
02-2-10020-2335	Police - Ops: Repair/Mainter	32000:			522	0	-522	0.00



Budget Variance Report



Acct Code	Acct Desc	CC1	CC2	CC3	Year to Date	Budget Amt	Variance	% Var
02-2-10020-2335	Police - Ops: Repair/Mainter		32000		522	0	-522	0.00
02-2-10020-2340	Police - Ops: Small Tools/Eq				4831	0	-4831	0.00
02-2-10020-2345	Police - Ops: Supplies				0	0	0	0.00
02-2-10020-2370	Police - Ops: Licences				0	0	0	0.00
02-2-10020-2395	Police - Ops: Fuel - Gasoline				0	17000	17000	100.00
02-2-10020-2515	Police - Ops: Insurance				5615	5615	0	0.00
02-2-10030-2100	Police - RIDE: Regular Salar				0	0	0	0.00
02-2-10030-2105	Police - RIDE: P/T Salaries				5581	0	-5581	0.00
02-2-10030-2135	Police - RIDE: Benefits				877	0	-877	0.00
02-2-10030-2325	Police - RIDE: Miscs Expens				0	0	0	0.00
02-2-10040-2100	Police - CSP: Regular Salari				7690	0	-7690	0.00
02-2-10040-2105	Police - CSP: P/T Salaries				0	0	0	0.00
02-2-10040-2110	Police - CSP: Overtime				0	0	0	0.00
02-2-10040-2135	Police - CSP: Benefits				1210	0	-1210	0.00
02-2-10040-2315	Police - CSP: Office Supplie:				1160	0	-1160	0.00
02-2-10040-2325	Police - CSP: Miscs Expens				0	0	0	0.00
02-2-10040-2335	Police - CSP: Repair/Mainter				317	0	-317	0.00
02-2-10040-2345	Police - CSP: Supplies				0	14000	14000	100.00
02-2-10050-2100	Police - Crt Sec: Regular Sal				0	1842	1842	100.00
02-2-10050-2105	Police - Crt Sec: P/T Salarie:				629	0	-629	0.00
02-2-10050-2135	Police - Crt Sec: Benefits				764	510	-255	-49.92
02-2-10050-2230	Police - Crt Sec: Meals				0	0	0	0.00
02-2-10050-2330	Police - Crt Sec: Contract Se				0	0	0	0.00
02-2-10050-2335	Police - Crt Sec: Repair/Mair				83	0	-83	0.00
02-2-10050-2340	Police - Crt Sec: Small Tools				0	0	0	0.00
02-2-10060-2335	Police - Fleet: Repair/Mainte				0	0	0	0.00
02-2-10060-2335	Police - Fleet: Repair/Mainte	31400:			0	0	0	0.00
02-2-10060-2335	Police - Fleet: Repair/Mainte		31600		0	0	0	0.00
02-2-10060-2335	Police - Fleet: Repair/Mainte			32000:	0	0	0	0.00
Report Total					1145990	1886060	740070	39.24