



TIMMINS POLICE SERVICES BOARD Regular Meeting Agenda

*Thursday, June 27, 2024 at 11:00 AM
Timmins Economic Development Corporation*

Members:

Kraymr Grenke, Chair
Kristin Murray, Vice-Chair
Steve Black, Member
Jamie Clarke, Member
Cheryl St-Amour, Member
Dave Landers, Board Secretary
Tina Perreault, Administrative Assistant

Police Services Advisor:

Tom Gervais

Timmins Police Service:

Sydney Lecky, Chief of Police
Darren Dinel, Acting Deputy Chief of Police

Page

1. CALL TO ORDER
2. LAND ACKNOWLEDGEMENT
3. APPROVAL OF AGENDA

a) Approval of Agenda (R)

BE IT RESOLVED THAT the agenda for the June 27 meeting of the Timmins Police Services Board be approved.

4. DECLARATION OF PECUNIARY INTEREST
5. APPROVAL OF PREVIOUS MINUTES

a) Approval of Previous Minutes (R)

BE IT RESOLVED THAT the minutes of the May 9 meeting be approved.

6. BUSINESS ARISING FROM THE MINUTES
7. NEW BUSINESS

4 - 13

- a) **Update on Activities - Chief Lecky**
- b) **Indigenous Advisory Committee Update - Chief Lecky**
- 14 - 21 c) **Statistical Report - Chief Lecky**
- 22 - 26 d) **Budget Update - A/Deputy Chief Dinel**
- 27 - 39 e) **Timmins Police Service Board Policy - Special Constable Appointments - Chair Grenke (R)**

BE IT RESOLVED THAT the Board approve the policy for Appointing Special Constables.
- 40 - 43 f) **Special Constable Appointments - A/Deputy Chief Dinel (R)**

BE IT RESOLVED THAT the Board appoints the Special Constables recommended by A/Deputy Chief and issue certificates of appointment.
- 44 - 112 g) **Correspondence - Secretary Dave Landers**

8. OTHER MATTERS

9. CLOSED MEETING

- a) **Closed Meeting - Chair Grenke (R)**

BE IT RESOLVED THAT the Timmins Police Services does hereby proceed into a closed meeting for consideration of confidential matters pursuant to Section 44 of the Community Safety and Policing Act.

a) Section 44(2)(a) the security of the property of the board;

b) Section 44(2)(b) personal matters about an identifiable individual, including members of the police service or any other employees of the board;

c) Section 44(2)(d) labour relations or employee negotiations;

d) Section 44(2)(e) litigation or potential litigation affecting the board, including matters before administrative tribunals;

e) Section 44(2)(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;

f) Section 44 (2)(k) information that section 8 of the Municipal Freedom of Information and Protection of Privacy Act would authorize a refusal to disclose if it were contained in a record;

10. NEXT MEETING

11. ADJOURNMENT



**TIMMINS POLICE SERVICES BOARD
Regular Meeting Minutes**

**Thursday, May 9, 2024 at 11:00 AM
Timmins Police Services Community Boardroom**

-
- Present:** Steve Black
Kraymr Grenke
Dave Landers
Kristin Murray
Cheryl St-Amour
Tina Perreault
- Absent:** Jamie Clarke
Tom Gervais
- Police Services Advisor:** Tom Gervais
- Timmins Police Service:** Sydney Lecky, Chief of Police
Darren Dinel, Acting Deputy Chief of Police

Guest:

1. **CALL TO ORDER**
 - a) This meeting was called to order at 11:04 am.

2. **LAND ACKNOWLEDGEMENT**
 - a) Land Acknowledgement completed.

3. **APPROVAL OF AGENDA**
 - a) Approval of Agenda (R)

2024-27
Moved by Kristin Murray
Seconded by Cheryl St-Amour

BE IT RESOLVED THAT the agenda for the May 9, 2024 meeting be amended by removing item (e) - Re-Appointment of Special Constable, and adding the following items:

- New Hire - Part-time Special Constable (x3)
- New Hire - Cadet-in-Training (x2)
- New Hire - Full-Time 911 Communications Operator

CARRIED

4. DECLARATION OF PECUNIARY INTEREST

- a) **There were no declarations of pecuniary interest.**

5. APPROVAL OF PREVIOUS MINUTES

- a) **Approval of Previous Minutes (R)**

2024-28

Moved by Kristin Murray

Seconded by Cheryl St-Amour

BE IT RESOLVED THAT the minutes of the April 11, 2024 meeting be approved.

CARRIED

6. BUSINESS ARISING FROM THE MINUTES

7. NEW BUSINESS

- a) **Update on Activities - Chief Lavoie**

I/Chief Lavoie shared activities outlined in the report which included his attendance to several meetings such as the Special Meeting at City Hall for the Relocation of Living Space and, the special announcement by the Mayor. He attended the unveiling of Bernadette Way and the Missing and Murdered Indigenous Woman and Girls event amongst other activities.

- b) **Indigenous Advisory Committee Update - Chief Lavoie**

There is no update. There hasn't been an Indigenous Advisory Committee meeting since the last Timmins Police Services Board meeting.

- c) **Statistical Report - Chief Lavoie**

A/Deputy Chief shared report information. Timmins Police Service continues to prepare the dashboard for the TPS website where quick links will be available to gain access to statistical data.

A general discussion took place regarding the display of information on the website.

- d) **OPP Agreements - Chair/A/Deputy Dinel**

The agreement outlined that the Ontario Provincial Police will provide police assistance and resources until the agreement template and processes are developed. Resources include in-service training, and tactical response, amongst other functions as stated in the regulation.

e) **Correspondence - Dave Landers**

The correspondence was received by the board.
Next week is Police week to honour the men and woman

8. **OTHER MATTERS**

a) **Hire - Part-Time Special Constable - I/Chief Lavoie (R)**

New Hire - Part-Time Special Constable Brandon Prazeres

New Hire - Part-Time Special Constable Fanny Collin

New Hire - Part-time Special Constable - Gadoury, Maryssa - Signed

b) **Hire - Cadet-in-Training I/Chief Lavoie (R)**

2024-30

**Moved by Cheryl St-Amour
Seconded by Kristin Murray**

BE IT RESOLVED THAT the Timmins Police Services Board approves the hiring of
Nicholas Hway and Davor Djak as Cadets-in-Training.

CARRIED

New Hire - Cadet-in-Training Davor Djak

New Hire - Cadet-in-Training Nicholas Hway

c) **Hire - Full-Time 911 Communications Operator I/Chief Lavoie (R)**

2024-31

**Moved by Kristin Murray
Seconded by Cheryl St-Amour**

BE IT RESOLVED THAT the Timmins Police Services Board approves the hiring of
Shelley Robinson as Full-Time 911 Communications Operator.

CARRIED

New Hire - Full Time 911 Communications Operator Shelley Robinson

d) Chair Grenke thanked I/Chief Denis Lavoie for his service.

9. **NEXT MEETING**

Thursday, June 20, 2024

10. **ADJOURNMENT**

2024-32

**Moved by Kristin Murray
Seconded by Dave Landers**

BE IT RESOLVED THAT the meeting be adjourned at 11:39

CARRIED

CHAIR

SECRETARY

MINUTES ITEM #a)

Timmins Police Services Board



TELEPHONE (705) 360-2601- FAX (705) 360-2674
220 ALGONQUIN BLVD. EAST
TIMMINS, ONTARIO
P4N1B3

TO: Timmins Police Services Board
FROM: Interim Chief Denis Lavoie
CC:
DATE: May 6th, 2024
RE: New Hire – Part-Time Special Constable

The Timmins Police Service held a selection process for Special Constable. A process was completed and the selection panel recommended hiring the applicant, Brandon Prazeres. An offer to hire has been extended pending Board approval, a medical examination, and other standard conditions. A schedule has been developed, so he can commence his employment as a Part-Time Special Constable on May 13th, 2024.

I recommend proceeding and hiring Brandon Prazeres, pending Board approval.

Respectfully,

A handwritten signature in cursive script that reads "Denis Lavoie".

Denis Lavoie
Interim Chief

MINUTES ITEM #a)

Timmins Police Services Board



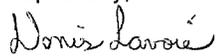
TELEPHONE (705) 360-2601- FAX (705) 360-2674
220 ALGONQUIN BLVD. EAST
TIMMINS, ONTARIO
P4N1B3

TO: Timmins Police Services Board
FROM: Interim Chief Denis Lavoie
CC:
DATE: May 6th, 2024
RE: New Hire – Part-Time Special Constable

The Timmins Police Service held a selection process for Special Constable. A process was completed and the selection panel recommended hiring the applicant, Fanny Collin. An offer to hire has been extended pending Board approval, a medical examination, and other standard conditions. A schedule has been developed, so she can commence her employment as a Part-Time Special Constable on May 13th, 2024.

I recommend proceeding and hiring Fanny Collin, pending Board approval.

Respectfully,


Denis Lavoie
Interim Chief

MINUTES ITEM #a)

Timmins Police Services Board



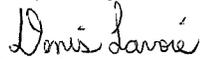
TELEPHONE (705) 360-2601- FAX (705) 360-2674
220 ALGONQUIN BLVD. EAST
TIMMINS, ONTARIO
P4N1B3

TO: Timmins Police Services Board
FROM: Interim Chief Denis Lavoie
CC:
DATE: May 8th, 2024
RE: New Hire – Part-Time Special Constable

The Timmins Police Service held a selection process for Special Constable. A process was completed and the selection panel recommended hiring the applicant, Maryssa Gadoury. An offer to hire has been extended pending Board approval, a medical examination, and other standard conditions. A schedule has been developed, so she can commence her employment as a Part-Time Special Constable on May 13th, 2024.

I recommend proceeding and hiring Maryssa Gadoury, pending Board approval.

Respectfully,


Denis Lavoie
Interim Chief

Timmins Police Services Board



TELEPHONE (705) 360-2601- FAX (705) 360-2674
220 ALGONQUIN BLVD. EAST
TIMMINS, ONTARIO
P4N1B3

TO: Timmins Police Services Board
FROM: Interim Chief Denis Lavoie
CC:
DATE: May 6th, 2024
RE: New Hire – Cadet-in-Training

The Timmins Police Service held a selection process for Police Constable. A process was completed and the selection panel recommended hiring the applicant, Davor Djak. An offer to hire has been extended pending Board approval, a medical examination, and other standard conditions. A schedule has been developed, so he can commence his employment as a Cadet-in-Training on May 13th, 2024.

I recommend proceeding and hiring Davor Djak, pending Board approval.

Respectfully,

A handwritten signature in cursive script that reads "Denis Lavoie".

Denis Lavoie
Interim Chief

MINUTES ITEM #b)

Timmins Police Services Board



TELEPHONE (705) 360-2601- FAX (705) 360-2674
220 ALGONQUIN BLVD. EAST
TIMMINS, ONTARIO
P4N1B3

TO: Timmins Police Services Board
FROM: Interim Chief Denis Lavoie
CC:
DATE: May 6th, 2024
RE: New Hire – Cadet-in-Training

The Timmins Police Service held a selection process for Police Constable. A process was completed and the selection panel recommended hiring the applicant, Nicholas Hway. An offer to hire has been extended pending Board approval, a medical examination, and other standard conditions. A schedule has been developed, so he can commence his employment as a Cadet-in-Training on May 26th, 2024.

I recommend proceeding and hiring Nicholas Hway, pending Board approval.

Respectfully,

A handwritten signature in cursive script that reads "Denis Lavoie".

Denis Lavoie
Interim Chief

MINUTES ITEM #c)

Timmins Police Services Board



TELEPHONE (705) 360-2601- FAX (705) 360-2674
220 ALGONQUIN BLVD. EAST
TIMMINS, ONTARIO
P4N1B3

TO: Timmins Police Services Board
FROM: Interim Chief Denis Lavoie
CC:
DATE: May 6th, 2024
RE: New Hire – Full-Time 911 Communications Operator

The Timmins Police Service held a selection process for 911 Communications Operator. A process was completed and the selection panel recommended hiring the applicant, Shelley Robinson. An offer to hire has been extended pending Board approval, a medical examination, and other standard conditions. A schedule has been developed, so she can commence her employment as a 911 Communications Operator on May 22nd, 2024.

I recommend proceeding and hiring Shelley Robinson, pending Board approval.

Respectfully,

A handwritten signature in cursive script that reads "Denis Lavoie".

Denis Lavoie
Interim Chief



TIMMINS POLICE SERVICE - STATISTICAL REPORT

CITIZEN GENERATED* CALLS FOR SERVICE

Categories	April 2023				April 2024				2023/2024
	Actual	Percent Cleared by Charge	Percent Cleared Other	Percent Reportable	Actual	Percent Cleared by Charge	Percent Cleared Other	Percent Reportable	Percent Change (%)
Not UCR Classified	3.1%				1.1%				
Violent Crime	87	50.6	36.8	96.6	86	41.9	52.3	94.2	-1.1
Assault	58	63.8	27.6	98.3	43	62.8	37.2	95.3	-25.9
Attempt murder	0	0.0	0.0	0.0	0	0.0	0.0	0.0	0.0
Homicide	0	0.0	0.0	0.0	0	0.0	0.0	0.0	0.0
Robbery	1	0.0	0.0	100.0	2	100.0	0.0	100.0	100.0
Sexual Assault	6	16.7	16.7	100.0	7	14.3	42.9	71.4	16.7
Threats	18	22.2	72.2	88.9	25	12.0	80.0	96.0	38.9
Weapons	4	50.0	50.0	100.0	9	33.3	66.7	100.0	125.0
Property Crime	216	17.6	70.8	95.8	211	24.2	68.7	85.8	-2.3
Arson	5	80.0	20.0	100.0	1	100.0	0.0	100.0	-80.0
Break & Enter	21	9.5	76.2	85.7	33	33.3	63.6	93.9	57.1
Fraud	20	5.0	60.0	100.0	21	14.3	66.7	90.5	5.0
Mischief	28	17.9	75.0	100.0	29	41.4	48.3	93.1	3.6
Possess stolen property	1	100.0	0.0	100.0	1	100.0	0.0	100.0	0.0
Property damage	0	0.0	0.0	0.0	0	0.0	0.0	0.0	0.0
Shoplift	55	21.8	72.7	98.2	55	21.8	72.7	89.1	0.0
Stolen vehicle	5	40.0	20.0	100.0	3	0.0	66.7	100.0	-40.0
Theft	66	16.7	71.2	92.4	66	16.7	78.8	72.7	0.0
Theft from vehicle	15	0.0	100.0	100.0	2	0.0	100.0	100.0	-86.7
Drug Offences	4	25.0	75.0	100.0	7	0.0	85.7	71.4	75.0
Social Disorder	736	3.1	95.5	22.8	711	3.7	95.2	23.1	-3.4
Ambulance assistance	30	0.0	100.0	6.7	30	0.0	100.0	3.3	0.0
Attempt/threat suicide	20	0.0	100.0	100.0	14	0.0	92.9	92.9	-30.0
Disturb the peace	16	18.8	75.0	43.8	17	5.9	88.2	58.8	6.3
Domestic dispute	62	12.9	83.9	98.4	69	20.3	78.3	98.6	11.3
Family dispute	23	0.0	87.0	73.9	24	0.0	95.8	58.3	4.3
Harassment	15	6.7	80.0	100.0	13	23.1	69.2	76.9	-13.3
Liquor license act	11	100.0	0.0	18.2	5	80.0	20.0	40.0	-54.5
Mental health act	47	0.0	100.0	42.6	46	0.0	100.0	60.9	-2.1
Missing person	5	0.0	100.0	80.0	5	0.0	60.0	100.0	0.0
Neighbour dispute	15	0.0	100.0	33.3	16	0.0	100.0	50.0	6.7
Noise complaint	69	0.0	100.0	0.0	67	4.5	95.5	0.0	-2.9
Prevent breach/peace	4	0.0	100.0	75.0	3	0.0	100.0	0.0	-25.0
Suspicious incident	0	0.0	0.0	0.0	0	0.0	0.0	0.0	0.0
Suspicious person	142	0.0	98.6	3.5	144	0.0	100.0	0.0	1.4
Suspicious vehicle	58	0.0	100.0	3.4	47	0.0	97.9	0.0	-19.0
Trouble with youth	6	0.0	100.0	16.7	6	0.0	100.0	0.0	0.0
Unwanted person	213	0.0	100.0	1.9	205	0.5	99.5	2.4	-3.8
Traffic	126	11.1	88.1	54.0	174	6.3	93.7	49.4	38.1
Motor Vehicle Collision	73	15.1	83.6	93.2	97	11.3	88.7	88.7	32.9
Traffic Complaint	53	5.7	94.3	0.0	77	0.0	100.0	0.0	45.3
Police Assistance	328	0.0	99.4	11.9	315	0.3	99.0	8.3	-4.0
Police Information	109	0.0	98.2	3.7	129	0.0	100.0	0.8	18.3
Other	333	21.3	76.9	37.2	339	20.1	79.1	28.9	1.8
Total	1,939	9.9	87.2	36.0	1,972	9.8	88.5	32.6	1.7

DATA SOURCE: NICHE RMS



TIMMINS POLICE SERVICE - STATISTICAL REPORT

**OFFICER GENERATED* INCIDENTS
TIMMINS POLICE SERVICE**

Categories	April 2023				April 2024				2023/2024 Percent Change (%)
	Actual	Percent Cleared by Charge	Percent Cleared Other	Percent Reportable	Actual	Percent Cleared by Charge	Percent Cleared Other	Percent Reportable	
Bar Check	0	0.0	0.0	0.0	1	0.0	100.0	0.0	100.0
Community Services	22	0.0	100.0	9.1	12	0.0	100.0	0.0	-45.5
Compliance Check	0	0.0	0.0	0.0	0	0.0	0.0	0.0	0.0
Person Stop	0	0.0	0.0	0.0	0	0.0	0.0	0.0	0.0
Impaired operation	10	60.0	40.0	60.0	9	44.4	55.6	44.4	-10.0
R.I.D.E.	2	0.0	100.0	0.0	0	0.0	0.0	0.0	-100.0
Routine traffic stop	5	0.0	100.0	0.0	20	20.0	80.0	0.0	300.0
Enforcement H.T.A.	203	31.5	68.5	3.4	219	37.0	63.0	4.1	7.9
Warrants	17	0.0	100.0	11.8	29	0.0	100.0	6.9	70.6
Total	259	27.0	73.0	6.6	290	30.7	73.0	5.2	12.0

DATA SOURCE: NICHE RMS



TIMMINS POLICE SERVICE - STATISTICAL REPORT

CITIZEN GENERATED CALLS FOR SERVICE

Categories	January-April 2023				January-April 2024				2023/2024
	Actual	Percent Cleared by Charge	Percent Cleared Other	Percent Reportable	Actual	Percent Cleared by Charge	Percent Cleared Other	Percent Reportable	Percent Change (%)
Not UCR Classified	0.0%				0.7%				
Violent Crime	299	46.5	49.8	97.3	314	50.6	43.9	95.5	5.0
Assault	182	52.2	46.7	97.8	156	64.1	32.7	94.9	-14.3
Attempt murder	0	0.0	0.0	0.0	0	0.0	0.0	0.0	0.0
Homicide	0	0.0	0.0	0.0	0	0.0	0.0	0.0	0.0
Robbery	8	50.0	25.0	100.0	9	100.0	0.0	100.0	12.5
Sexual Assault	29	31.0	44.8	100.0	33	39.4	39.4	93.9	13.8
Threats	53	35.8	64.2	94.3	79	22.8	73.4	94.9	49.1
Weapons	27	44.4	55.6	96.3	37	51.4	43.2	100.0	37.0
Property Crime	831	20.7	76.1	96.1	762	21.3	72.2	89.1	-8.3
Arson	7	57.1	42.9	100.0	3	66.7	33.3	100.0	-57.1
Break & Enter	131	19.1	77.9	94.7	97	23.7	73.2	91.8	-26.0
Fraud	86	15.1	76.7	96.5	87	8.0	67.8	95.4	1.2
Mischief	117	19.7	80.3	94.0	97	28.9	66.0	91.8	-17.1
Possess stolen property	6	50.0	50.0	100.0	1	100.0	0.0	100.0	-83.3
Property damage	2	0.0	100.0	50.0	0	0.0	0.0	0.0	-100.0
Shoplift	193	27.5	71.0	99.5	160	25.6	68.8	94.4	-17.1
Stolen vehicle	11	27.3	45.5	100.0	8	25.0	62.5	100.0	-27.3
Theft	205	23.4	73.2	94.6	260	21.5	75.0	79.2	26.8
Theft from vehicle	73	0.0	95.9	97.3	49	4.1	91.8	100.0	-32.9
Drug Offences	28	7.1	89.3	78.6	17	5.9	88.2	70.6	-39.3
Social Disorder	2,743	3.5	96.4	20.3	2,713	4.3	95.0	20.5	-1.1
Ambulance assistance	103	0.0	100.0	7.8	95	0.0	100.0	4.2	-7.8
Attempt/threat suicide	75	0.0	100.0	94.7	64	0.0	96.9	82.8	-14.7
Disturb the peace	56	8.9	91.1	30.4	69	17.4	81.2	52.2	23.2
Domestic dispute	196	15.3	84.2	96.9	233	21.0	77.7	95.7	18.9
Family dispute	91	0.0	100.0	54.9	72	0.0	98.6	52.8	-20.9
Harassment	36	13.9	83.3	94.4	53	7.5	84.9	77.4	47.2
Liquor license act	51	92.2	7.8	15.7	32	93.8	6.3	9.4	-37.3
Mental health act	159	0.0	99.4	57.2	154	0.0	100.0	52.6	-3.1
Missing person	19	5.3	94.7	89.5	17	0.0	70.6	94.1	-10.5
Neighbour dispute	64	1.6	98.4	32.8	53	0.0	100.0	34.0	-17.2
Noise complaint	232	0.9	99.1	2.2	218	3.2	96.8	0.9	-6.0
Prevent breach/peace	13	7.7	92.3	38.5	8	12.5	87.5	25.0	-38.5
Suspicious incident	0	0.0	0.0	0.0	0	0.0	0.0	0.0	0.0
Suspicious person	494	0.0	100.0	4.5	466	0.4	99.6	2.1	-5.7
Suspicious vehicle	254	0.0	100.0	1.6	166	0.6	98.2	1.2	-34.6
Trouble with youth	12	0.0	100.0	16.7	15	0.0	100.0	6.7	25.0
Unwanted person	888	0.3	99.7	1.2	998	1.0	98.9	2.7	12.4
Traffic	591	13.0	87.0	61.4	686	13.3	86.7	54.7	16.1
Motor Vehicle Collision	388	18.8	81.2	92.5	416	20.4	79.6	88.7	7.2
Traffic Complaint	203	2.0	98.0	2.0	270	2.2	97.8	2.2	33.0
Police Assistance	1,272	0.0	99.8	11.1	1,210	0.1	99.4	9.8	-4.9
Police Information	387	0.0	99.2	4.9	470	0.0	99.6	4.5	21.4
Other	1,358	27.6	72.0	40.9	1,274	26.5	72.8	33.8	-6.2
Total	7,509	11.5	87.9	36.6	7,446	11.6	86.9	33.5	-0.8

DATA SOURCE: NICHE RMS

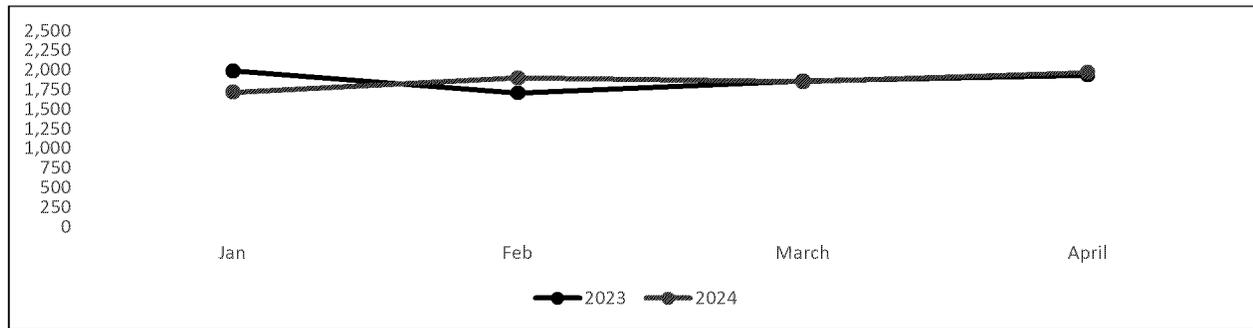


TIMMINS POLICE SERVICE - STATISTICAL REPORT

CITIZEN GENERATED CALLS FOR SERVICE by CATEGORY

Categories	January-April 2023				January-April 2024				2023/2024
	Actual	Percent Cleared by Charge	Percent Cleared Other	Percent Reportable	Actual	Percent Cleared by Charge	Percent Cleared Other	Percent Reportable	Percent Change (%)
Violent Crime	299	46.5	49.8	97.3	314	50.6	43.9	95.5	5.0
Property Crime	831	20.7	76.1	96.1	762	21.3	72.2	89.1	-8.3
Drug Offences	28	7.1	89.3	78.6	17	5.9	88.2	70.6	-39.3
Social Disorder	2,743	3.5	96.4	20.3	2,713	4.3	95.0	20.5	-1.1
Traffic	591	13.0	87.0	61.4	686	13.3	86.7	54.7	16.1
Police Assistance	1,272	0.0	99.8	11.1	1,210	0.1	99.4	9.8	-4.9
Police Information	387	0.0	99.2	4.9	470	0.0	99.6	4.5	21.4
Other	1,358	27.6	72.0	40.9	1,274	26.5	72.8	33.8	-6.2
Total	7,509	11.5	87.9	36.6	7,446	11.6	86.9	33.5	-0.8

CITIZEN GENERATED CALLS FOR SERVICE by MONTH



CITIZEN GENERATED CALLS FOR SERVICE by CATEGORY and MONTH

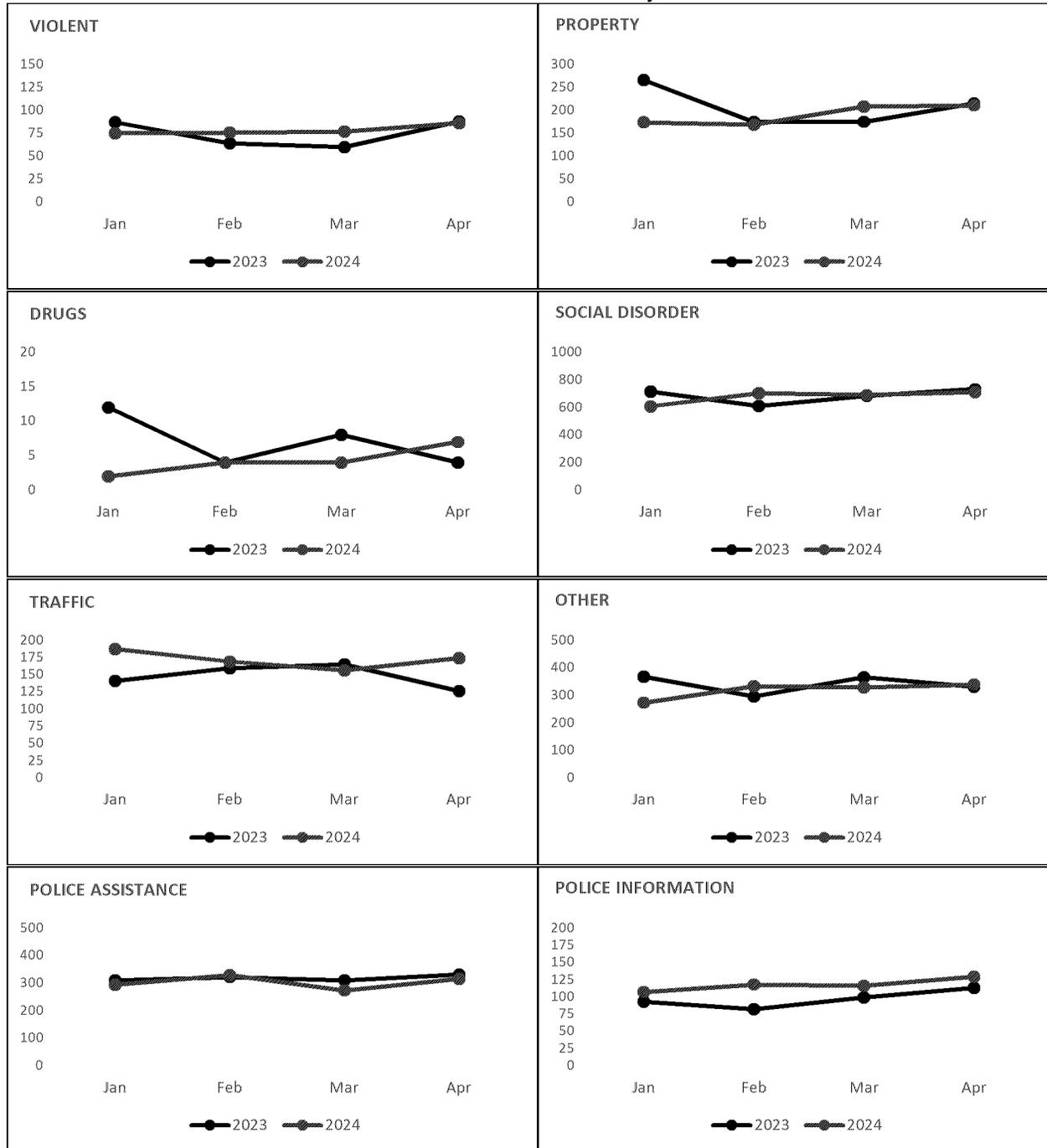
	January-April 2023									January-April 2024									2023/2024
	Violent	Prop	Drugs	SD	Traff	Oth	Assist	Info	Total	Violent	Prop	Drugs	SD	Traff	Oth	Assist	Info	Total	% Change
Jan	87	266	12	715	141	367	310	93	1,991	75	174	2	608	187	273	294	107	1,720	-13.6
Feb	64	175	4	611	159	295	322	82	1,712	76	169	4	704	169	333	328	118	1,901	11.0
Mar	60	175	8	685	165	365	310	99	1,867	77	208	4	690	156	329	273	116	1,853	-0.7
Apr	88	215	4	732	126	331	330	113	1,939	86	211	7	711	174	339	315	129	1,972	1.7
Total	299	831	28	2,743	591	1,358	1,272	387	7,509	314	762	17	2,713	686	1,274	1,210	470	7,446	-0.8

DATA SOURCE: NICHE RMS



TIMMINS POLICE SERVICE - STATISTICAL REPORT

CITIZEN GENERATED POLICE CALLS FOR SERVICE by CATEGORY and MONTH



DATA SOURCE: NICHE RMS



TIMMINS POLICE SERVICE - STATISTICAL REPORT

CITIZEN GENERATED CALLS FOR SERVICE NOT UCR CLASSIFIED

Month	January-April 2023			January-April 2024		
	Total Calls for Service	Total Not Classified	% of Total	Total Calls for Service	Total Not Classified	% of Total
January	1,991	1	0.0	1,720	2	0.0
February	1,712	0	0.0	1,901	11	0.1
March	1,867	0	0.0	1,853	17	0.2
April	1,939	2	0.0	1,972	21	0.3
Total	7,509	3	0.0	7,446	51	0.7

DATA SOURCE: NICHE RMS



TIMMINS POLICE SERVICE - STATISTICAL REPORT

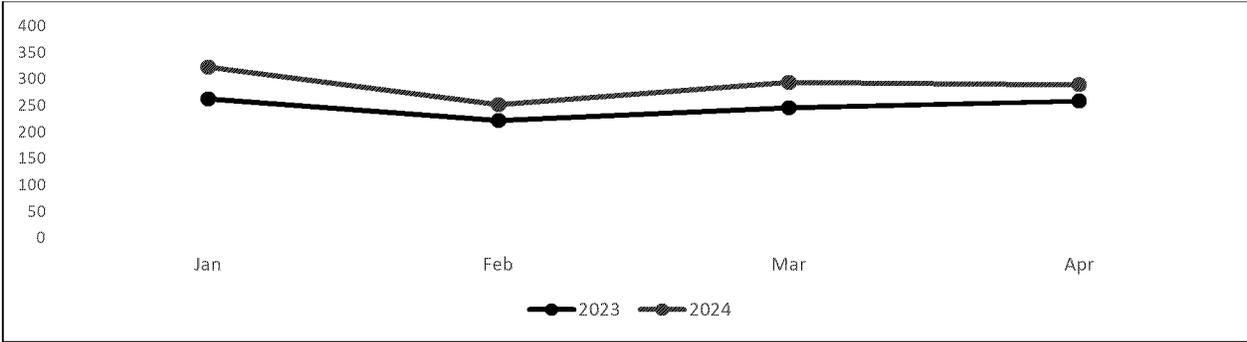
OFFICER GENERATED INCIDENTS

Categories	January-April 2023				January-April 2024				2023/2024
	Actual	Percent Cleared by Charge	Percent Cleared Other	Percent Reportable	Actual	Percent Cleared by Charge	Percent Cleared Other	Percent Reportable	Percent Change (%)
Bar Check	2	0.0	100.0	0.0	2	0.0	100.0	0.0	0.0
Community Services	56	0.0	100.0	19.6	38	0.0	100.0	0.0	-32.1
Compliance Check	0	0.0	0.0	0.0	1	0.0	100.0	0.0	100.0
Person Stop	0	0.0	0.0	0.0	0	0.0	0.0	0.0	0.0
Impaired operation	43	67.4	32.6	67.4	30	66.7	33.3	66.7	-30.2
R.I.D.E.	8	12.5	87.5	0.0	3	0.0	100.0	0.0	-62.5
Routine traffic stop	50	0.0	100.0	0.0	56	17.9	80.4	5.4	12.0
Enforcement H.T.A.	755	34.0	66.0	4.5	942	43.1	56.9	3.5	24.8
Warrants	76	3.9	94.7	11.8	87	2.3	97.7	9.2	14.5
Total	990	29.3	70.6	8.4	1,159	37.8	70.6	5.5	17.1

OFFICER GENERATED INCIDENTS BY MONTH & YEAR

Month	January-April 2023	January-April 2024	2023/2024
	Actual	Actual	Percent Change (%)
January	263	323	22.8
February	222	252	13.5
March	246	294	19.5
April	259	290	12.0
Total	990	1,159	17.1

OFFICER GENERATED INCIDENTS BY MONTH & YEAR



DATA SOURCE: NICHE RMS



TIMMINS POLICE SERVICE - STATISTICAL REPORT

NOTES

1. The incidents extracted and analyzed for this report were separated into 2 categories.
 - a. Citizen Generated calls for service were created when members of the community required TPS to respond. These events were generated through 9-1-1 calls, non-emergency calls, or other types of service calls, and they came in every hour of every day.
 - i. Citizen generated call types were grouped into 8 subcategories – Violent, Property, Drugs Offences, Social Disorder, Traffic, Police Assistance, Police Information and Other.
 - ii. The occurrence types that fall under the first 7 categories are listed in the report. The 'Other' category consists of calls that do not fall under any of the other groups. They are as follows: 9-1-1 call, abandoned vehicle, abduction, airplane crash, alarm, animal complaint, assist children's aid, bail violations, bomb threat, breach of probation, child abuse, child custody, counterfeit money, court order, dangerous conditions, death notification, elder/vulnerable adult abuse, escort, escape custody, fire, insecure premises, kidnapping, landlord tenant problem, marine, missing person located, motor vehicle – recovered, municipal by law, non-police matter-lo priority, non-traffic accident, obstruct peace officer, other criminal code, other federal statutes, other provincial statutes, person welfare check, phone calls, police pursuit, property check, property related, registry - vulnerable person, strikes, sudden death, towed vehicle, traffic control, unlawfully at large, and wires down - possible fire.
 - b. Officer Generated incidents are typically proactive/enforcement in nature and not generated from 9-1-1 or other types of service calls. Most traffic related incidents - such as routine traffic stop, traffic enforcement, R.I.D.E and impaired operation were grouped under this category. As well, bar checks, community services, compliance checks, person stops and warrants are included.
2. Incidents types should reflect the nature of the call and/or most serious offence. However, this is not always the case. Incidents that have not yet been UCR classified and/or if the occurrence type was not changed to reflect the most serious offence may in fact have a different call type.
3. The 9-1-1 calls that were hang-ups, pocket dials or dropped calls, as well as Covid related - other provincial statutes were not included. They are not 'true' calls for service and their variability from year to year would skew the results. Incidents headed duplicate or test events for police were also excluded.

DATA SOURCE: NICHE RMS



**TPS May 2024
Financial Update to
Board**



TO: Darren Dinel
FROM: Greg Paquette
CC: Natalie Moore
DATE: June 20, 2024
RE: Finance Update

A/ Deputy Chief Dinel:

A brief overview of the TPS current financial situation as at the end of May 2024 is attached. Included are the 2023 (unaudited) statement of operations, 2024 statement of operations to the end of May 2024 with analytics against prior year and budget, and a capital project update.

Regards,

Greg Paquette
Deputy Director of Finance and Deputy Treasurer
City of Timmins

2023 Statement of Operations (Unaudited)

Segment	2023 AV	2023 BV	23 Budget Variance	BV %
Operating Grants	(3,036,142)	(3,233,245)	197,103	6%
User Fees and Rents	(217,889)	(222,200)	4,311	2%
Other Revenue	(166,248)	(123,000)	(43,248)	-35%
Operating Revenue	(3,420,278)	(3,578,445)	158,167	-4%
Labour	17,206,213	18,417,940	(1,211,727)	-7%
Material	462,144	182,220	279,924	154%
Overhead	980,151	1,171,422	(191,271)	-16%
Equipment	639,871	717,550	(77,679)	-11%
Building	465,266	377,130	88,136	23%
Contractor	810,515	318,967	491,548	154%
Operating Expenses	20,564,159	21,185,229	(621,070)	-3%
Net Operating	17,143,881	17,606,784	(462,903)	-3%
Capital Grant	(174,670)	(249,670)	75,000	-30%
Capital Expenditures	675,751	744,670	(68,920)	-9%
Net Capital	501,081	495,000	6,080	1%
Net Levy	17,644,962	18,101,784	(456,822)	-3%

An overall surplus of \$456,822 was generated in 2023 compared to the budget request. This surplus was largely driven by staff shortages for the year. It should be noted, the surplus would have been greater had it not been for a one-time expense incurred in 2023.

Request to reserve these surplus funds should be made to Council by way of a Board resolution.

May 2024 YTD Statement of Operations vs Budget

**Timmins Police Service Budget Breakdown
Budget Comparison May 2024 By Segment**

Segment	2024 YTD	2024 BUD	24 BUD VAR	24 BUD VAR %
Operating Grants	(1,267,767)	(1,495,382)	227,615	● 15%
User Fees and Rents	(118,318)	(92,583)	(25,735)	● -28%
Other Revenue	(69,295)	(121,835)	52,540	● 43%
Operating Revenue	(1,455,380)	(1,709,801)	254,421	● 15%
Labour	7,080,849	7,926,174	(845,325)	● -11%
Materials & Supplies	225,319	136,675	88,644	● 65%
Overhead	479,766	452,839	26,927	● 6%
Equipment	312,628	251,499	61,128	● 24%
Building	161,381	169,628	(8,247)	● -5%
Contractor	231,789	239,149	(7,360)	● -3%
Operating Expenses	8,491,732	9,175,965	(684,233)	● -7%
Net Operating	7,036,352	7,466,164	(429,812)	● -6%

Compared to budget, the TPS is approximately 6% under budget at this point in time. The largest driver of this is again gaps between budgeted staffing levels and actual staffing levels. At this point in the year the budget called for 87 sworn officers and 2 cadets in training, whereas at the end of May the complement consisted of 79 sworn officers and 4 cadets. There are also vacancies on the civilian side of the operation, including Communications, IT Project manager, and Fleet Quartermaster.

Material and supply increases are attributed to requirements for expenditures related to the ERT team, revolver range and other costs.

Equipment costs in relation to budget are high due to incurring many IT equipment costs up front at beginning of year that have increased significantly year over year, as well as some higher than usual repair costs experienced on vehicles.

Grant revenues are expected to come in line with the budget by years end, but still are awaiting approval of certain requests related to Ambulance dispatch related to increases to costs.

Graphic Norms Policy-COT-ADM-015-v00

May 2024 YTD Statement of Operations vs Prior Year

**Timmins Police Service Budget Breakdown
Budget Comparison May 2024 By Segment**

Segment	2024 YTD	23 YTD	24-23 VAR	24-23 VAR %
Operating Grants	(1,267,767)	(1,215,473)	(52,294)	● -4%
User Fees and Rents	(118,318)	(90,010)	(28,308)	● 31%
Other Revenue	(69,295)	(66,620)	(2,675)	● 4%
Operating Revenue	(1,455,380)	(1,372,103)	(83,277)	● 6%
Labour	7,080,849	6,403,547	677,303	● 11%
Materials & Supplies	225,319	131,568	93,751	● 71%
Overhead	479,766	478,174	1,592	● 0%
Equipment	312,628	238,532	74,095	● 31%
Building	161,381	128,280	33,101	● 26%
Contractor	231,789	307,450	(75,660)	● -25%
Operating Expenses	8,491,732	7,687,550	804,182	● 10%
Net Operating	7,036,352	6,315,447	720,904	● 11%

Compared to the prior year, things are more in line. The major variance on labour is due to timing of pays, and one extra pay being processed prior to the end of May in 2024 compared to 2023.

As mentioned previously, costs for ERT team and revolver range are higher at this point in time than in the prior year.

Contractor costs are lower this year due to ongoing consultant reviews for the same period in 2023.

Normalized for the additional pay period, one would expect the net increase to be in the range of \$200,000 for the first 5 months of 2024 over the same period in 2023.

2024 Capital Project Updates

Description	Status	2024 Budget	Actual/Committed	Variance Actual to Budget	Comments
CCTV Eye-In-Sky	Not Started	25,000	-	25,000	
Police Facility Capital-AC UNIT	Not Started	325,000	-	325,000	
ALPR / Mobile work stations	PO Issued	100,000	97,737.60	2,262	Compugen
Portable Radios-New staffing levels	PO Issued	50,000	81,675.00	(31,675)	Spectrum
6x Radar Units	PO Issued	16,800	20,009.24	(3,209)	Davtech
Drone Plus Training-First yr insurance	Not Started	25,000	-	25,000	
Body Armour	Not Started	15,000	-	15,000	
Patrol Vehicles	PO Issued	165,000	146,669.30	18,331	2x Durangos
Unmarked Vehicles	PO Issued	95,000	123,642.93	(28,643)	1 Tahoe, 1 Blazer
Enclosed Trailer for Snowmobiles	Tendered	20,000	-	20,000	
Digital Video System	Not Started	75,000	-	75,000	
Pistol mounted lights / ERT Communications	In progress	80,000	16,907.50	63,093	Rampart
ERT Equipment Other	PO Issued	25,000	31,035.00	(6,035)	ERT Gear
Firearms + Holsters + Shotguns	Not Started	28,000	-	28,000	
Breathalyzer / Alcotests	Not Started	12,000	-	12,000	
NG911 Upgrades-CAD Xalt	PO Issued	220,000	-	220,000	
Radio System Replacement-RFP	Not Started	200,000	-	200,000	
Training Room Furnishings+ Regular Equipment replacement	Not Started	15,100	-	15,100	
Administration Capital	Not Started	60,000	-	60,000	
Office Furnishings, Media, Screens, etc	Not Started	20,000	-	20,000	
		1,571,900	517,676.57	1,054,223	

Status in data above is reflective of the City's Purchasing module at end of May. Items labeled "Not Started" may be in the design stage before being sent to the City's Purchasing department for a formal procurement process.

Many capital projects are under way at this point, some require the onboarding of the IT Project Manager.

The AC Unit is approved for \$162,500 of funding if completed by March 31, 2025.



TIMMINS POLICE SERVICE BOARD

SUBJECT: Appointment and Functions of Special Constables	POLICY NUMBER: BP-LE-48
BOARD RESOLUTION DATE:	RELATED POLICE SERVICE POLICY: LE – 2.14 Appointment and Functions of Special Constables
REPLACES: N/A	RELATED AUTHORITY: Community Safety and Policing Act; Regulation 396/23

1. Preamble

- a. As prescribed in the *Community Safety and Policing Act (CSPA)* and through Regulation the Timmins Police Service Board (The Board) shall establish policy(ies) consistent with the *Act*, Regulation(s) and any other applicable legislation; and
- b. It is the policy of the Timmins Police Service Board with respect to the appointment and functions of Special Constables that it will establish policy(ies) that are consistent with the requirements of the *Community Safety and Policing Act*, Regulation(s) and incorporating any existing established operational and accounting practices as approved by the Timmins Police Service Board and or the Office of the Chief of Police.
- c. The responsibility of developing policy related to the Appointment and Functions of Special Constables is that of the Board. The Chief of Police shall be responsible for ensuring the details of the policy are administered.

2. Appointment

- a. The Timmins Police Service Board may appoint a person as a Special Constable if he or she has an offer of employment to be employed as a Special Constable from, or is currently employed as a Special Constable: and
 - i. Is a Canadian citizen or a permanent resident of Canada;
 - ii. Is at least 18 years of age;
 - iii. Is physically and mentally able to perform the duties of the position, having regard to his or her own safety and the safety of members of the public;
 - iv. Is of good character; and
 - v. Has successfully completed;
 - (a) The training prescribed by the Minister, including techniques to de-escalate conflict situations and any other matters prescribed by the Minister, unless the person has been exempted from some or all of this training in accordance with the regulations made by the Minister;



TIMMINS POLICE SERVICE BOARD

- (b) The training approved by the Minister with respect to human rights and systemic racism; and
 - (c) The training approved by the Minister that promotes recognition of and respect for the diverse, multiracial and multicultural character of Ontario society, and the rights and cultures of First Nation, Inuit and Métis Peoples.
 - b. The Timmins Police Service Board may appoint a person as a Special Constable if the individual meets one of the following conditions:
 - i. The person has a secondary school diploma or equivalent;
 - ii. The person has;
 - (a) A university degree;
 - (b) A degree from a college of applied arts and technology established under the *Ontario Colleges of Applied Arts and Technology Act, 2002* that is authorized to grant the degree; or
 - (c) A degree from an Indigenous Institute that is approved under the *Indigenous Institutes Act, 2017* to grant the degree.
 - c. The person has a diploma or advanced diploma granted by a college of applied arts and technology described in Section b. ii. (above), or an Indigenous Institute described in Section b. iii. (above), following successful completion of a program that is the equivalent in class hours of a full-time program of at least four academic semesters; and
 - d. The person has been granted a certificate or other document by a post-secondary institution evidencing successful completion of a program that the regulations prescribe as being equivalent to a degree or diploma described in Section b. (ii) or (iii).
- 3. **Previous Termination for Cause**
 - a. An appointment under Article 2 shall not be made if the person's employment as a Police Officer in a Canadian jurisdiction was previously terminated for cause or if the person resigned in lieu of being terminated for cause.
- 4. **Effect of Area of Policing Responsibility**
 - a. The Timmins Police Service Board shall appoint a person as a Special Constable if the Special Constable is to regularly perform their duties or exercise their powers inside of the area for which the Board has policing responsibility.
- 5. **Certificate of Appointment**
 - a. The Timmins Police Service Board shall issue a Certificate of Appointment to the person at the time of their appointment as a Special Constable. The certificate shall specify:
 - i. The individual is employed by the Timmins Police Service as a Special Constable as identified in Regulation 396/23, Schedule – Purposes and



TIMMINS POLICE SERVICE BOARD

Powers for Certificates of Appointment and Permitted Weapons, Column 1, type of Special Constable;

- ii. The purposes for which the person may act as a Special Constable, are identified in Regulation 396/23, Schedule – Purposes and Powers for Certificates of Appointment and Permitted Weapons, Column 2 – Purposes for which a person may act as a Special Constable, (See Appendix A);
 - iii. The powers of a Police Officer that the Special Constable may exercise, if any, to the extent and for the purposes specified in Section 5. a. ii. (above); describing powers;
 - iv. Any weapons or prescribed equipment that the Special Constable is authorized to carry or use in the course of their duties (see Appendix B); and
 - v. The term of the appointment, that shall not exceed three years;
- b. A Special Constable may be reappointed at the end of their term; and
 - c. The Board shall maintain a copy of the Certificate of Appointment and file it with the Timmins Police Service for filing and maintenance.

6. Automatic Termination

- a. A Special Constable's appointment is terminated upon ceasing to be employed by the Timmins Police Service.
- b. Upon termination or retirement, the Special Constable's appointment and badge number shall be retired.

7. Transition from *Police Services Act* to *Community Safety and Policing Act*

- a. The following rules apply to a person who held an appointment as a Special Constable under section 53 of the *Police Services Act* immediately before it was repealed:
 - i. The appointment continues under the CSPSA and the Special Constable may, despite any other requirement may continue to act for the period, in the area and for the purpose set out in his or her appointment until the appointment expires or is terminated or until the Special Constable is reappointed;
 - ii. Despite the above, a Special Constable shall continue to be subject to any restrictions on their use of any equipment that was specified in their appointment until the appointment expires or is terminated or until the Special Constable is reappointed;
 - iii. The appointment is deemed to expire three years after the day the CPSPA came into force (April 1, 2024) provided it does not expire before then;
 - iv. The person may be reappointed as a Special Constable even if he or she does not meet the educational requirements set out in Article 2. b. ii. & iii.; and
 - v. They may subsequently be reappointed one or more consecutive times without meeting those requirements.



TIMMINS POLICE SERVICE BOARD

8. Amendment to Certificate of Appointment

- a. The Timmins Police Service Board may amend a Special Constable's Certificate of Appointment, including imposing new terms and conditions or varying existing terms and conditions, after giving the Special Constable written notice and an opportunity to respond orally or in writing, as the Board, as the case may be, may determine.

9. Suspension and termination of Special Constable appointment

- a. The Timmins Police Service Board may suspend or terminate the appointment of a Special Constable who was appointed by the Board, as applicable; and
- b. Before a Special Constable's appointment is terminated, they shall be given written notice with respect to the reasons for the termination and an opportunity to respond orally or in writing, as the Board, as the case may be, may determine.

10. Special Constable Duties and Restrictions

- a. A person appointed as a Special Constable shall only carry out their duties associated to the position with the Timmins Police Service and as authorized by the Certificate of Appointment;
- b. A Special Constable may not, by means of a motor vehicle, pursue a fleeing motor vehicle; and
- c. A Special Constable shall not use powers granted under the *Mental Health Act* to apprehend an individual. However; Special Constables may use powers granted under the *Mental Health Act* to assume custody of an individual who has been apprehended by a Police Officer under the *Act*.

11. Employment Only by Employer Specified in Certificate

- a. A person appointed as a Special Constable under section 92 of the *CSPA* or whose appointment is continued under that section shall be employed as a Special Constable only by the Timmins Police Service as specified in the Certificate of Appointment.

12. Restrictions

- a. Pursuant to Section 95 (2) a Special Constable shall not perform all the duties of a Police Officer on a permanent basis, whether part-time or full-time; and
- b. Subsection (2) (above) does not prohibit the Timmins Police Service from authorizing Special Constables to escort and convey persons in custody and to perform duties related to the responsibilities of Police Service Boards under Part XV of the *CPSA*.



TIMMINS POLICE SERVICE BOARD

13. Oaths of Office and Secrecy

- a. A Special Constable shall, at the time of their appointment, take oaths or affirmations of office and secrecy in the form prescribed by the Minister. The oaths and affirmations of both are appended to this policy.

14. Duties

- a. A Special Constable shall:
 - i. Carry out their duties in accordance with the terms, conditions and purposes set out in the Certificate of Appointment;
 - ii. Exercise any police powers conferred on them;
 - (a) Only to the extent and for the specific purposes set out in the Certificate of Appointment, and in accordance with the Regulations, if any;
 - (b) Comply with the prescribed Code of Conduct; and
 - (c) Perform such other duties as are assigned to him or her by or under this or any other *Act*, including any prescribed duties.

15. Firearms, Weapons and Other Equipment

- a. A Special Constable shall not carry or use a firearm, any other weapon or any other prescribed equipment in the course of their duties unless the Special Constable's Certificate of Appointment authorizes its possession or use.

Chair
Timmins Police Service Board

Board Secretary
Timmins Police Services Board



TIMMINS POLICE SERVICE BOARD

Appendix A

Purposes for which a person may act as a Special Constable

1. Providing security in relation to premises that:
 - i. Are used for court proceedings;
 - ii. Are used by a police service, the government of Ontario or a municipal government; or
 - iii. The police service of which the special constable is a member has undertaken to patrol or maintain security on a time-limited basis due to a special event.
2. Assisting police officers with performing policing functions, such as assisting with investigations into criminal offences or missing persons.
3. For the purposes of paragraph 2, assisting with investigations may include;
 - i. Interviewing members of the public regarding alleged offences or missing persons;
 - ii. Detaining, arresting or releasing individuals while acting under the direction of a police officer;
 - iii. Securing or preserving evidence under the direction of a police officer;
 - iv. Seizing or storing evidence under the direction of a police officer;
 - v. Securing crime scenes;
 - vi. Collecting DNA evidence or extracting DNA from an individual as required as part of an investigation;
 - vii. Fingerprinting individuals brought into police custody in connection with an investigation;
 - viii. Performing electronic searches or seizures under the direction of a police officer;
 - ix. Performing forensic analysis or using specialized technology or scientific techniques required as part of an investigation;
 - x. Storing or processing evidence under the direction of a police officer;
 - xi. Covertly entering a place and installing, testing, repairing or removing devices used to intercept private communications or conduct video surveillance in accordance with an authorization as defined in section 183 of the *criminal code* (Canada) while under the direction of a police officer; and
 - xii. Monitoring private communications intercepted under s. 184.4 of the *criminal code* (Canada) or video surveillance authorized under s. 487.01 of the *criminal code* (Canada) while under the direction of a police officer.
4. Preparing and serving summonses or other legal documents;
5. Executing warrants or other court orders; and
6. Laying charges while acting under the direction of a police officer;



TIMMINS POLICE SERVICE BOARD

7. Swearing informations;
8. Searching, ensuring secure custody of and transporting individuals who are in custody;
9. Directing traffic; and
10. Providing witness protection.



TIMMINS POLICE SERVICE BOARD

Appendix B

Permitted weapons and applicable conditions or restrictions

1. Oleoresin capsicum spray; or
2. Oleoresin capsicum foam; and
3. A baton.



TIMMINS POLICE SERVICE BOARD

Appendix C

Oaths and Affirmations of Office and Secrecy are listed on the pages 10 – 13 below.

Appendix "C" Oath of Office- Affirmation



Oath of Office

I, _____ solemnly affirm that I will uphold the laws of Ontario and Canada, including the Constitution of Canada, which recognizes and affirms Aboriginal and treaty rights of Indigenous peoples, and that I will, to the best of my ability, discharge my duties as a Special Constable faithfully, impartially, and according to law.

SWORN before me at the City }
 }
of Timmins, this day _____ }
 }
of _____, 20____. }

Signature

A Commissioner, etc.

Appendix "C" Oath of Office- Swearing



Oath of Office

I, _____ solemnly swear that I will uphold the laws of Ontario and Canada, including the Constitution of Canada, which recognizes and affirms Aboriginal and treaty rights of Indigenous peoples, and that I will, to the best of my ability, discharge my duties as a Special Constable faithfully, impartially, and according to law.

So help me God.

SWORN before me at the City }
of Timmins, this day _____ }
of _____, 20____. }

Signature

A Commissioner, etc.

Appendix "C" Oath of Secrecy- Affirmation



Oath of Secrecy

I, _____ solemnly affirm that I will not disclose any information obtained by or made available to me in the course of my duties as a Special Constable for the Timmins Police Service except as I may be authorized or required by law.

SWORN before me at the City }
of Timmins, this day _____ }
of _____, 20____. }

Signature

A Commissioner, etc.



Certificate of Appointment as a Special Constable

Pursuant to the provisions of Section 92 of the *Community Safety and Policing Act and Ont Reg. 396/23*, the Timmins Police Service Board appoints, **Danny ANSARA** as a Special Constable for the purpose of:

Providing security in relation to premises that are used for court proceedings, are used by a police service, the Government of Ontario or a municipal government or the police service of which the special constable is a member has undertaken to patrol or maintain security on a time-limited basis due to a special event, assisting police officers with performing policing functions, such as assisting with investigations into criminal offences or missing persons. Assisting with investigations may include: interviewing members of the public regarding alleged offences or missing persons, detaining, arresting or releasing individuals while acting under the direction of a police officer, securing or preserving evidence under the direction of a police officer, seizing or storing evidence under the direction of a police officer, securing crime scenes, collecting DNA evidence or extracting DNA from an individual as required as part of an investigation, fingerprinting individuals brought into police custody in connection with an investigation, preparing and serving summonses or other legal documents, executing warrants or other court orders, swearing informations and searching and ensuring secure custody of and transporting individuals who are in custody and directing traffic. Any other duties as directed by the Chief of Police is hereby approved in the Municipality of the City of Timmins and when applicable within the province of Ontario.

Timmins Police Service
Authorizing Police Service

and the Appointee has, for the purpose of this appointment:

- **The status of Peace Officer;** and
- **Police Officer powers** as contained in the following legislation:

- | | | |
|---------------------------------------|---|-----------------------------|
| <i>Highway Traffic Act</i> | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| <i>Liquor Licence and Control Act</i> | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| <i>Mental Health Act</i> | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| <i>Motorized Snow Vehicles Act</i> | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| <i>Trespass to Property Act</i> | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| <i>Youth Criminal Justice Act</i> | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| Other (please specify): | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

Subject to the following restrictions/conditions:

- This appointment does permit the carriage of Oleoresin Capsicum Spray and Baton.
- Has completed any prescribed training as required to exercise authorities as a Special Constable.

This appointment is valid until;

- 1) Three years from the appointment date; or
- 2) The Appointee ceases to be in the employ of the Timmins Police Service.

Appointed on		(Date of Appointment)
at		(Place of Appointment)
_____ Timmins Police Service Board Chair or Designate (signature)		
_____ Name (Please Print)		
_____ Date of Signature		

For administration purposes only: appointment date terminated: _____



Certificate of Appointment as a Special Constable

Pursuant to the provisions of Section 92 of the *Community Safety and Policing Act and Ont Reg. 396/23*, the Timmins Police Service Board appoints, **Eric PROULX** as a Special Constable for the purpose of:

Providing security in relation to premises that are used for court proceedings, are used by a police service, the Government of Ontario or a municipal government or the police service of which the special constable is a member has undertaken to patrol or maintain security on a time-limited basis due to a special event, assisting police officers with performing policing functions, such as assisting with investigations into criminal offences or missing persons. Assisting with investigations may include: interviewing members of the public regarding alleged offences or missing persons, detaining, arresting or releasing individuals while acting under the direction of a police officer, securing or preserving evidence under the direction of a police officer, seizing or storing evidence under the direction of a police officer, securing crime scenes, collecting DNA evidence or extracting DNA from an individual as required as part of an investigation, fingerprinting individuals brought into police custody in connection with an investigation, preparing and serving summonses or other legal documents, executing warrants or other court orders, swearing informations and searching and ensuring secure custody of and transporting individuals who are in custody and directing traffic. Any other duties as directed by the Chief of Police is hereby approved in the Municipality of the City of Timmins and when applicable within the province of Ontario.

Timmins Police Service
Authorizing Police Service

and the Appointee has, for the purpose of this appointment:

- **The status of Peace Officer;** and
- **Police Officer powers** as contained in the following legislation:

- | | | |
|---------------------------------------|---|-----------------------------|
| <i>Highway Traffic Act</i> | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| <i>Liquor Licence and Control Act</i> | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| <i>Mental Health Act</i> | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| <i>Motorized Snow Vehicles Act</i> | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| <i>Trespass to Property Act</i> | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| <i>Youth Criminal Justice Act</i> | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| Other (please specify): | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

Subject to the following restrictions/conditions:

- This appointment does permit the carriage of Oleoresin Capsicum Spray and Baton.
- Has completed any prescribed training as required to exercise authorities as a Special Constable.

This appointment is valid until;

- 1) Three years from the appointment date; or
- 2) The Appointee ceases to be in the employ of the Timmins Police Service.

Appointed on		(Date of Appointment)
at		(Place of Appointment)
_____ Timmins Police Service Board Chair or Designate (signature)		
_____ Name (Please Print)		
_____ Date of Signature		

For administration purposes only: appointment date terminated: _____



Certificate of Appointment as a Special Constable

Pursuant to the provisions of Section 92 of the *Community Safety and Policing Act and Ont Reg. 396/23*, the Timmins Police Service Board appoints, **Andrew RIVEST** as a Special Constable for the purpose of:

Providing security in relation to premises that are used for court proceedings, are used by a police service, the Government of Ontario or a municipal government or the police service of which the special constable is a member has undertaken to patrol or maintain security on a time-limited basis due to a special event, assisting police officers with performing policing functions, such as assisting with investigations into criminal offences or missing persons. Assisting with investigations may include: interviewing members of the public regarding alleged offences or missing persons, detaining, arresting or releasing individuals while acting under the direction of a police officer, securing or preserving evidence under the direction of a police officer, seizing or storing evidence under the direction of a police officer, securing crime scenes, collecting DNA evidence or extracting DNA from an individual as required as part of an investigation, fingerprinting individuals brought into police custody in connection with an investigation, preparing and serving summonses or other legal documents, executing warrants or other court orders, swearing informations and searching and ensuring secure custody of and transporting individuals who are in custody and directing traffic. Any other duties as directed by the Chief of Police is hereby approved in the Municipality of the City of Timmins and when applicable within the province of Ontario.

Timmins Police Service
Authorizing Police Service

and the Appointee has, for the purpose of this appointment:

- **The status of Peace Officer;** and
- **Police Officer powers** as contained in the following legislation:

- | | | |
|---------------------------------------|---|-----------------------------|
| <i>Highway Traffic Act</i> | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| <i>Liquor Licence and Control Act</i> | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| <i>Mental Health Act</i> | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| <i>Motorized Snow Vehicles Act</i> | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| <i>Trespass to Property Act</i> | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| <i>Youth Criminal Justice Act</i> | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| Other (please specify): | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

Subject to the following restrictions/conditions:

- This appointment does permit the carriage of Oleoresin Capsicum Spray and Baton.
- Has completed any prescribed training as required to exercise authorities as a Special Constable.

This appointment is valid until;

- 1) Three years from the appointment date; or
- 2) The Appointee ceases to be in the employ of the Timmins Police Service.

Appointed on		(Date of Appointment)
at		(Place of Appointment)
_____ Timmins Police Service Board Chair or Designate (signature)		
_____ Name (Please Print)		
_____ Date of Signature		

For administration purposes only: appointment date terminated: _____

Timmins Police Services Board



TELEPHONE (705) 360-2601- FAX (705) 360-2674
220 ALGONQUIN BLVD. EAST
TIMMINS, ONTARIO
P4N1B3

TO: Timmins Police Service Board
FROM: A/Deputy Darren Dinel
CC:
DATE: June 27th, 2024
RE: Special Constable Re-appointments

Danny Ansara, Eric Proulx, and Andrew Rivest are employed by the Board as Special Constables. They were previously appointed as Special Constables by the Ministry of the Solicitor General pursuant to s. 53 of the *Police Services Act*. Their appointments have expired and they must be re-appointed by the Board pursuant to s.92 of the *Community Safety and Police Act*.

Danny Ansara was sworn as a Special Constable on June 4, 2010.

Eric Proulx was sworn in as a Special Constable on June 9, 2016.

Andrew Rivest was sworn in as a Special Constable on June 13, 2019.

All three employees have held the role of Special Constable since they were sworn in. I request the Board re-appoint these staff members as Special Constables pursuant to s.92 of the *Community Safety and Police Act* and issue their certificates of appointment.

A handwritten signature in black ink, appearing to read "Darren Dinel".

Darren Dinel
A/Deputy Chief

Ministry of the Solicitor General

Public Safety Division

25 Grosvenor St.
12th Floor
Toronto ON M7A 2H3

Telephone: (416) 314-3377
Facsimile: (416) 314-4037

Ministère du Solliciteur général

Division de la sécurité publique

25 rue Grosvenor
12^e étage
Toronto ON M7A 2H3

Téléphone: (416) 314-3377
Télécopieur: (416) 314-4037



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

FROM: Ken Weatherill
Assistant Deputy Minister
Public Safety Division

SUBJECT: **2024-25 – 2026-27 Mobile Crisis Response Team
Enhancement Grant - Call for Applications**

DATE OF ISSUE:	May 8, 2024
CLASSIFICATION:	For Action
RETENTION:	June 19, 2024
INDEX NO.:	24-0030
PRIORITY:	Normal

I am pleased to advise you that the Ministry of the Solicitor General will be accepting applications under the **Mobile Crisis Response Team (MCRT) Enhancement Grant for the 2024-25 – 2026-27 grant cycle** beginning May 8, 2024. The new grant cycle will operate on a three-year period and be available to municipalities that are policed by Ontario Provincial Police (OPP), as well as municipal and First Nation police services **with an existing MCRT.**

The grant intends to enhance existing MCRTs as part of the government's plan to build a more comprehensive and connected mental health and addictions system. Under this cycle, \$4.5 million per fiscal year will be available to police services to support or increase the full-time equivalent count of crisis workers for existing MCRTs. This will help meet the need for more mental health assistance on calls for service by leveraging local mental health expertise. This three-year grant cycle will provide greater sustainability and allow police services to effectively implement projects.

Municipal and First Nations police services may submit one application per police service. Similarly, municipalities policed by the OPP may submit one application per OPP detachment. Municipalities and OPP detachments are encouraged to work together to determine which application to put forward. **The maximum funding request for each MCRT project is \$120,000 per fiscal year for a total of \$360,000 over three years.**

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Please note that grant funding is subject to the ministry receiving the necessary appropriation from the Ontario Legislature.

The application forms will be accessible on Transfer Payment Ontario (TPON) beginning **May 8, 2024**. **All applications must be submitted through TPON by 4:00 p.m. Eastern Standard Time on June 19, 2024**. Late submissions will not be considered for funding. More details on the application process, including accessing the application and applying through TPON, are outlined in the attached Grant Application Instructions and Guidelines.

To support police services, the ministry will be holding an information session on the MCRT Enhancement Grant to provide an overview of the new program and answer any questions about the grant application process. This information session will take place on **May 16, 2024, from 1:00 p.m. to 2:00 p.m. through Microsoft Teams**. The information session can be accessed through the following meeting link: [Join the meeting now](#).

Please direct any questions regarding the MCRT Enhancement Grant or application process to Shamitha Devakandan, Community Safety Analyst, Program Development Section, by email at Shamitha.Devakandan@ontario.ca and Steffie Anastasopoulos, Community Safety Analyst, Program Development Section, by email at Steffie.Anastasopoulos@ontario.ca.

Sincerely,



Ken Weatherill
Assistant Deputy Minister
Public Safety Division

Attachment

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

Creed Atkinson
Chief of Staff, Ministry of the Solicitor General



Ministry of the Solicitor General

2024-25 – 2026-27

**Mobile Crisis Response
Team Enhancement Grant**

Application Instructions and Guidelines

INTRODUCTION

The Ministry of the Solicitor General (ministry) is pleased to present the 2024-25 – 2026-27 cycle of the Mobile Crisis Response Team (MCRT) Enhancement Grant. This document includes important information on the eligibility criteria, assessment criteria, as well as the grant process.

MCRTs involve police officers and mental health and addictions service providers (crisis workers) responding together to mental health, addictions and neurodevelopmental calls for service, as well as other crises where police are called and obligated to attend.

Policing services continue to experience increased calls for service to respond to complex situations involving individuals experiencing a mental health and/or addiction related crisis. Through MCRTs, police services and crisis workers partner to support the de-escalation and stabilization of these situations.

Expanding these teams will help those in crisis get the local support they need in their community, while diverting away from unnecessary emergency department visits and the criminal justice system, whenever appropriate.

Through the MCRT Enhancement Grant, funding will be provided to police services to support or increase the Full Time Equivalent (FTE) count of crisis workers on their existing MCRTs. This will support the ongoing need for more mental health assistance on police calls for service, and better leverage local mental health expertise.

For reference, in January 2023, the Provincial Human Services and Justice Coordinating Committee's (P-HSJCC) released the *Developing Mobile Crisis Response Teams: A Framework and Toolkit for Ontario*, which was developed to serve as guidance to police services and health partners wishing to further advance MCRTs in Ontario. The framework and toolkit present current best practices and offer recommendations on planning and implementing police mobile crisis services. The framework is a guidance document (i.e., not legally binding), and remains flexible to the needs of local communities, various types of mobile crisis response models, and service providers. The accompanying toolkit provides templates and resources, which communities can use to enhance their own MCRTs. We encourage you to review and share these documents with your local community partners.

*Note: While there may be a variance in naming conventions across the province, typically, MCRT involves police officers and crisis workers responding together to a mental health, addiction, neurodevelopmental, and/or other crisis situation where police have been called and obligated to respond. Please refer to the *Developing Mobile Crisis Response Teams: A Framework and Toolkit for Ontario*, for examples of models implemented in the province.*

ELIGIBILITY CRITERIA

Who is Eligible?

- Municipalities that are policed by the Ontario Provincial Police (OPP) as well as municipal and First Nation police services with an existing MCRT.

Number of Application Submissions and Funding Amounts:

- Municipal and First Nations police services can submit a maximum of one application per police service. Similarly, municipalities policed by the OPP can submit a maximum of one application per OPP detachment.
 - Police services and municipalities have the flexibility to submit a joint application and must identify a lead police service/municipality who will be responsible for submitting the application on TPON.
- Maximum funding for MCRT projects is \$120,000 per fiscal year for a total of \$360,000 over three years.
 - Consideration for additional funding may be given depending on geography and local service system features that impact service delivery costs.

Application Preferences

- **To provide the highest possible impact and to respond to current trends, preference will be given to projects that service areas that have experienced a demonstrable increase in mental health related occurrences (i.e., large percentage of calls attended by MCRT leading to *Mental Health Act* apprehensions, high total volume of mental health related calls).**
- Additional preference may also be given to projects that demonstrate strong police-hospital partnerships (i.e., successfully implemented police-hospital transition protocols).

What is Eligible?

- Funding can be used for costs associated with the FTE counts of a crisis worker(s).
 - Crisis worker(s) can include but is not limited to, social workers, registered nurses, child and youth workers, addictions workers, and Indigenous Elders.
- Funding can be used for an existing or additional FTE worker on MCRTs; however, must be used towards an enhancement or new component, which could include an additional worker, expanding the hours of an existing worker or team, new target group for the team, etc.
- Existing police-led crisis response teams and/or police models involving civilian-led crisis response teams are eligible for funding.

*Note: Police call centres supporting crisis call diversion programs and costs associated with police FTEs are **not** eligible for this grant. There may be additional funding opportunities to support these initiatives in the future.*

Eligible Budget Items:

- Salaries and Benefits

- *Note: Funding can only be used for costs associated with the FTE counts of crisis workers. It will not cover expenses for police FTEs of the MCRT.*

- Orientation and Training
- Equipment (e.g., cell phone, laptop, printer, software)
- Other (e.g., recruitment, office supplies, cell phone usage, travel expenses)

Ineligible Budget Items:

- Expenses for police FTEs of MCRT
- Vehicle retro fitting
- HealthIM software
- Communities with civilian-led response teams funded by the Ministry of Health's Addictions Recovery Fund
- Community non-police MCRT models

Project Timeline:

- Funding provided is time limited. If successful for funding, recipients will have until March 31, 2027 to complete their project. It is anticipated that the ministry will notify applicants of its funding decision and issue payments in Fall 2024. Please take this into consideration when undertaking the implementation planning for your project.

OUTCOMES & PERFORMANCE INDICATORS

All successful applicants will be required to report to the ministry on both provincial and local outcomes in addition to determining baselines for all metrics (please see page 7 for more information on establishing baselines).

Provincial Outcomes:

To consistently demonstrate provincial outcomes, the ministry will require funding recipients to report back on provincially identified outcomes and performance indicators twice a year. Specifically, the ministry has identified the following provincial outcomes, as well as a list of associated performance indicators for each outcome for this grant program. It is mandatory for recipients to report on all below-noted outcomes.

- 1. Outcome: Project/Program Coverage - # of services/activities delivered**
 - a. % of live mental health calls attended by MCRT
 - b. # of FTEs dedicated to MCRT
- 2. Outcome: Project/Program Administration Costs**
 - a. Total amount spent on administration (\$)
 - b. Total initiative allocation (\$)
- 3. Outcome: Project/Program Impact – Increase in support provided during calls involving individuals in crisis.**

- a. % of MCRT encounters resolved on scene (no additional actions required, including follow up)

4. Outcome: Increased capacity to respond to mental health and addictions crisis calls.

Associated Indicators:

- a. # of mental health related occurrences
- b. % of live mental health related calls attended by MCRT (Note: this indicator is a duplicate of "Project/Program Coverage")
- c. # of mobile crisis response teams
- d. # of FTE dedicated to MCRT (Note: this indicator is a duplicate of "Project/Program Coverage")
- e. % of MCRT FTEs who are crisis workers (i.e., not police officers)
- f. Average # of hours that the MCRT operate **per week**

5. Outcome: Improved response to mental health and addictions crises.

Associated Indicators:

- a. Total # of mental health related calls attended by MCRT
- b. % of mental health related calls attended by MCRT that resulted in transfers being made on behalf of the person in crisis
- c. # of unique follow-up visits/wellness checks conducted by MCRT
- d. # of proactive activities (i.e., education, committees, situation table meetings) conducted by MCRT
- e. Of the total MCRT engagements, provide breakdown: % attending live calls, % follow-up visits/wellness checks and % proactive activities

6. Outcome: Increased diversion from hospitals.

Associated Indicators:

- a. % of mental health related occurrences attended by MCRT that led to apprehensions under the *Mental Health Act*
- b. % of mental health related calls attended by MCRT that resulted in hospital admissions
- c. % of mental health apprehensions where MCRT accompanied individual to Emergency Department (individual was taken to the hospital but was not admitted)
- d. Average amount of time spent by MCRT in the Emergency Department
- e. % of mental health related calls attended by MCRT that resulted in connections/referrals to community services
- f. % of referrals to a pre-charge diversion program (formal or informal) (Note: Individual is referred to a restorative justice program via MCRT where there were grounds for criminal charges)
- g. % of MCRT encounters resolved on scene (no additional actions required, including follow up)

- h. For civilian-led police models: % of instances where police and/or Emergency Medical Services were needed to assist on crisis calls

Please note that **local data** should be used to demonstrate performance on provincially identified outcomes.

Local Outcomes:

In addition to the provincially identified outcomes, applicants will be required to identify local outcomes and a minimum of two local performance indicators that reflect your specific project.



TIP: *Expected **Outcomes** are the positive impacts or changes your activities are expected to make in your community.*

Additional Information:

- A performance **indicator** is an observable, measurable piece of information (i.e., numeric result) about a particular outcome, which shows to what extent the outcome has been achieved.
- **Quantitative** indicators are numeric or statistical measures that are often expressed in terms of unit of analysis (e.g., frequency of, percentage of, ratio of, variance with).
- **Qualitative** information is non-measurable information that describes attributes, characteristics, properties, etc. It can include descriptive judgments or perceptions (e.g., program participants' verbal or written feedback) measured through an open-ended questionnaire or an interview.
- **Baseline** data is information captured initially to establish the starting point against which to measure the achievement of outcomes.
- **Target** is the planned result to be achieved within a particular time frame. Along with the baseline, this provides an anchor against which current performance results can be compared. Reasonable targets are challenging but achievable.

APPLICATION REVIEW

The MCRT Enhancement Grant Review Committee, comprised of representatives from within and outside the ministry, will review all eligible proposals and make funding recommendations to the Solicitor General for approval. Should the application meet the eligibility criteria, your proposal will be assessed based on the following criteria:

1. Demonstrated Need
2. Project Workplan/Activities
3. Partnerships
4. Performance Measures
5. Budget

Note: Applicants applying for funding towards police models involving a civilian-led crisis response team will be required to provide additional information around risk mitigation and processes in place to support this type of model within the Project Workplan/Activities section of the application.

ASSESSMENT CRITERIA

Please review the following Assessment Criteria carefully. It outlines important information that must be addressed for each question and must be followed when completing your application. Please ensure you answer each component of every question and leave no sections blank, as well as ensure all components are answered in the correct/associated areas.

1. Demonstrated Need (9 Points)

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

- ✓ Describe the type of MCRT model in your community. Include data on your existing MCRT, current funding structure, related staffing complement, and highlight the positive outcomes/results of the team.
- ✓ Provide current and reliable statistics and evidence to demonstrate the need to enhance your current MCRT and how the proposal is responsive to any unique community needs. Statistics/evidence may originate from Juristat Canada, local police, schools, etc. or through local findings (e.g., community safety and well-being plans, community consultations, conducting a gap analysis, or equivalent).
- ✓ Identify factors limiting your police service's ability to implement the enhancement including information on current gaps in service. Explain why additional funding is beyond your current local capability.

2. Project Workplan/Activities (6 points)

Provide a comprehensive outline of the activities that will be implemented as part of the proposed enhancements.

- ✓ Indicate the key milestones for your enhancement(s).
- ✓ Describe in detail all the activities that are associated with achieving the key milestones.
- ✓ Clearly indicate the approximate timelines for your activities within each fiscal year and who will be responsible for completing these activities.
- ✓ For civilian-led police models, outline the activities/process for determining the type of model that is deployed to the call (i.e., triaging within the call centre), policing components involved with this model (i.e., agreements with police services, oaths to secrecy), and risk mitigation protocols, procedures, and processes.

3. Partnerships (4 points)

Provide an overview of the partnerships that will be utilized for the proposed enhancements by completing the chart outlined in the application.

- ✓ **Name:** Indicate the name of the agency/organization(s) that will be involved in the delivery of the MCRT enhancements.
- ✓ **Contact Information:** The name, position, phone number, and email of the primary contact(s) within the agency/organization(s).
- ✓ **Role:** Describe each partner's role and how they will contribute to the success of the MCRT enhancements. Please also comment on how this service will integrate/interact with other crisis services in the area, (i.e., with other health service providers or hospitals).
- ✓ **Description:** Provide a brief description of the agency/organization(s), including the sector that it belongs to.

Note: Preference may be given to applications that include strong multi-sectoral partnerships.

4. Budget (2 points)

Provide total costs associated with the proposed enhancements under each heading including funding from other funding sources. Itemize all expenditures associated with the project within the "Description" column for the fiscal year of this grant cycle.

- ✓ Provide total expenditures under the appropriate category.
- ✓ Include a description for each budget item in the corresponding column, ensuring they align with the design and delivery of the specific enhancements.
 - Identify whether training, equipment, supplies, etc. are one-time expenses or if they will be ongoing.
- ✓ Provide information on other funding sources in the appropriate category.

5. Performance Measures (6 points)

Indicate the expected outcomes and associated performance metrics for your enhancement(s).

Reminder: Successful recipients will be required to report on *all* performance indicators associated with provincial outcomes. Recipients will also be required to report on local outcomes and performance indicators that reflect your specific initiative.

- ✓ Complete the chart outlined in the application form for both the provincially identified and locally identified outcomes.
- ✓ For provincially identified outcomes, please indicate:
 - **Baselines:** Baseline data and date from which you will be able to assess change (*Note: Data from the year prior (i.e., 2023 calendar year or 2023-24 fiscal year) can be used as baseline data*).
 - **Targets:** Targets you will use to assess the achievement of the indicator.
 - **Responsibility:** Identify which partner will collect data for each indicator.
 - **Frequency:** Provide information on timelines associated with how often data will be collected.

- ✓ For locally identified outcomes, please indicate:
- **Outcomes:** The local outcome(s) your team will be striving to achieve.
 - **Indicators:** Performance indicators that you will be measuring to achieve your outcome(s).
 - **Baselines:** Baseline data and date from which you will be able to assess change (*Note: Data from the year prior (i.e., 2023 calendar year or 2023-24 fiscal year) can be used as baseline data*).
 - **Targets:** Targets you will use to assess achievement of the indicator.
 - **Responsibility:** Identify which partner will collect data for each indicator.
 - **Frequency:** Provide information on timelines associated with how often data will be collected.

Note: Please refer to the Outcomes and Performance Indicators section on pages 3-5 of this document for a list of provincially identified outcomes and associated performance indicators and for helpful tips on developing appropriate performance measures.

CONTRACTUAL AGREEMENT

As part of the terms of funding, the ministry will enter into a contractual agreement with successful applicants, including police services boards and municipalities. Funds will only be released to the organization after the contractual agreement is signed by all parties. The grant must be used in Ontario for the purposes described in the approved application and according to the terms of the contractual agreement.

As part of the contractual agreement, recipients will be required to complete and submit yearly Interim and Final reports to the ministry. The release of funding instalments for each year of the grant cycle are dependent on submission/approval of these yearly Interim and Final reports.

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

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

LENGTH OF APPLICATION FORM

Application forms have character limits in each section. Please adhere to these limits.

Please do not include any attachments or website addresses as part of your response. They will **not** be reviewed.

APPLICATION SUBMISSION

All applications **must be submitted through Transfer Payment Ontario (TPON)**. Ministry staff will not accept applications submitted by email.

Applications submitted jointly between municipalities and/or police services should identify a lead municipality/police service to submit through TPON of whom the ministry will enter into a Transfer Payment Agreement with.

Note: OPP-policed municipalities submitting applications per OPP detachment must do so through the municipality's account on TPON.

For all OPP-policed municipalities, applications must be reviewed by the OPP's Grant Support Team at OPP.Grant.Support.Team@OPP.ca prior to submission in TPON.

More details on the application process, including accessing the application and applying through TPON, are outlined in Appendix A.

APPLICATION DEADLINE

Your completed application must be submitted through TPON by **June 19, 2024**.

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

Out of fairness to all applicants, submissions that are late will not be considered for funding. No exceptions will be permitted.

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

ASSISTANCE

For questions related to the MCRT Enhancement Grant, please contact Shamitha Devakandan at Shamitha.Devakandan@ontario.ca and Steffie Anastasopoulos at Steffie.Anastasopoulos@ontario.ca. Please note that ministry staff will not be reviewing applications prior to their formal submission.

APPENDIX A: REGISTERING YOUR ORGANIZATION IN TRANSFER PAYMENT ONTARIO

Transfer Payment Ontario (TPON) is the Government of Ontario’s online transfer payment management system. It provides one window access to information about available funding, how to submit for Transfer Payment (TP) funding and how to track the TP status of your submission.

Getting Started

- **NOTE:**
 - Effective April 17, 2023: TPON changed the way you access Transfer Payment Ontario. You will need to Create a My Ontario Account for the first time if you have not done so already.
 - For more information: See the Creating a My Ontario Account [guide](#) and [video](#).
- All organizations must be registered with Transfer Payment Ontario to submit the intake form to request funding for this TP program.
 - The form must be submitted online through Transfer Payment Ontario.
- **For both existing and new users to TPON:** please use the link below to gain access to the Government of Ontario’s online transfer payment management system.
 - [**Transfer Payment Ontario**](#)

NOTE: Google Chrome web browser and Adobe Acrobat Reader DC are required to access funding opportunities and download required forms from TP Ontario. For more information and resources visit the [Get Help](#) section of our website.

Technical Support

Transfer Payment Ontario Client Care support for external users is available from Monday to Friday 8:30 a.m. to 5:00 p.m., except for government and statutory holidays, at:

- Toll-free: 1-855-216-3090
- TTY: 416-325-3408
- Toll-free TTY: 1-800-268-7095
- Email: TPONCC@ontario.ca

Ministry of the Solicitor General

Public Safety Division

25 Grosvenor St.
12th Floor
Toronto ON M7A 2H3

Telephone: (416) 314-3377
Facsimile: (416) 314-4037

Ministère du Solliciteur général

Division de la sécurité publique

25 rue Grosvenor
12^e étage
Toronto ON M7A 2H3

Téléphone: (416) 314-3377
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MEMORANDUM TO: All Chiefs of Police and
Commissioner Thomas Carrique
Chairs, Police Service Boards

FROM: Ken Weatherill
Assistant Deputy Minister
Public Safety Division

SUBJECT: **2024–25 Constable Joe MacDonald Public Safety
Officers’ Survivors Scholarship Fund (CJMPSOSSF)
Call for Applications**

DATE OF ISSUE:	May 8, 2024
CLASSIFICATION:	For Action
RETENTION:	June 10, 2024
INDEX NO.:	24-0031
PRIORITY:	Normal

Please find attached an application package outlining the eligibility criteria and the process to apply for the Constable Joe MacDonald Public Safety Officers’ Survivors Scholarship Fund (CJMPSOSSF).

The CJMPSOSSF was established in recognition of the tremendous sacrifice made by our public safety officers and their families to keep Ontario safe. It is a demonstration of the esteem that the people of Ontario have for public safety officers.

The CJMPSOSSF is available to spouses and children of public safety officers who died in the line of duty. The scholarship may be used for tuition, textbooks and eligible living expenses for programs leading to a degree or a diploma at an approved Canadian postsecondary educational institution. To date, the CJMPSOSSF has provided financial assistance to 100 recipients to obtain a postsecondary education. Additional details regarding eligibility criteria can be found in the attached 2024–25 CJMPSOSSF Guidelines.

For the purposes of the CJMPSOSSF, a public safety officer may include a municipal or provincial police officer, First Nation Officer, auxiliary member of a police force or special constable (acting with the powers of a police officer at the time of his/her death) firefighter, correctional officer, probation officer, parole officer, or youth worker. Please see the attached guidelines for a more comprehensive definition of a public safety officer.

.../2

-2-

Please forward this information to the appropriate areas and/or persons for distribution.
The due date for submission of applications is June 10, 2024.

Applications and **all required documentation must be submitted by email** to yoko.iwasaki@ontario.ca, followed by a signed original copy mailed to the following address.

Attention: Yoko Iwasaki, Community Safety Analyst
Program Development Section
External Relations Branch, Public Safety Division
Ministry of the Solicitor General
25 Grosvenor Street, 12th Floor
Toronto ON M7A 2H3

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

If you have any questions or require additional information about the Constable Joe MacDonald Public Safety Officers' Survivors Scholarship Fund, please contact Yoko by email at yoko.iwasaki@ontario.ca or at 647-532-8149.

Sincerely,



Ken Weatherill
Assistant Deputy Minister
Public Safety Division

Attachments (2)

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

Creed Atkinson
Chief of Staff, Ministry of the Solicitor General

Karen Ellis
Deputy Solicitor General, Correctional Services

Jon Pegg
Fire Marshal of Ontario



Ministry of the Solicitor General

**CONSTABLE JOE MACDONALD
PUBLIC SAFETY OFFICERS'
SURVIVORS SCHOLARSHIP FUND**

2024–25 GUIDELINES



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BACKGROUND

- In June 1997, the Public Safety Officers' Survivors Scholarship Fund (PSOSSF) was established through an Order-in-Council (OIC) to recognize the tremendous sacrifice made by our public safety officers and their families to keep Ontario safe.
- The PSOSSF was initially established to provide for the cost of tuition and textbooks for postsecondary education at approved Canadian institutions, to the spouses and children of public safety officers who have died in the line of duty.
 - In 2002, the PSOSSF was renamed to commemorate the late Constable Joe MacDonald.
 - In August 2003, the Constable Joe MacDonald Public Safety Officers' Survivors Scholarship Fund (CJMPSOSSF) was amended by OIC to permit the funding of certain living expenses and to restrict the funding of the scholarship to a maximum period of five years.

APPLICATION PROCESS AND TIMELINES

- The CJMPSOSSF application package consists of the application form, these guidelines and Appendix A, which outlines the eligible living allowances for recipients.
- The CJMPSOSSF is offered annually. A new and fully complete application form must be submitted for each year that funding is requested.
- Applications are reviewed individually by an Advisory Committee, whose members have been appointed by the Solicitor General, and are assessed against the eligibility criteria specified in these guidelines. The Advisory Committee recommends applications to the Solicitor General for approval.

Approximate Scholarship Timelines

- **May 2024** – The Ministry of the Solicitor General (the “ministry”) issues the annual call for applications.
- **May 2024** – 2023–24 scholarship recipients must submit their year-end reconciliation forms and corresponding receipts to the ministry.
- **June 2024** – 2024–25 applications are due.
- **July 2024** – The Advisory Committee convenes to review applications and make funding recommendations to the Solicitor General.
- **September 2024** – The ministry advises applicants of their application status and the first funding instalment is distributed to successful recipients.
- **September to December 2024** – Scholarship recipients track expenses for their mid-year reconciliation and advise the ministry of any changes to their program status or contact details.
- **End of December 2024 – January 2025** – Scholarship recipients submit their mid-year reconciliation forms and corresponding receipts to the ministry for review and approval. The ministry reconciles the recipients' mid-year expenses and issues the second funding instalment.
- **January to April 2025** – Scholarship recipients track expenses for the year-end reconciliation and advise the ministry of any changes to their program status or contact details.
- **May 2025** – Scholarship recipients submit their year-end reconciliation forms and receipts to the ministry for review and approval. The ministry reconciles the recipients' year-end expenses.

ELIGIBILITY

The following persons may apply for a scholarship from the CJMPSOSSF:

- any spouse of a public safety officer who died in the line of duty; or
- any child of a public safety officer who died in the line of duty, born within or outside marriage, including an adopted child, who is under the age of 25 at the time of the application (or such greater age as the Advisory Committee, in its discretion, considers appropriate in the circumstances).

To be considered for a scholarship from the CJMPSOSSF, a child or spouse must meet the following conditions:

- the applicant is admitted to an approved Canadian postsecondary educational institution as a full-time, part-time or summer school student in a program of study leading to a degree or diploma;
- the applicant does not hold a bachelor's or higher degree in any subject;
- the applicant has not received funding under the CJMPSOSSF for five or more years; and
- the applicant provides satisfactory evidence to the ministry that he/she is the child or surviving spouse of a public safety officer who died in the line of duty.

New Applicants

A new applicant under the CJMPSOSSF who is the child of a deceased public safety officer must submit:

- a copy of the death certificate of the public safety officer who died in the line of duty;
- a copy of his/her birth certificate;
- proof of his/her acceptance into an approved postsecondary educational institution;
- evidence that the program of study for which he/she is seeking a scholarship leads to a degree or diploma;
- an official tuition invoice for the upcoming semester or year, once available;
- proof that he/she moved to attend school and/or proof that he/she does not currently live with his/her parent(s)/guardian(s), if applicable (i.e., a change of address substantiated by a cable bill, hydro bill, rerouting of mail or lease/rental agreement);
- proof of marriage, if applicable (e.g., marriage certificate, if claiming a spouse); and
- proof of dependants, if applicable (e.g., birth certificates for each child, Canada Child Tax Benefit receipts or Federal Income Tax Returns).

A new applicant under the CJMPSOSSF who is the spouse of a deceased public safety officer must submit:

- a copy of the death certificate of the public safety officer who died in the line of duty;
- a copy of his/her marriage certificate;
- a copy of his/her birth certificate;
- proof of his/her acceptance into an approved postsecondary educational institution;
- evidence that the program of study for which he/she is seeking a scholarship leads to a degree or diploma;
- an official tuition invoice for the upcoming semester or year, once available; and
- proof of dependants, if applicable (e.g., birth certificates, Canada Child Tax Benefit receipts, or Federal Income Tax Returns).

Returning Applicants

A returning applicant who wishes to apply for another year of funding under the CJMPSOSSF must:

- immediately advise of any changes to his/her program/course, address and/or contact information;
- provide evidence that the program for which he/she is seeking a scholarship leads to a degree or diploma;
- provide proof of satisfactory academic progress (as defined by the postsecondary institution where he/she is enrolled) in order to continue receiving the scholarship, or proof of extenuating circumstances leading to unsatisfactory academic progress;
- an official tuition invoice for the upcoming semester or year, once available;
- provide proof that he/she moved to attend school and/or proof that he/she does not currently live with his/her parent(s)/guardian(s), if applicable (i.e., a change of address substantiated by a cable bill, hydro bill, rerouting of mail or lease/rental agreement); and

- complete and submit mid-year and year-end reconciliation forms with original, itemized receipts to substantiate the expenses claimed, in order to reconcile the previous year's funding.
 - Only original, itemized receipts, which list all of the individual items purchased, will be accepted. Credit/debit card transaction records, which include the total cost but do not list all of the individual items purchased, will not be accepted as a proof of purchase.

Final Year Applicants

A returning applicant who is in his/her final year of study and/or final year of the CJMPSOSSF must:

- immediately advise of any changes to his/her program/course, address and/or contact information;
- submit proof of completion of his/her educational program (e.g., final transcript or a copy of diploma/degree);
- provide proof that he/she moved to attend school and/or proof that he/she does not currently live with his/her parent(s)/guardian(s), if applicable (i.e., a change of address substantiated by a cable bill, hydro bill, rerouting of mail or lease/rental agreement); and
- complete and submit mid-year and year-end reconciliation forms with original, itemized receipts to substantiate the expenses claimed in order to reconcile the last year of funding.
 - Only original, itemized receipts, which list all of the individual items purchased, will be accepted. Credit/debit card transaction records, which include the total cost but do not list all of the individual items purchased, will not be accepted as a proof of purchase.
 - Upon final reconciliation, if he/she:
 - received an underpayment in the final year of study, the difference between the amount paid and the maximum amount for which he/she is eligible may be paid to him/her by the ministry; or
 - received an overpayment in the final year of study, the amount overpaid must be returned to the ministry by cheque payable to the "Ontario Minister of Finance".

Retroactive Applications

- A retroactive application should be completed if the applicant is requesting a funding reimbursement for previous years of study. However, such an application will only be considered if the retroactive period of study directly precedes the current academic year's application and is part of the current degree/diploma for which a CJMPSOSSF scholarship is being sought.
 - For example: A student who applies this year for his/her second year of studies towards a Psychology Degree at the University of Toronto and also submits a retroactive application for the previous year (e.g., first year studies) of this degree.

An applicant who wishes to submit a retroactive claim under the CJMPSOSSF must:

- provide proof of satisfactory academic progress (as defined by the postsecondary institution where he/she is enrolled) or proof of extenuating circumstances leading to unsatisfactory academic progress, for each year of the retroactive claim; and
- complete and submit a year-end reconciliation form for each year of the retroactive claim, with original, itemized receipts to substantiate the expenses claimed, in order to reconcile each year of funding.
 - Only original, itemized receipts, which list all of the individual items purchased, will be accepted. Credit/debit card transaction records, which include the total cost but do not list all of the individual items purchased, will not be accepted as a proof of purchase. Submitting a retroactive application that meets the above criteria does not guarantee an approval of the application.
- Retroactive applications will be brought forward to the Advisory Committee for their review.
 - The Advisory Committee has the discretion and authority to approve or reject a retroactive claim or deem it ineligible. **Note: For a copy of the Retroactive Application Form and Reconciliation Form, please contact ministry staff.**

ELIGIBLE EXPENSES

Tuition

- Approved tuition, as evidenced in an official tuition invoice, is paid directly to the scholarship recipient's educational institution in two or three instalments, depending on the financial policy of the institution.
- Generally, instalments are paid as follows:
 - Fall (e.g., Late August/September);
 - Winter (e.g., January/February); and/or
 - Summer, if applicable (e.g., May/June).

Textbooks

- Funding for required textbooks is paid directly to the scholarship recipient in two or three instalments, in line with the schedule for tuition payments.
- Upon reconciliation at the mid-year and/or year-end points, overpayments/underpayments are identified and recovered/reimbursed.

Student Living Allowance

- A scholarship recipient can apply for a student living allowance based on his/her living situation (as defined below and further outlined in Appendix A).
- Eligible student living expenses and allowances are based on the Canada Student Financial Assistance (CSFA) Program.
 - The CSFA conducts an annual review of the allowance amounts and they are amended accordingly.
 - The current student living allowances in each expense category (i.e., shelter, food, miscellaneous and local public transportation) are detailed in Appendix A.
- Funding for approved living expenses may be paid out to the **maximum limit** per expense category, based on an eight or 12-month academic period. However, a part-time student may be subject to a reduced maximum limit in each expense category (to be determined on an individual basis by the Advisory Committee).
- Funding for approved living expenses is paid directly to the scholarship recipient in two or three instalments, in line with the schedule for tuition payments.
- Generally, instalments are paid as follows:
 - Fall (e.g., Late August/September);
 - Winter (e.g., January/February); and/or
 - Summer, if applicable (e.g., May/June).
- Upon reconciliation at the mid-year and/or year-end points, overpayments/underpayments in each living expense category are identified and recovered/reimbursed.

Additional details regarding each living expense category are provided below.

1. Shelter

- Shelter allowance is only provided to students in the living situations as outlined in sections (a) - (d) below.
- Shelter allowance amounts are outlined in Appendix A for each living situation.
- Eligible shelter expenses include, but are not limited to:
 - rent, and utilities.
- a.** To be considered a "**Single Student Away from Home**" for the purposes of the CJMPSOSSF, a scholarship recipient must be:
 - a student who is living away from home (not in his/her parent(s)/guardian(s)' home); and
 - a student whose educational institution is more than 50 kilometres away from his/her primary residence (parent(s)/guardian(s)' home).

- **Note:** Any student whose primary residence (parent(s)/ guardian(s)' home) is closer than 50 kilometres to his/her educational institution is not eligible to apply for the shelter allowance, regardless of whether he/she moves closer to the educational institution.
- For example: A student who lives with his/her parents in Richmond Hill, a suburb of the Greater Toronto Area, and moves to downtown Toronto to be closer to his/her educational institution (e.g., University of Toronto), would not be eligible to apply for the shelter allowance. However, if that student attends Carleton University and moves from his/her parents' home in Richmond Hill to Ottawa, then he/she would be considered a "Student Living Away from Home" and would be eligible to apply for the shelter allowance as the distance exceeds 50 kilometres.

For single students living away from home, the allowance outlined in Appendix A is based on the shared average cost of a two-bedroom apartment, including utilities.

- b.** To be considered a "**Single Parent/Sole Support Parent**" for the purposes of the CJMPSOSSF, a scholarship recipient must be:
- a student who has legal and/or physical custody and responsibility to support a "**Dependant Child**" and who is:
 - single (not married or in a common-law relationship);
 - separated or divorced from a spouse; or
 - widowed.
- c.** To be considered a "**Married Student and Spouse**" for the purposes of the CJMPSOSSF, a scholarship recipient must be:
- a student who has been living in a conjugal relationship, or a situation similar, for at least three years, as of the first day of classes (common-law marriage), or who is married.
- For married students, the allowance outlined in Appendix A is based on the average cost of a two-bedroom apartment, including utilities.
- d.** For scholarship purposes, a recipient may receive living allowance amounts for each eligible dependant child. To be considered a "**Dependant Child**" for the purposes of the CJMPSOSSF, the child must be:
- the student's natural or adoptive child,
 - under the age of 18; and
 - living with the student on a full-time basis during their study period.

Children in high school who are 18 years of age or older are not considered dependants. Children who have completed high school are also not considered dependants.

2. Food

- Eligible food expenses include, but are not limited to:
 - groceries;
 - take-out; and
 - food ordered at restaurants.
- **Alcohol is not** an eligible food expense.

3. Miscellaneous

- Eligible miscellaneous expenses include, but are not limited to:
 - clothing;
 - personal care (e.g., toiletries);
 - health care products (e.g., eyeglasses);



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- household expenses (e.g., furnishings); and
- communication (e.g., cellular phone bill).
- **Alcohol is not** an eligible miscellaneous expense.

4. Local Public Transportation

- Eligible local transportation costs **only include expenses to and from the student's school residence and the educational institution**, and **not** transportation costs to and from the secondary residence, such as the student's parent(s)' home.
- Eligible transportation expenses include, but are not limited to:
 - gas;
 - a bus pass; and
 - a school parking pass.

LIMITATIONS

- The amount of the CJMPSOSSF scholarship will be reduced by the amount of any other scholarship received by the applicant but shall not be reduced by any other money received by the applicant, including a student loan, a bursary given by the approved postsecondary educational institution or an association to which the deceased public safety officer belonged or an insurance benefit maintained on behalf of the deceased public safety officer.

UNUSED OR MISUSED SCHOLARSHIP FUNDS

- If the recipient does not complete the year or semester of study for which he/she has received a scholarship under the CJMPSOSSF, the recipient must immediately return the scholarship funds to the ministry.
- A scholarship under the CJMPSOSSF must only be used for the intended purposes, and only for eligible expenses as outlined in these guidelines.
 - If scholarship funds are unused or misused, the funding must be returned to the ministry.
 - If such unused or misused funding is not returned to the ministry, the recipient's account may be sent to the Ministry of Public and Business Service Delivery for collections.

DEFINITION OF TERMS

- For the purposes of this application and the administration of the CJMPSOSSF, the following terms in these guidelines are as defined in Orders-in-Council 1453/97 and 1582/2003 and generally described as follows:

A Public Safety Officer

- A police officer who is a member of a police service in Ontario, as defined in the *Police Services Act* (PSA) or *Community Safety and Policing Act, 2019* (CSPA).
- A First Nations Constable (as described in the PSA) or First Nation Officer (as described in the CSPA).
- A firefighter (full-time, part-time and volunteer) as defined in the *Fire Protection and Prevention Act, 1997*.
- A person who is employed in the ministry:
 - to provide probation services and parole supervision (Probation and Parole Officers); or
 - to be directly involved in the care, health, discipline, safety and custody of an inmate, as defined in section 1 of the *Ministry of Correctional Services Act* (Correctional Officers).
- A youth worker, also known as a youth probation officer, who was appointed under the applicable provincial legislation (i.e., the former section 46(1)(b) of the *Ministry of Correctional Services Act*, or under clause 90(1)(b) of the *Child and Family Services Act*, or clause 146 (1) (b) of the *Child, Youth and Family Services Act, 2017*).

The Advisory Committee may, in its discretion, consider an individual’s application, if the applicant’s spouse or parent was:

- an auxiliary member of a police service who, at the time of his/her death, was acting with the authority of a police officer under PSA or CSPA as applicable; or
- a special constable whose appointment under the PSA or CSPA as applicable, at the time of his/her death conferred on him/her the powers of a police officer.

If a scholarship is granted as a result of the foregoing paragraph, the deceased auxiliary member of the police force or special constable shall be deemed to have been a public safety officer.

Died in the Line of Duty

- A public safety officer’s death is the direct and proximate result of a traumatic injury incurred in the course of, or arising from, his/her employment as a public safety officer.
 - Traumatic injury means a wound or the condition of the body caused by external force, including but not limited to an injury inflicted by a bullet, explosive, sharp instrument, blunt object or other physical blow, fire, smoke, chemical, electricity, climatic condition, infectious disease, radiation or bacteria, but excluding an injury resulting from stress, strain or a disease that routinely constitutes a special hazard in, or is commonly regarded as a normal incident of a public safety officer’s occupation.

A Child of a Public Safety Officer

- A child born within or outside marriage and includes an adopted child and a person whom a parent has demonstrated a settled intention to treat as a child of his/her family.

Approved Postsecondary Educational Institution

- An educational institution in Canada, as described in the definition of “designated educational institution” in subsection 118.6(1) of the *Income Tax Act* (Canada), and such other postsecondary educational institutions in Canada as may be designated by the Minister.
- Designated educational institutions as described in the *Income Tax Act* are educational institutions in Canada, if:
 - They are a university, college or other educational institution designated by:
 - the lieutenant governor in council of a province as a specified educational institution under the *Canada Student Loans Act*,
 - an appropriate authority under the *Canada Student Financial Assistance Act*, or
 - by the Minister of the Province of Quebec responsible for the administration of *An Act respecting financial assistance for education expenses*, for the purposes of that Act, or
 - They are certified by the Minister of Employment and Social Development (currently known as the Minister of Employment, Workforce Development and Official Languages) to be an educational institution providing courses, other than courses designed for university credit, that furnish a person with skills for, or improve a person’s skills in, an occupation.

Note: To verify eligibility of an educational institution, please contact ministry staff.

Student Living Allowances

- Student living allowances are outlined in the Canada Student Financial Assistance (CSFA) Program policies developed by Employment and Social Development Canada, but with the following limitations:
 - the distribution of funds will only be extended for local transportation costs to and from the student’s school residence and the educational institution but will not be extended for transportation costs to and from the student’s educational institution or the student’s school residence to a secondary residence, such as the student’s parents’ home;

- an allowance for shelter will only be considered if the student's educational facility is more than 50 kilometres in distance from his/her home residence and the student wants to live at another residence which is less than 50 kilometres from the educational institution; and
- the amounts with respect to student living allowances in the CSFA Program represent the maximum amount that the Fund will distribute regarding any student living allowance.

The following terms are as defined in the Canada Student Financial Assistance Program and generally described as follows:

Course Load

- Determined based on the policy of each student's educational institution, and in some cases, factors other than courses or credits considered.
- A student may wish to contact the financial aid office of his/her educational institution for further information, if unable to determine his/her course load.

Full-Time Students

- A student who is taking at least 60% of a full course load, unless he/she has a permanent disability.
 - If five courses are considered to be a full course load, then a student must take at least three courses to be considered a full-time student (i.e., $3/5 \times 100 = 60$ per cent).
 - If 30 credits are considered to be a full course load, then a student must take at least 18 credits to be considered a full-time student (i.e., $18/30 \times 100 = 60$ per cent).
- If a student indicates that he/she has a permanent disability, he/she is considered to be a full-time student if he/she is taking at least 40% of a full course load.
 - If five courses are considered to be a full course load, then a student with a disability must take at least two courses to be considered a full-time student (i.e., $2/5 \times 100 = 40$ per cent).
 - If 30 credits are considered to be a full course load, then a student with a disability must take at least 12 credits to be considered a full-time student (i.e., $12/30 \times 100 = 40$ per cent).
- If a student indicates that he/she has a permanent disability and is planning to take between 40 per cent and 59 per cent of a full course load, he/she is required to submit documentation of the permanent disability.
 - "Permanent disability" is a functional limitation that is caused by a physical or mental impairment that restricts an individual's ability to perform the daily activities necessary to participate in studies at a postsecondary level or in the labour force, and that is expected to remain with the individual for his/her expected natural life.
 - Acceptable documentation includes a medical certificate, a learning disability assessment, or a document proving the student is in receipt of federal and/or provincial disability assistance.

Part-Time Students

- A student who is taking 20 per cent to 59 per cent of a full course load.
 - If five courses are considered to be a full course load, then a student must take at least one, and less than three, courses to be considered a part-time student (i.e., $1/5 \times 100 = 20$ per cent).
 - If 30 credits are considered to be a full course load, then a student must take at least six, and less than 18, credits to be considered a part-time student (i.e., $6/30 \times 100 = 20$ per cent).

Common-Law Marriage

- A common-law marriage exists if a student:
 - has been living with his/her partner in a conjugal relationship for at least three years as of the first day of his/her classes; or
 - has been living with his/her partner in a conjugal relationship and are raising children for whom they are both the natural or adoptive parents.



2024–25 Constable Joe MacDonald Public Safety Officers' Survivors Scholarship Fund Guidelines

- If the above criteria are met, an applicant may be eligible to apply for living expenses funding as a married student.

APPLICATION FORM INTRUCTIONS

Application Form

- Open the Application Form (Adobe PDF). Once the form is open, you will begin on Page 1.
- Complete each field. Press "Tab" to get to the next field or click on the desired field.
 - **Note:** *Some fields have a drop-down menu, which will appear when you click on the field.*

Section A – Applicant Information (Page 1)

- Enter your first, middle and last names
- Enter your date of birth (D/M/Y)
- Enter your address (primary residence, e.g., parent(s)/guardian(s) home address)
- Enter your email address (to be used for future correspondence)
- Enter your primary phone number (digits only, e.g., 4169876543)
- Enter your secondary phone number (if applicable)
- Enter your other phone number (if applicable)
- Select your marital status
 - **Note:** *See the Eligible Expenses and the Definition of Terms sections for more information on marital status definitions.*
- Select the number of children you have (if applicable)
- Select the number of children you have under the age of 18 years old (if applicable)
- Provide your emergency/alternate contact person's information (a person we may contact in the event of an emergency or if you are unavailable)
 - Enter his/her first and last names
 - Enter his/her relationship to you (e.g., Spouse, Mother, Father, Sister, etc.)
 - Enter his/her primary phone number
 - Enter his/her secondary and/or other phone number (if applicable)
 - Enter his/her email address

Section B – Information on Deceased Public Safety Officer (Page 1 and 2)

- Enter his/her first, middle and last names
- Enter his/her place of employment (e.g., Ontario Provincial Police)
- Select his/her occupation
- Enter his/her employment address
- Select his/her relationship to you
- Indicate if you are a new applicant
- Indicate if you are making a retroactive claim
 - **Note:** *Retroactive claim refers to an application for a funding reimbursement for a previous year of study. Review the Retroactive Applications section for more detail.*

Section C – Educational Institution/Studies Information (Page 2)

- Enter your educational institution
- Enter the address of the educational institution
- Enter the undergraduate program name
- Select the year of study (e.g., 1st year = 1, 2nd year = 2, etc.)
- Select the designation (i.e., Degree or Diploma)
- Select the duration of the program (e.g., four-year program = 4)
- Select your status (e.g., Full-Time or Part-Time)
 - **Note:** *See the Definition of Terms section for the definitions of full-time and part-time*
- Select the type of institution (i.e., University, College or Other)



2024–25 Constable Joe MacDonald Public Safety Officers' Survivors Scholarship Fund Guidelines

- Select type of study. If not listed, select "Other" and type in the next field.
- Indicate proof of study (i.e., document you will submit with your Application Form, e.g. Admissions/Acceptance Letter, etc.)

Section D – Living Situation (Page 3)

- Indicate if you will live at your primary residence during the school year (e.g., parent(s)' or guardian(s)' home address) as provided on Page 1 (Select Yes or No)
 - If no, please type in the address where you will be residing during the school year.
- Indicate the distance of travel between the above address and your educational institution

Section E – Expenses (Page 3)

- Indicate the number of month(s) you will be attending school during the current school year
- Enter the amount of your request for each of the following expense categories:
 - Tuition,
 - Textbooks,
 - Shelter*, Note: *Eligibility is dependent on your living situation and will be determined automatically based on the information provided on previous pages.*
 - Food*,
 - Miscellaneous*, and
 - Transportation*.
- **Totals will be calculated automatically.**
***For maximum amounts, refer to Appendix A (Student Living Allowances)**

Section F – Scholarship/Bursary (Page 4)

- List any scholarship and/or bursary that you have or will receive, unless the bursary is from an association to which the deceased public safety officer belonged.
- Complete all three columns
 - First column: Enter the name of scholarship/bursary.
 - Second column: Enter the year for which the scholarship or bursary was received
 - Third column: Enter the total amount of the scholarship/bursary
- **Totals will be calculated automatically.**

Terms and Conditions (Page 5 and 6)

- Please read through the Terms and Conditions of the Application and check appropriate boxes.
- By checking the boxes and signing the page, you understand and agree to the Terms and Conditions, Proper Use of Funds and the Notice of Collection when applying for a scholarship under the CJMPSSSF.

SUBMITTING YOUR APPLICATION

Instructions

- Ensure that all sections and pages of the Application Form have been completed. If you require a Retroactive Application Form or Reconciliation Form, please contact the ministry.
- **Save, attach and email the completed Application Form and the required supporting documentation to yoko.iwasaki@ontario.ca**
- Please print two copies of the entire application, sign and date both copies, with a witness present.
- Keep one hardcopy for your records and mail one hardcopy to the following address to:

**Attention: Yoko Iwasaki, Community Safety Analyst
Ministry of the Solicitor General
Public Safety Division, External Relations Branch
25 Grosvenor Street, 12th Floor, Toronto, ON M7A 2H3**



**2024–25 Constable Joe MacDonald Public Safety
Officers' Survivors Scholarship Fund Guidelines**

Questions and Assistance

- If you have any questions or require further assistance, please contact the ministry contact below.
Yoko Iwasaki, Telephone: (647) 532-8149, Email: yoko.iwasaki@ontario.ca



2024–25 Constable Joe MacDonald Public Safety Officers’ Survivors Scholarship Fund Guidelines

APPENDIX – A (STUDENT LIVING ALLOWANCES)

Canada Student Financial Assistance Program

Student Living Allowances (Monthly Living Allowance by Province/Territory)

LIVING SITUATIONS	NL	PE	NS	NB	QC	ON	MB	SK	AB	BC	YT	NT	NU
SINGLE STUDENT LIVING AWAY FROM HOME													
Shelter (2 bedroom apt. inc. utilities shared by two)	640	564	725	625	482	687	564	622	551	997	688	947	948
Food (purchased from stores)	305	279	337	281	310	310	289	296	321	320	349	355	353
Miscellaneous (personal & health care, clothing, H/H cleaning, communications)	267	295	284	271	362	331	345	356	385	392	364	374	374
Local public transportation	78	76	83	80	56	98	113	78	83	123	66	81	81
Total Monthly Allowance (\$)	1,290	1,214	1,429	1,257	1,210	1,426	1,311	1,352	1,340	1,832	1,467	1,757	1,756
SINGLE PARENT/SOLE SUPPORT PARENT													
Shelter (1 bedroom apartment including utilities)	1116	978	1173	1052	806	1107	792	1031	872	1,431	1,249	1,492	1,494
Food (purchased from stores)	305	279	337	281	310	310	289	296	321	294	349	355	353
Miscellaneous (personal & health care, clothing, H/H cleaning, communications)	267	295	284	271	362	331	345	356	385	410	364	374	374
Local public transportation	78	76	83	80	56	98	113	78	83	112	66	81	81
Total Monthly Allowance (\$)	1,766	1,628	1,877	1,684	1,534	1,846	1,539	1,761	1,661	2,247	2,028	2,302	2,302
MARRIED STUDENT & SPOUSE													
Shelter (2 bedroom apartment including utilities)	1279	1129	1449	1249	961	1369	1,029	1243	1,098	2,017	1,373	1,892	1,895
Food (purchased from stores)	547	555	676	556	550	562	524	537	584	590	700	567	568
Miscellaneous (personal & health care, clothing, H/H cleaning, communications)	534	585	566	542	573	604	663	676	738	603	723	608	608
Local public transportation	158	160	166	161	107	191	229	166	170	227	132	162	162
Total Monthly Allowance (\$)	2,518	2,429	2,857	2,508	2,191	2,726	2,445	2,622	2,590	3,437	2,928	3,229	3,233
EACH DEPENDANT CHILD													
Shelter	194	209	295	191	175	295	221	212	196	298	207	407	409
Food (purchased from stores)	218	226	237	226	255	241	224	230	250	243	286	283	283
Miscellaneous (personal & health care, clothing)	120	86	84	80	137	125	158	161	175	144	108	130	131
Local public transportation	78	76	83	80	56	98	113	64	83	112	66	81	81
Total Monthly Allowance (\$)	610	597	699	577	623	759	716	667	704	797	667	901	904
SINGLE STUDENT LIVING AT HOME													
Shelter	0	0	0	0	0	0	0	0	0	0	0	0	0
Food (purchased from stores)	218	275	337	281	255	241	224	230	250	301	349	283	283
Miscellaneous (personal & health care, clothing)	230	224	208	191	255	254	278	283	309	330	240	303	304
Local public transportation	78	76	83	80	56	98	113	78	83	142	66	81	81
Total Monthly Allowance (\$)	526	575	628	552	566	593	615	591	642	773	655	667	668

Description of Student Living Situations:

Shelter allowance is only provided to students in the living situations as outlined in (a) - (d) below:

- a.** To be considered a **“Single Student Away from Home”** for the purposes of the Constable Joe MacDonald Public Safety Officers’ Survivors Scholarship Fund (CJMPSOSSF), a scholarship recipient must be:
- a student who is living away from home (not in his/her parent(s)/guardian(s)’ home); and
 - a student whose educational institution is more than 50 kilometres away from his/her primary residence (parent(s)/guardian(s)’ home).
- b.** To be considered a **“Single Parent/Sole Support Parent”** for the purposes of the CJMPSOSSF, a scholarship recipient must be:
- a student who has legal and/or physical custody and responsibility to support a **“Dependant Child”** and who is
 - single (not married or in a common-law relationship);
 - separated or divorced from a spouse; or
 - widowed.
- c.** To be considered a **“Married Student and Spouse”** for the purposes of the CJMPSOSSF, a scholarship recipient must be:
- a student who has been living in a conjugal relationship, or a situation similar, for at least three years, as of the first day of classes (common-law marriage), or who is married.
- d.** For scholarship purposes, a recipient may receive living allowance amounts for each eligible dependant child. To be considered a **“Dependant Child”** for the purposes of the CJMPSOSSF, the child must be:
- the student’s natural or adoptive child,
 - under the age of 18; and
 - living with the student on a full-time basis during their study period.

Children in high school who are 18 years of age or older are not considered dependants. Children who have completed high school are also not considered dependants.

NOTE: Shelter Allowance is ineligible for a “Single Student Living at Home”.



MINISTRY OF THE SOLICITOR GENERAL

Constable Joe MacDonald Public Safety Officers' Survivors Scholarship Fund

APPLICATION FORM COMPLETE AFTER CONSULTING GUIDELINES.

SECTION A - APPLICANT INFORMATION

First Name:		Middle Name:		Last Name:	
<input type="text"/>		<input type="text"/>		<input type="text"/>	
Date of Birth: Date	Date of Birth: Month	Date of Birth: Year (YYYY)			
<input type="text"/>	<input type="text"/>	<input type="text"/>			
Address:					
<input type="text"/>					
Address (cont'd):					
<input type="text"/>					
City:			Province:	Postal Code:	
<input type="text"/>			<input type="text"/>	<input type="text"/>	
Email:					
<input type="text"/>					
Primary Phone Number:		Secondary Phone Number:		Other Phone Number:	
<input type="text"/>		<input type="text"/>		<input type="text"/>	
Marital Status:		If you have children, please indicate how many.		If you have children, please indicate how many are under 18 years of age.	
<input type="text"/>		<input type="text"/>		<input type="text"/>	

Emergency/Alternate Contact Information

First Name:		Last Name:		Relationship:	
<input type="text"/>		<input type="text"/>		<input type="text"/>	
Email:					
<input type="text"/>					
Primary Phone Number:		Secondary Phone Number:		Other Phone Number:	
<input type="text"/>		<input type="text"/>		<input type="text"/>	

SECTION B - INFORMATION ON DECEASED PUBLIC SAFETY OFFICER

First Name:		Middle Name:		Last Name:	
<input type="text"/>		<input type="text"/>		<input type="text"/>	
Place of Employment: (Service/Institution Name)					
<input type="text"/>					



MINISTRY OF THE SOLICITOR GENERAL

Constable Joe MacDonald Public Safety Officers' Survivors Scholarship Fund

APPLICATION FORM COMPLETE AFTER CONSULTING GUIDELINES.

SECTION B - INFORMATION ON DECEASED PUBLIC SAFETY OFFICER (cont'd)

Occupation:

Employment Address:

Address (cont'd):

City: _____	Province: _____	Postal Code: _____
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Applicant's relationship to the fallen Public Safety Officer: _____	New Applicant: _____	Retroactive Claim: _____
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SECTION C - EDUCATIONAL INSTITUTION/STUDIES INFORMATION

Enter Educational Institution Name:

Address:

Address (cont'd):

City: _____	Province: _____	Postal Code: _____
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Undergraduate Program Name:

Year of Study: _____	Designation: _____	Duration of Program: _____	Status: _____	Type of Institution: _____
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Type of Study: _____	If other, please indicate below how you are taking your program of study: _____
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Indicate proof of study (e.g. Acceptance Letter). Note: A copy must be sent to the Ministry.



MINISTRY OF THE SOLICITOR GENERAL

Constable Joe MacDonald Public Safety Officers' Survivors Scholarship Fund

APPLICATION FORM COMPLETE AFTER CONSULTING GUIDELINES.

SECTION D - LIVING SITUATION

Will you be living at your current residence as indicated on Page 1 during the school year?
 If no, please type the address where you will be residing during the school year.
 (Please send proof of residence. Example: copy of lease, telephone bill, cable bill, utilities bill, letter from parent/guardian, etc.)

Address:

Address (cont'd):

City: _____	Province: _____	Postal Code: _____
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Distance Between Home Address (indicated on page 1) and Educational Institution: _____

SECTION E - EXPENSES

Beside each expense item below, please indicate the amount (\$) you are requesting for your current school year.

Please indicate the number of month(s) you will be attending school during the current school year. _____

Expense Items	Amount Requested
Tuition	_____
Textbooks	_____
Shelter	_____
Food	_____
Miscellaneous (Clothing, Personal Care, Health Care Products, Household and Communication Expenses)	_____
Transportation	_____
Total	_____



MINISTRY OF THE SOLICITOR GENERAL

Constable Joe MacDonald Public Safety Officers' Survivors Scholarship Fund

APPLICATION FORM COMPLETE AFTER CONSULTING GUIDELINES.

SECTION F - SCHOLARSHIP/BURSARY

Please list below all scholarships and/or bursaries you will receive this year. If this does not apply to you, please go to the next page.

#	Name of Scholarship or Bursary	Year Received	Total Amount Provided
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
Total			



MINISTRY OF THE SOLICITOR GENERAL

Constable Joe MacDonald Public Safety Officers' Survivors Scholarship Fund

APPLICATION FORM COMPLETE AFTER CONSULTING GUIDELINES.

**Constable Joe MacDonald Public Safety Officers' Survivors Scholarship Fund
Recipient Agreement**

TERMS AND CONDITIONS

In consideration of receiving a scholarship, I

acknowledge and agree to the terms and conditions set out herein.

I undertake to provide to the Ministry of the Solicitor General (Ministry) all required documentation including (1) Tuition and Education Credit Certificate, (2) original, itemized receipts for textbooks and eligible living expenses, and (3) a transcript of my academic progress. I agree to provide additional information and/or documentation upon request by the Ministry.

I consent to the educational institution identified in Section C, releasing to the Ministry my personal information and educational record for the purposes of this application and Scholarship provided hereunder.

I understand that the Scholarship is provided on the basis of evidence of satisfactory academic progress for all years for which the Scholarship is provided. As such, I acknowledge that to maintain eligibility and receive the Scholarship for subsequent years or semesters of study, I must maintain satisfactory academic progress and submit a transcript of my academic progress with any future application.

I undertake to advise the Ministry immediately of any changes to my contact information, marital status and/or educational status throughout the duration of the period that I am in the Scholarship program. I also agree to advise the Ministry when I have completed the funded year or semester. I will also advise the Ministry if I receive any other scholarship or bursary, and/or if there is a change concerning the receipt of other scholarships. I acknowledge that the Ministry requires these updates to accurately reflect my current status and that my Scholarship amount may be adjusted accordingly to reflect such changes. Additionally, if for any reason I do not complete the year or semester of study, I agree that I must immediately return the Scholarship funds to the Ministry. I also undertake to return any tuition money reimbursed to me by the educational institution.

I agree to complete and submit the required forms and substantiating original, itemized receipts at the completion of each academic term/semester or year, as required by the Ministry, so that the Ministry can reconcile my previous year's funding. I acknowledge that if I underspend my first instalment, the Ministry may deduct that amount from my second instalment. I acknowledge that the Ministry will reconcile my actual spending against my total approved amount for the school year and adjustments, if need be, will be made in the following year.

Upon completing my final year of study for which the Scholarship has been provided, I agree to submit expense receipts along with proof of completion of my program in order to complete my file and close my Scholarship account. I understand that if I received an overpayment for my final year, I am responsible for returning the amount of the overpayment to the Ministry, by cheque payable to the "Ontario Minister of Finance."



MINISTRY OF THE SOLICITOR GENERAL

Constable Joe MacDonald Public Safety Officers' Survivors Scholarship Fund

APPLICATION FORM COMPLETE AFTER CONSULTING GUIDELINES.

Agreement to the Terms and Conditions

- By checking this box, I agree that I have read and understood the Constable Joe MacDonald Public Safety Officers' Survivors Scholarship Fund Guidelines and the Terms and Conditions of the Scholarship, and that the information that I have provided in the application is true and accurate. I understand that failure to comply with any terms, conditions, or undertakings may affect my eligibility for the Scholarship.

Agreement to the Proper Use of Funds

- By checking this box, I agree to use the approved Scholarship funds, only for the intended purposes (tuition, textbooks and eligible living expenses related to school) under the Scholarship fund. I agree to return to the Ministry any unused and/or misused funds. If I fail to return such unused and/or misused funds to the Ministry, I understand my account may be sent to the Ministry of Government and Consumer Services for collection.

Notice of Collection

- By checking this box, I understand that my personal information is being collected under the authority of the Scholarship. The personal information I supply will be used for administrative purposes of the Scholarship, including but not limited to, the assessment of my application, eligibility, record maintenance and administrative functions. My application will be kept in a confidential file for such period of time required by the Ministry. This information is being collected in compliance with the Freedom of Information and Protection of Privacy Act, 1990 of Ontario.

Date

Student Signature

Student Name (print)

Date

Witness Signature

Witness Name (print)

**CRIMINAL INTELLIGENCE SERVICE ONTARIO
Assistant Confidential Informer Management System (CIMS) Coordinator**

POSITION TITLE: Assistant Confidential Informer Management System (CIMS) Coordinator

RANK: Detective Constable or Sergeant

LOCATION: Criminal Intelligence Service Ontario (CISO)
Provincial Bureau

PURPOSE:

The Confidential Informer Management System (CIMS) is being utilized throughout the province as a multi-tenanted system which provides management solutions and the deconfliction of Confidential Informers (CI) within, and across, police services in Ontario.

The Assistant CIMS Program Coordinator will assist in delivering training, and with the implementation and administration of the CIMS platform throughout the province.

DUTIES AND RELATED TASKS:

Reporting to the Covert Asset Program Provincial Coordinator, the position will be responsible for:

- Creating training material and delivering online and in-person CIMS training
- Assisting with police service onboarding to the CIMS platform
- Liaising with solution stakeholders, including Justice Technology Services (JTS), The Toronto Police Service (Host Server Agency), police services, and the CIMS Vendor.
- Troubleshooting issues with CISO Member Agency Controllers and Handlers
- Participating in Controller meetings with the CIMS Controller Working Group

Job Knowledge, Skills and Licenses Required:

- **Due to the nature of the position, the applicant would be seconded to the Provincial Bureau of CISO and must be employed by a Police Service (as set out in the *Community Safety and Policing Act, 2019*)**
- Knowledge and experience with the CIMS platform is beneficial
- Familiarity with adopting and integrating Software systems is an asset
- Demonstrated technical competence, including understanding of technical documentation and focused critical thinking
- Project management skills including time management, collaboration and change management.
- Have some understanding of CI management procedures and policies
- Working knowledge of intelligence/investigative/enforcement operations
- Demonstrated experience in teaching / lecturing to law enforcement
- Demonstrated ability to identify and react to risk management situations prior to a serious incident occurring;
- Excellent problem solving, negotiation and communication skills;
- Be extremely organized and have the ability to multitask while overseeing numerous operations at a time;
- Possess a valid driver's license to travel extensively in support of the CI program;
- ***The Assistant CIMS Coordinator must meet home police service requirements for assignment to their specific intelligence unit including relevant requirements for internal security clearance.***

Ministry of the Solicitor General

Public Safety Division

25 Grosvenor St.
12th Floor
Toronto ON M7A 2H3

Telephone: (416) 314-3377
Facsimile: (416) 314-4037

Ministère du Solliciteur général

Division de la sécurité publique

25 rue Grosvenor
12^e étage
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Téléphone: (416) 314-3377
Télécopieur: (416) 314-4037



MEMORANDUM TO:

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

FROM:

Ken Weatherill
Assistant Deputy Minister
Public Safety Division

SUBJECT:

**Criminal Intelligence Service Ontario
Provincial Coordinator – Expert Witness Program
Secondment Opportunity**

DATE OF ISSUE:	May 9, 2024
CLASSIFICATION:	General Information
RETENTION:	May 21, 2024
INDEX NO.:	24-0033
PRIORITY:	Normal

Criminal Intelligence Service Ontario (CISO) is a partnership between the Ontario government and the law enforcement community. It brings together police services and provincial and federal government agencies to identify and combat organized crime across the province.

With a surge in opioid overdoses and an increase in public violence, largely driven by drug trafficking gangs, Ontario has seen unprecedented growth in gang-related investigations and prosecutions. Gang-related prosecutions are increasingly reliant on the provision of expert witness testimony to affect a successful prosecution.

CISO's Expert Witness Program has been established to enhance gang-related drug, gun, and human-trafficking prosecutions through the coordination of expert witness training and the establishment of an expert witness inventory.

CISO is seeking an experienced Sergeant or Detective with extensive applied knowledge in Expert Witness to join their dynamic team as the **Provincial Coordinator – Expert Witness Program**. The Provincial Coordinator will work together with police services in Ontario and Crown Attorneys from the Ministry of the Attorney General

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(MAG) and the Public Prosecution Service of Canada (PPSC) in coordinating the Expert Witness Program specifically related to organized crime.

For further information, please review the attached job specification.

Qualified candidates interested in this secondment opportunity are invited to submit a resume and letter of interest to Sunny Singh, Deputy Director, Criminal Intelligence Service Ontario at Sunny.Singh@ontariocis.ca by **1600 hours, May 21, 2024**.

Applicants selected to proceed further in the selection process must secure prior approval from their respective Chief of Police.

Sincerely,



Kenneth Weatherill
Assistant Deputy Minister
Public Safety Division

Attachment

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

Creed Atkinson
Chief of Staff, Ministry of the Solicitor General

**CRIMINAL INTELLIGENCE SERVICE ONTARIO
Field Operations
Expert Witness Program**

POSITION TITLE: Provincial Coordinator – Expert Witness Program

RANK: Sergeant / Detective

LOCATION: Criminal Intelligence Service Ontario – Provincial Bureau

PURPOSE:

The Provincial Coordinator will work together with police services in Ontario and Crown Attorneys from the Ministry of the Attorney General (MAG), and the Public Prosecution Service of Canada (PPSC) in coordinating the Expert Witness Program, specifically related to organized crime: street gangs, drugs, firearms, human trafficking, money laundering and proceeds of crime. The Provincial Coordinator will participate and collaborate with the Provincial Expert Advisory Committee on Organized Crime (PEACOC) to bring together police experts from across the province who are involved in organized crime related matters. The Provincial Coordinator will assist the PEACOC Committee in providing experts and potential experts with advice, resources, education, and training opportunities to improve the quality of their evidence and ensure they meet the highest ethical standards required by the Courts of expert witnesses.

DUTIES AND RELATED TASKS:

Reporting to the Deputy Director – Field Support Operations, the position will be responsible for:

- Coordinating and facilitating the Provincial Expert Witness Program;
- Participating and working collaboratively with the existing PEACOC expert committee;
- Building positive relationships and maintaining frequent contact with CISO member agencies involved in organized crime investigations and other stakeholders involved in the administration of justice related to expert witnesses;
- Supporting current experts by providing advice, resources, education and training opportunities to enhance their *curriculum vitae* and ability to create expert reports and provide meaningful expert testimony;

- Identifying and providing support to new potential experts in organized crime related matters;
- Identifying and researching current expert witness programs within Ontario, Canada and internationally with the goal of creating best practices and a robust program to effectively support Ontario police services' organized crime investigations and prosecutions;
- Identifying additional strategies and capacities to be considered by the Provincial Expert Witness Program.
- Collaborating with the CISO Provincial Coordinators: Training, Field Intelligence, FATE and Drug Intelligence to ensure the success of the program.
- Collaborating with the CISO Provincial Training Coordinator in creating and facilitating an expert witness training program;
- Leveraging the deployed Intelligence Liaison Officers and Regional Intelligence Coordinators across the province to ensure success of the program;
- Identifying metrics for success of the Expert Witness Program;
- Preparing relevant reports, presentations, to assist with capturing performance metrics in support of the Provincial Expert Witness Program;
- Reporting results of the Provincial Expert Witness Program to appropriate Government Ministries in accordance with funding for the program.
- One year secondment to CISO.

Job Knowledge, Skills and Licenses Required:

- **Due to the nature of the position, the applicant would be seconded to the Provincial Bureau of CISO and must be employed by a Police Service (as set out in the *Community Safety and Policing Act, 2019*).**
- The Provincial Coordinator should be a court recognized expert witness with experience in organized crime related matters including street gangs, drugs, firearms, human trafficking, money laundering and proceeds of crime.
- Demonstrated experience in organized crime investigations: street gangs, drugs, firearms, human trafficking, money laundering and proceeds of crime.
- Working knowledge of intelligence/investigative/enforcement operations;
- Demonstrated experience in teaching / lecturing to law enforcement in their area of expertise with home organization, other police services, the Ontario Police College, the Canadian Police College and the Criminal Intelligence Service Ontario.
- Demonstrated ability to identify and resolve problems arising from multi-jurisdictional work teams;
- Proven consultation, networking and interpersonal skills to facilitate positive and effective relationships with law enforcement agencies and Crown attorneys with MAG and PPSC.
- Excellent problem solving, negotiation and communication skills;

- Proven capacity to provide advice/guidance to senior decision makers;
- Excellent verbal and written communication skills to provide training lectures, information sessions and specific instruction on CISO programs and services
- Demonstrated understanding of intelligence databases including ACIIS;
- Demonstrated project management skills;
- Valid driver's license to travel extensively to support the Expert Witness Program;
- Ability to acquire federal government Secret Security Clearance;
- Experience working on a JFO / Provincial Team is an asset.
- ***The Coordinator of the Expert Witness Program must meet home police service requirements for assignment to their specific intelligence unit including relevant requirements for internal security clearance.***

Ministry of the Solicitor General

Public Safety Division

25 Grosvenor St.
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Télécopieur: (416) 314-4037



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

FROM: Ken Weatherill
Assistant Deputy Minister
Public Safety Division

SUBJECT: **Proposed Amendments to O. Reg. 347/18 (Exemptions)
under the *Police Records Check Reform Act* – Ontario
Regulatory Registry Posting**

DATE OF ISSUE:	May 10, 2024
CLASSIFICATION:	General Information
RETENTION:	May 31, 2024
INDEX NO.:	24-0034
PRIORITY:	Normal

At the request of the Strategic Policy Division within the Ministry of the Solicitor General (SOLGEN), I am sharing this communication on the Ontario Regulatory Registry (ORR) posting of proposed amendments to O. Reg 347/18 (Exemptions) made under the *Police Record Checks Reform Act, 2015*.

These amendments aim to enable a standard approach to police record searches for individuals involved in the provision of services governed by the *Child, Youth and Family Services Act, 2017* and the *Intercountry Adoption Act, 1998*.

Feedback on the proposed regulatory changes to O. Reg. 347/18 can be provided through the ORR until May 31, 2024.

For further information, please review the attached memo from Sarah Caldwell, Assistant Deputy Minister, Strategic Policy Division, SOLGEN.

If you have any questions regarding the attached memo, please contact Molly McCarron, Acting Director, Community Safety and Animal Welfare Policy Branch, Strategic Policy Division, SOLGEN by email at molly.mccarron@ontario.ca.

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Sincerely,



Ken Weatherill
Assistant Deputy Minister
Public Safety Division

Attachment

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

Creed Atkinson
Chief of Staff, Ministry of the Solicitor General

Ministry of the Solicitor General

Strategic Policy Division
Community Safety and Animal Welfare
Policy Branch

25 Grosvenor Street, 9th Floor
Toronto ON M7A 1Y6
Tel: 416 212-4221

Ministère du Solliciteur général

Division des politiques stratégiques
Bureau du sous-ministre adjoint

25, rue Grosvenor, 9^e étage
Toronto ON M7A 1Y6
Tél. : 416 212-4221



MEMORANDUM TO: Kenneth Weatherill
Assistant Deputy Minister
Public Safety Division

FROM: Sarah Caldwell
Assistant Deputy Minister
Strategic Policy Division

SUBJECT: **Proposed Amendments to O. Reg. 347/18 (Exemptions)
under the *Police Record Checks Reform Act, 2015* –
Ontario Regulatory Registry Posting**

The Ministry of the Solicitor General is proposing amendments to O. Reg. 347/18 (Exemptions) made under the *Police Record Checks Reform Act, 2015* to enable a standard approach to police record searches for individuals involved in the provision of services governed by the *Child, Youth and Family Services Act, 2017* (CYFSA) and the *Intercountry Adoption Act, 1998* (IAA).

This proposal would support efforts by the Ministry of Community, Children and Social Services to create regulatory provisions under the CYFSA and the IAA to streamline and clarify:

- when and from whom police record checks are required,
- practices and procedures to be followed when a check is required, and
- the type of information police services will be asked to consider disclosing based on the type of check.

I am writing to request your assistance to notify the policing community that the proposed changes to O. Reg. 347/18 have been posted on the Ontario Regulatory Registry website.

Police services and police service boards may provide feedback to help inform the review through the registry until May 31, 2024.

If members of the law enforcement community have questions or would like to discuss this posting, they may contact:

Molly McCarron, Acting Director
Community Safety and Animal Welfare Policy Branch
Strategic Policy Division
Ministry of the Solicitor General
molly.mccarron@ontario.ca

Thank you for your assistance in communicating this.

Sincerely,



Sarah Caldwell
Assistant Deputy Minister
Strategic Policy Division
Ministry of the Solicitor General

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Ministry of the Solicitor General

Public Safety Division

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

FROM: Ken Weatherill
Assistant Deputy Minister
Public Safety Division

SUBJECT: Basic Constable Training Program – 2024 Allocations

DATE OF ISSUE:	May 10, 2024
CLASSIFICATION:	General Information
RETENTION:	December 13, 2024
INDEX NO.:	24-0035
PRIORITY:	Normal

I am writing to advise all police services that allocations for the remaining 2024 Basic Constable Training (BCT) program intakes have been released by the Ontario Police College (OPC), including:

- Summer 2024: June 5 – September 11, 2024
- Fall 2024: September 9 – December 13, 2024

Seats on the BCT program have been allocated utilizing a proportional model based on the approved sworn complement of police services. Allocations can be viewed by training bureaus or other appropriate police service contacts on the [Ontario Police College Virtual Academy \(OPCVA\)](#).

To request additional seats or to release assigned seats, training bureaus or other appropriate police service contacts are asked to update their seat request on the OPCVA as soon as the information is known. Please note that releasing seats in one intake does not guarantee additional seats in the subsequent intake.

Final seat requests for Summer 2024 must be requested no later than **May 16, 2024**, and for the Fall 2024 intake, no later than **July 19, 2024**. Applications are due **May 22, 2024**, and **August 16, 2024**, respectively.

The OPC will continue to work with police services to meet your training needs. If you have any questions, please contact OPC Registration by email at OPC.BCT.Registration@ontario.ca.

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If you require any assistance accessing the OPCVA, please contact the OPC's Distance Learning Unit by email at OPCDL@ontario.ca.

Sincerely,



Ken Weatherill
Assistant Deputy Minister
Public Safety Division

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

Creed Atkinson
Chief of Staff, Ministry of the Solicitor General

Ministry of the Solicitor General

Ministère du Solliciteur général



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

FROM: Ken Weatherill
Assistant Deputy Minister
Public Safety Division

SUBJECT: **Police Service School Resource Officers Survey**

DATE OF ISSUE:	May 13, 2024
CLASSIFICATION:	For Action
RETENTION:	May 31, 2024
INDEX NO.:	24-0036
PRIORITY:	Normal

The Ministry of the Solicitor General recognizes the importance of officer presence in schools and police service involvement in the education system to: enhance public safety; maintain a safe learning environment; build better relationships between police, community, and youth; and foster positive attitudes toward policing. The Ministry has developed the School Resource Officers (SROs) survey in order to solicit information from police services regarding the extent to which SROs are used in the province and to improve understanding of the different operational models that are in place.

The survey will be open from **Monday, May 13 until Friday, May 31, 2024** and comprises multiple-choice questions and open text fields. The survey may be completed in less than 30 minutes.

To access the survey, please use the following link: [Police Service SROs Survey](#)

If you have any questions regarding the survey, please contact Nick Di Matteo at Nicholas.dimatteo@ontario.ca or Lisa Sabourin at Lisa.Sabourin@ontario.ca.

We appreciate your assistance and thank you in advance for your contribution.

Sincerely,



Ken Weatherill
Assistant Deputy Minister
Public Safety Division

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

Creed Atkinson
Chief of Staff, Ministry of the Solicitor General

.../2

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

FROM: Ken Weatherill
Assistant Deputy Minister
Public Safety Division

SUBJECT: **United Nations Working Group on Arbitrary Detention –
Ontario Visit**

DATE OF ISSUE:	May 14, 2024
CLASSIFICATION:	General Information
RETENTION:	May 17, 2024
INDEX NO.:	24-0037
PRIORITY:	Normal

The purpose of this communication is to notify police services that the United Nations Working Group on Arbitrary Detention (WGAD) has informed the Ministry of the Solicitor General (ministry) that it will be visiting Canadian facilities from May 13-24, 2024 and visiting Ontario facilities between May 15-16, 2024.

WGAD intends to conduct announced and unannounced visits to detention facilities, which may include facilities where persons are in pre-trial detention or sentenced. During visits to facilities, they may request full access to all documentary materials relevant to their mandate (e.g., registry books at facilities).

Please see the list of WGAD delegates that has been shared with the ministry:

- Mr. Matthew GILLETT, Chair-Rapporteur of the WGAD;
- Ms. Ganna YUDKIVSKA, Vice-Chair on Communications of the WGAD;
- Ms. Priya GOPALAN, Vice-Chair on Follow-Up of the WGAD;
- Ms. Clara Angelica GARCIA, Human Rights Officer;
- Ms. Loana BENJAMIN, Associate Human Rights Officer;
- Ms. Salima ATIAOUI, Interpreter; and

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- Ms. Valerie COUTAREL, Interpreter.

The ministry acknowledges the authority of police services to exercise discretion regarding the level of participation and interaction if contacted by WGAD, in the unlikely event that a WGAD delegate requests to visit your respective police service.

Sincerely,



Ken Weatherill
Assistant Deputy Minister
Public Safety Division

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

Creed Atkinson
Chief of Staff, Ministry of the Solicitor General

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MEMORANDUM TO:

All Chiefs of Police and
Commissioner Thomas Carrique
Chairs, Police Service Boards

FROM:

Ken Weatherill
Assistant Deputy Minister
Public Safety Division

SUBJECT:

**Proposed Regulation Description “Commissions
under the Great Seal” under the *Community Safety
and Policing Act, 2019***

DATE OF ISSUE:	May 15, 2024
CLASSIFICATION:	General Information
RETENTION:	June 13, 2024
INDEX NO.:	24-0038
PRIORITY:	Normal

Under the *Community Safety and Policing Act, 2019* (CSPA), the Lieutenant Governor in Council (LGIC) can issue King’s Commissions to all eligible officers in Ontario, with eligibility defined in regulation. At this time, the ministry is seeking public and stakeholder input on a proposed regulation description to prescribe the rank at which police officers and First Nation Officers are eligible to receive a Commission under the Great Seal (“King’s Commissions”).

A description of the proposed regulation is now live on the Ontario Regulatory Registry (ORR), which can be found at the following link [Eligibility for Commissions under the Great Seal \(“King’s Commissions”\) under the Community Safety and Policing Act, 2019](#). The ministry is seeking feedback by June 13, 2024.

Thank you for your continued support of efforts to advance the modernization and continuous improvement of police services in Ontario.

Sincerely,

A handwritten signature in black ink, appearing to read "Ken Weatherill".

Ken Weatherill
Assistant Deputy Minister
Public Safety Division

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-2-

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

Creed Atkinson
Chief of Staff, Ministry of the Solicitor General

Ministry of the Solicitor General Ministère du Solliciteur général

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

FROM: Ken Weatherill
Assistant Deputy Minister
Public Safety Division

SUBJECT: Special Constable Training

DATE OF ISSUE:	May 16, 2024
CLASSIFICATION:	General Information
RETENTION:	Indefinite
INDEX NO.:	24-0039
PRIORITY:	Normal

In March 2019, the government passed the *Community Safety and Policing Act, 2019* (CSPA), as part of the *Comprehensive Ontario Police Services Act, 2019*. The CSPA came into force on April 1, 2024, and replaced the *Police Services Act*. Section 92 (1) (f) (i) of the CSPA requires special constables to successfully complete training prescribed by the Solicitor General including new special constables and special constables whose appointments have expired. Successful completion of the prescribed training is required before a police service board or the Commissioner of the Ontario Provincial Police can issue a certificate of appointment.

I am pleased to advise that the training standard and lesson plans for special constables who are members of a police service, or whose special constable employer is an entity that employs First Nation Officers, have been developed by the Ontario Police College (OPC) and meets the requirements under the CSPA and O. Reg. 87/24 – Training. A summary of the training is included as an Appendix for reference.

Your police service training bureau will be provided with information on how to access the training materials directly from the OPC. If you require additional access, please contact the OPC Registration Office by email at OPCRegistrar@ontario.ca.

Special constables will be required to successfully complete an exit exam, which will be administered by the OPC. Information on how to schedule the exams will be provided to you directly by the College.

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Should you have any questions related to the Special Constable training, please contact Deputy Director Carolyn Fraser by email at Carolyn.Fraser@ontario.ca.

If you have any technical issues accessing the training package, please contact the OPC Distance Learning Unit by email at OPCDL@ontario.ca.

Sincerely,



Ken Weatherill
Assistant Deputy Minister
Public Safety Division

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

Creed Atkinson
Chief of Staff, Ministry of the Solicitor General

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Appendix

Special Constable Prescribed Training by Classification	Regulatory Enforcement	Police Employed	Broader Public Sector
Lesson Plan Title			
Approach Fundamentals and Non-Force Options	X	X	X
Approaches to Communication	X	X	X
Building Searches and Room Clearing	X	X	X
Common Criminal Offences	X	X	X
Communication Theory	X	X	X
Conflict Management	X	X	X
Courtroom Procedures	X	X	X
Crime Scene Management	X	X	X
CSPA and Special Constable Accountability	X	X	X
De-Escalation Strategies	X	X	X
Defensive Tactics 01: Officer Safety Fundamentals and Principles of Control	X	X	X
Evidence	X	X	X
Incident Management System 100 (e-module)	X	X	X
Introduction to Canadian Law	X	X	X
Mock Court	X	X	X
Mental Health Conditions and the MHA	X	X	X
Note Taking and Memo Books	X	X	X
Professionalism and Ethics in the Role of a Special Constable	X	X	X
Provincial Offences Act	X	X	X
Report Writing and the Crown Brief	X	X	X
Search and Seizure Authorities	X	X	X
Self Care (Wellness)	X	X	X
Taking a Statement	X	X	X
Testimony	X	X	X
Arrest Authorities (CCC)		X	X
Cannabis Act		X	X
Cannabis Control Act		X	X
Collecting Identifying Information in Certain Circumstances (e-module)		X	X
Directing Traffic		X	X
Mock Court		X	X
Compulsory Automobile Insurance Act		X	X
Controlled Drugs and Substances Act		X	X

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Special Constable Prescribed Training by Classification	Regulatory Enforcement	Police Employed	Broader Public Sector
Lesson Plan Title			
Defensive Tactics 02: Handcuffing (Standing and Prone) and Escort Positions		X	X
Defensive Tactics 03: Search of Persons		X	X
Defensive Tactics 04: Encountering Resistance Standing Controls and Pressure Points		X	X
Defensive Tactics 05: Encountering Assaultive Behaviour		X	X
Defensive Tactics 06: Intermediate Weapons - Baton		X	X
Defensive Tactics 07: Intermediate Weapons - OC		X	X
Defensive Tactics 08: The Ground Takedowns, Control, Avoidance, and Defence		X	X
Defensive Tactics 09: Crisis Intervention Techniques		X	X
Defensive Tactics 10: Edged Weapons Awareness		X	X
Firearms Awareness		X	X
Highway Traffic Act		X	X
Incident Command 100 (e-module)		X	X
Liquor Licence Control Act		X	X
Modernized Use of Force Report (e-module)		X	X
Off-Road Vehicles Act		X	X
Public-Police Interactions Training		X	X
Release Authorities		X	X
Scenario Based Training: Compliant Arrest		X	X
Scenario Based Training: Person In Crisis		X	X
Security From Trespass and Protecting Food Safety Act (e-module)		X	X
Smoke Free Ontario Act		X	X
Special Constable Vehicle Operations		X	X
Trespass to Property Act		X	X
Use of Force Related Legislation		X	X
Vehicle Stops		X	X
Youth Criminal Justice Act		X	X
Child, Youth and Family Services Act			X
Community Policing and Problem Solving			X
Domestic Violence			X
Victim Assistance			X

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

FROM: Ken Weatherill
Assistant Deputy Minister
Public Safety Division

SUBJECT: **Responding to Animals Left in Motor Vehicles**

DATE OF ISSUE:	May 31, 2024
CLASSIFICATION:	General Information
RETENTION:	Indefinite
INDEX NO.:	24-0040
PRIORITY:	Normal

Similar to last year's communication and further to All Chief's Memo 23-0054, with warmer weather underway it is important to ensure pets across the province remain safe, and comfortable. It is critical that the necessary precautions are taken to keep pets safe and protected during the hot summer months, including making sure that pets are not left unattended in a motor vehicle.

Temperatures inside a motor vehicle can quickly become much hotter than the temperature outside. Even at an outdoor temperature of only 25°C, the inside temperature of a car can reach 34°C in as little as 10 minutes and up to 50°C by the time an hour has passed. Pets can be put at great risk of serious illness and possibly death as a result of being left in a motor vehicle during hot weather.

Police Officer and First Nation Officer Authority under the *Provincial Animal Welfare Services Act, 2019 (PAWS Act)*

Pursuant to the PAWS Act, police officers, First Nations Officers, and animal welfare inspectors may enter motor vehicles to search for animals in critical distress. Some visible signs of critical distress in dogs, for example, includes excessive panting or drooling, listlessness, collapsing, or seizures.

Section 29 permits such entry and search where a police officer, First Nations Officer, and/or animal welfare inspector have reasonable grounds to believe that an animal is in critical distress.

If the motor vehicle is a dwelling, in addition to having reasonable grounds, a police officer, First Nations Officer, or animal welfare inspector must also be satisfied that the

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time required to obtain a warrant may result in serious injury or death. Critical distress is defined in the PAWS Act as “distress requiring immediate intervention in order to prevent serious injury or to preserve life”.

Section 33 provides authority to supply the animal in distress with necessaries to relieve its distress on the spot (where it was found).

Section 31 provides authority to remove the animal and take possession of it for the purpose of relieving its distress in the following three circumstances:

1. A veterinarian has advised the inspector (police officer or First Nations Officer) in writing that relieving the animal’s distress necessitates its removal;
2. The inspector (police officer or First Nations Officer) has inspected the animal and has reasonable grounds for believing that the animal is in distress **and** the owner or custodian of the animal is not present and cannot be found promptly; **or**
3. An order respecting the animal has been made under section 30 and the order has not been complied with (police officers and First Nations Officers do not have the power to issue orders under section 30).

The act permits use of force that is reasonably necessary to remove the animal (**Section 31(4)**).

If any of the above powers are exercised by a police officer or a First Nations Officer, **section 60 of the PAWS Act requires prompt notification to the Chief Animal Welfare Inspector.**

Where an animal is removed from a motor vehicle and taken into possession under section 31, the police officer or First Nations Officer must promptly notify an animal welfare inspector who shall inspect the animal and determine whether to take it into possession. Police officers and First Nations Officers may do so by contacting the Ontario Animal Protection Call Centre at 1-833-9- ANIMAL (1-833-926-4625) and request to speak with an inspector.

Please note that police officers and First Nations Officers can contact local veterinary clinics for assistance in assessing the condition of an animal found in a motor vehicle, determining if removal is necessary to relieve its distress (i.e., one of the grounds to remove), and/or providing urgent veterinary care to the animal as required (e.g., treatment of heat stroke). Necessaries to relieve distress can be provided on the spot or with removal (if the conditions for the removal under Section 31 are met).

We appreciate your continued partnership to help safeguard animal welfare in Ontario.

Sincerely,



Ken Weatherill
Assistant Deputy Minister
Public Safety Division

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

Creed Atkinson
Chief of Staff, Ministry of the Solicitor General

Ministry of the Solicitor General

Ministère du Solliciteur général



Office of the Deputy Solicitor General
Community Safety

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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.

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Special Constable Employers
Page 2

Sincerely,



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

Ministry of the Solicitor General

Ministère du Solliciteur général



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133-2024-46
Par courriel

Le 8 mai 2024

À l'attention des employeurs d'agents spéciaux,

Un mois vient de s'écouler depuis l'entrée en vigueur de la *Loi de 2019 sur la sécurité communautaire et les services policiers*. Je tiens donc à vous remercier pour votre engagement et votre volonté à vous conformer aux exigences énoncées dans la loi et les règlements qu'elle comprend.

Pour donner suite aux communications qui vous ont été envoyées par la Division de la sécurité publique du ministère du Solliciteur général les 15, 21 et 25 mars 2024, et pour vous aider dans votre demande pour être employeur d'agents spéciaux, veuillez examiner le Règlement de l'Ontario 396/23 afin de vous assurer que votre demande est conforme aux exigences qui y sont énoncées. De plus, comme la *Loi sur les services policiers* n'est plus en vigueur, la documentation présentée pour démontrer que les exigences sont satisfaites doit être à jour et refléter les dispositions prévues par la *Loi de 2019 sur la sécurité communautaire et les services policiers*, notamment le protocole d'entente. Les commissions de services de police sont invitées à collaborer avec les organismes qui cherchent à devenir des employeurs autorisés, notamment en mettant à jour, en temps opportun, les documents exigés par la *Loi de 2019 sur la sécurité communautaire et les services policiers*.

Les employeurs qui embauchent actuellement des agents spéciaux en vertu de la *Loi sur les services policiers* peuvent continuer à employer ceux et celles dont le mandat se poursuit jusqu'à trois ans après l'entrée en vigueur de la *Loi de 2019 sur la sécurité communautaire et les services policiers* (c'est-à-dire jusqu'au 1^{er} avril 2027) ou doit expirer avant le 1^{er} avril 2027, la première des deux échéances prévalant.

Les mandats des agents spéciaux arrivés à échéance ne peuvent être renouvelés par la commission de service de police compétente ni par le commissaire de la Police provinciale de l'Ontario, à moins que l'employeur n'ait obtenu l'autorisation d'emploi d'agents spéciaux. Aucun nouvel agent spécial ne peut être nommé tant que l'employeur n'a pas obtenu l'autorisation d'employer des agents spéciaux.

Pour toute question concernant la procédure de demande, veuillez envoyer un courriel à Andrea.D'Silva@ontario.ca et à Sarah.Marshall@ontario.ca, conseillères principales en politiques, Direction des relations extérieures, Division de la sécurité publique.

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Employeurs d'agents spéciaux,
Page 2

Cordialement,



Mario Di Tommaso, O.O.M.
Sous-solliciteur général, Sécurité communautaire

c.c. : Kenneth Weatherill
Sous-ministre adjoint, Division de la sécurité publique

Michelina Longo
Directrice, Direction des relations extérieures

Association des chefs de police de l'Ontario

Thomas Carrique, C.O.M.
Commissaire, Police provinciale de l'Ontario

Commissions de service de police de l'Ontario



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of Policing**

**Service d'inspection
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May 3, 2024

Dear Chiefs of Police and Board Chairs,

On behalf of the Inspectorate of Policing, we would like to extend our gratitude for your commitment to service, and the service of your sworn and civilian members who selflessly risk their lives everyday to protect our communities.

This weekend, the Inspectorate of Policing pays tribute to the officers who made the ultimate sacrifice while serving our communities. The impact of these losses is, and remains profound: on the families and loved ones of those lost; on the fellow police service members those we lost served alongside; and, on Ontarians', who recognize that a sacrifice was made to keep them safe.

I, along with Deputy Inspector of Policing Joseph Maiorano, will stand alongside you and your members at this Sunday's Annual Ontario Police Memorial Foundation Ceremony of Remembrance, to mourn, to remember and to pay tribute.

The officers who died in the line of duty, and whose names will be read out on Sunday, will not be forgotten.

They are, and remain, Heroes in Life, Not Death.

Sincerely,

Ryan Teschner

Inspector General of Policing of Ontario

Ministry of the Solicitor General

Public Safety Division

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

FROM: Ken Weatherill
Assistant Deputy Minister
Public Safety Division

SUBJECT: **Criminal Intelligence Service Ontario
Assistant Confidential Informer Management System
Coordinator Secondment Opportunity**

DATE OF ISSUE:	May 9, 2024
CLASSIFICATION:	General Information
RETENTION:	May 21, 2024
INDEX NO.:	24-0032
PRIORITY:	Normal

Criminal Intelligence Service Ontario (CISO) is a partnership between the Ontario government and the law enforcement community. It brings together police services and provincial and federal government agencies to identify and combat organized crime across the province.

With the serious risks to public safety associated to organized crime, Ontario is committed to providing strategic intelligence, investigative support, and deconfliction services to local law enforcement agencies.

The Confidential Informer Management System (CIMS) is being utilized throughout the province as a multi-tenanted system which provides management solutions and the deconfliction of Confidential Informers within, and across, police services in Ontario.

CISO is seeking an experienced Detective Constable or Sergeant with extensive applied knowledge in police and law enforcement for the position of **Assistant Confidential Informer Management System (CIMS) Coordinator**. The Assistant CIMS Coordinator will assist with delivering training, and with the implementation and administration of the CIMS platform throughout the province.

For further information, please review the attached job specification.

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Qualified candidates interested in this secondment opportunity are invited to submit a resume and letter of interest to Sunny Singh, Deputy Director, Criminal Intelligence Service Ontario at Sunny.Singh@ontariocis.ca by **1600 hours, May 21, 2024**.

Applicants selected to proceed further in the selection process must secure prior approval from their respective Chief of Police.

Sincerely,



Ken Weatherill
Assistant Deputy Minister
Public Safety Division

Attachment

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

Creed Atkinson
Chief of Staff, Ministry of the Solicitor General