



PUBLIC Agenda

Date: Thursday June 20, 2024

Time: 1:45 pm-3:00 pm

Location: 150 Goyeau, 4th Floor, WPS Headquarters

1. Call to Order
2. Declarations of Conflict & Pecuniary Interest by Members
3. Approval of Agenda
4. Approval of Minutes
 - 4.1 Minutes April 25, 2024
5. Business Arriving from the Minutes
6. Delegations
7. Monthly Reports
 - 7.1 Crime Stoppers Report
 - 7.2 Information and Privacy Report
 - 7.3 Crime Trends and Statistics (Verbal)
 - 7.4 Professional Standards Branch
8. General Reports
 - 8.1 Asset Management Plans
9. Human Resources
 - 9.1 Human Resources Report
10. Communications
 - 10.1 WPA Ratification of 2023-2026 Unit A and Unit B Collective Agreements correspondence
 - 10.2 All Chiefs Memos
11. New Business
 - 11.1 Use of Police Crest Request
 - 11.2 Request from University of Windsor – Windsor Police Service Criminology Award donation
 - 11.3 Windsor Police Service Board Procedural By-Law
13. Adjournment



PUBLIC Meeting MINUTES

Date: Thursday, April 25, 2024

Time: 1:45 – 3:00 pm

Location: 150 Goyeau Street, 4th Floor, WPS Headquarters

PRESENT:

Mayor Drew Dilkens, Chair

Councillor Jo-Anne Gignac, Vice Chair

Ms. Sophia Chisholm

Mr. Robert de Verteuil

Mr. John Elliott

Deputy Chief Jason Crowley

Deputy Chief Karel DeGraaf

Chief Jason Bellaire

Mayor Michael Prue

Kent Rice, Windsor Police Association

Also in attendance: Dave Tilley, Inspectorate of Policing Office

Abe Taqtaq, Chief of Staff, Mayor's Office

RECORDER: Administrative Director

1. Call to Order

The Chair calls the meeting to order at 1:53 pm

2. Declarations of Conflict & Pecuniary Interest by Members

No conflicts of interest declared.

3. Approval of Agenda

Moved and seconded

- **CARRIED**

4. Approval of Minutes

4.1 Minutes from the Public Meeting March 21, 2024

Moved and seconded

- **CARRIED**

5. Business Arriving from the Minutes: None

Moved and seconded - **CARRIED**

6. Delegations None

7. General Reports

7.1 Annual Reports

7.1.1 WPS 2023 Annual Report

Moved and seconded - **CARRIED**

7.2 Quarterly Reports

7.2.1 POP/PPP/Calls for Service Report

It is noted that the numbers in the report don't add up correctly. It is explained that it is likely an Excel spreadsheet error and will be checked to ensure that numbers are correct going forward. A member asks for year-over-year report going forward so members can see if the trend is going up or down. It is noted that the information can be provided to the board.

Moved and seconded - **CARRIED**

7.2.2 Use of Force

Moved and seconded - **CARRIED**

7.2.3 Amherstburg Detachment – Policing Activities

Moved and seconded - **CARRIED**

7.2.4 Youth Crime Statistics

Moved and seconded - **CARRIED**

7.3 Monthly Reports

7.3.1 Verbal Crime Statistics

Moved and seconded - **CARRIED**

7.3.2 Crime Stoppers

Moved and seconded - **CARRIED**

7.3.3 Professional Standards Branch
Moved and seconded - **CARRIED**
7.3.3.1 Section 32

Moved and seconded - **CARRIED**

7.3.4 Information & Privacy Report
Moved and seconded - **CARRIED**

8. Human Resources Report

Moved and seconded - **CARRIED**

9. Communications
9.1 All Chief Memos

Moved and seconded - **CARRIED**

10. Adjournment

Moved and seconded - **CARRIED**

The Public Meeting of the Windsor Police Service Board adjourns at 2:12 pm



Windsor & Essex County Crime Stoppers

Police Coordinator Report

April 1st – April 30th, 2024

Overview

Crime Stoppers exists to provide a means for the public to pass along anonymous information that assists in solving crimes, recovering stolen property, seizing illegal drugs, and locating those for whom there is an outstanding warrant of arrest. Locally, the program is operated jointly as Windsor-Essex County Crime Stoppers and has the responsibility to receive and disseminate information to all law enforcement agencies within Essex County.

Program Education and Community Events

- April 10th- Community Housing Health Fair.
- April 17th -Presentation at Catholic Central High School
- April 20th -Recycle Day at Devonshire Mall
- Southern -Footprints Run at Point Pelee
- April 23rd -Presentation at Leamington District High School
- April 24th -Auto Theft Partnership

AM800

“Crime of the Week” report with AM800 radio recorded every Monday which airs every Tuesday morning and afternoon.

- Boat season report about boater safety
- Shots Fired Drouillard Road- WPS
- Missing Person (Adam Payne)- OPP
- Fatal Motor Vehicle Collision- WPS

CTV News/Media

- Shots fired at two different locations, Howard and Lincoln, Aired Tuesday April 23rd

Social Media

- Daily/Weekly Facebook, Twitter and Instagram posts

Crime Stoppers Upcoming Calendar

- May 1st University of Windsor Presentation
- May 1st St. Clair College Student Orientation
- May 2nd St. Clair College Student Orientation
- May 3rd Presentation at Assumption Highschool
- May 7th Mother's day event at River's Edge
- May 8th- McHappy Day- LaSalle location
- May 15th- 18th Police Week at Devonshire Mall
- May 26th- LaSalle Bike Rodeo
- May 28th Presentation at Villanova High School
- May 31st Community Housing Information Booth
- June 1st Tecumseh Mall Recycle Event
- August 22nd Crime Stoppers Golf Tournament

This statistical report is reflective of April 1-30th, 2024

Crime Stoppers tip information was distributed to the following agencies during this time period.

Windsor Police Service

WPS - Amherstburg Detachment

Ontario Provincial Police

LaSalle Police Service

Ministry of Revenue and Finance

Windsor & Essex County Health Unit- Tobacco Enforcement

CBSA

ROPE

Windsor Police Criminal Intelligence Unit – Cannabis Enforcement

Attached documents include:

Police Coordinators Report

Monthly Statistical Report

Tip Summary Report

This Report was Prepared By: Constable Matt Gee – OPP representative

TOTAL POPULATION REPRESENTED – 836,615 (2023 CENSUS)

POPULATION (CITY) – 342,000
POPULATION (COUNTY) – 436,061
POPULATION (LASALLE) – 34,023
POPULATION (AMHERSTBURG) – 24,531

**SI on Statistical Report is “Since Inception” – 1985



Windsor - Essex County Crime Stoppers - Statistical Report

Filter Date: April 2024 Run Date: 2024/05/02

Statistic	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov
Tips Received	131	123	139	168	0	0	0	0	0	0	0
Tip Follow-ups	84	96	132	131	0	0	0	0	0	0	0
Arrests	11	2	1	14	0	0	0	0	0	0	0
Cases Cleared	11	8	1	7	0	0	0	0	0	0	0
Charges Laid	23	38	16	34	0	0	0	0	0	0	0
Fugitives	0	0	0	0	0	0	0	0	0	0	0
Administrative Discipline	0	0	0	0	0	0	0	0	0	0	0
# of Rewards Approved	5	7	2	1	0	0	0	0	0	0	0
Rewards Approved	\$450	\$1,650	\$950	\$150	\$0	\$0	\$0	\$0	\$0	\$0	\$0
# of Rewards Paid	1	0	0	0	0	0	0	0	0	0	0
Rewards Paid	\$100	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
# of Weapons Recovered	0	1	3	0	0	0	0	0	0	0	0
# of Vehicles Recovered	0	3	0	1	0	0	0	0	0	0	0
Property Recovered	\$0	\$155,000	\$0	\$8,300	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Cash Recovered	\$0	\$6	\$970	\$7,486	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Drugs Seized	\$145,520	\$100	\$4,625	\$125,245	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Recovered	\$145,520	\$155,106	\$5,595	\$141,031	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Statistic	Q1	Q2	Q3	Q4	YTD	SI
Tips Received	393	160	0	0	553	62,260
Tip Follow-ups	312	125	0	0	437	21,854
Calls Received	0	0	0	0	0	3,138
Arrests	14	14	0	0	28	7,141
Cases Cleared	20	7	0	0	27	10,475
Charges Laid	77	34	0	0	111	10,508
Fugitives	0	0	0	0	0	625
Administrative Discipline	0	0	0	0	0	3
# of Rewards Approved	14	1	0	0	15	1,909
Rewards Approved	\$3,050	\$150	\$0	\$0	\$3,200	\$1,274,160
# of Rewards Paid	1	0	0	0	1	972
Rewards Paid	\$100	\$0	\$0	\$0	\$100	\$833,752
# of Weapons Recovered	4	0	0	0	4	558
# of Vehicles Recovered	3	1	0	0	4	38
Property Recovered	\$155,000	\$8,300	\$0	\$0	\$163,300	\$13,729,473
Cash Recovered	\$976	\$7,486	\$0	\$0	\$8,462	\$616,571
Drugs Seized	\$150,245	\$125,245	\$0	\$0	\$275,490	\$120,029,582
Total Recovered	\$306,221	\$141,031	\$0	\$0	\$447,252	\$134,375,626

Windsor - Essex County Crime Stoppers Tip Summary Report

Created Date: 2024/04/02 to 2024/05/02

Offense Type	Count
Animal Cruelty	1
Arson	3
Assault	5
Attempt Murder	0
Breach of Condition	5
Break and Enter	2
By Law	0
Child Abuse	1
COVID-19	0
Cybercrime	1
Disqualified Driving	1
Drugs	34
Elder Abuse	0
Fraud	2
Highway Traffic Act	3
Hit and Run / Fail to Remain	1
Homicide	1
Human Smuggling	0
Human Trafficking	1
Illegal Cigarettes	1

Immigration	1
Impaired Driver	2
Indecent Act	0
Liquor (sales to minors, sales without licence)	0
Mischief	1
Missing Person	1
Motor Vehicle Collision	0
Possession of Stolen Property	3
Prostitution/Morality	0
Repeat Impaired Driver	0
Robbery	8
Sexual Assault	13
Stolen Vehicle	4
Suspended Driver	3
Suspicious Activity	7
Terrorism	0
Test Tip	0
Theft	33
Threats	3
Warrant	8
Weapons	7
<i>Other</i>	16
<i>Unknown</i>	3
Total	175



Windsor & Essex County Crime Stoppers

Police Coordinator Report May 1st- 31st, 2023

Overview

Crime Stoppers exists to provide a means for the public to pass along anonymous information that assists in solving crimes, recovering stolen property, seizing illegal drugs, and locating those for whom there is an outstanding warrant of arrest. Locally, the program is operated jointly as Windsor-Essex County Crime Stoppers and has the responsibility to receive and disseminate information to all law enforcement agencies within Essex County.

Program Education and Community Events

- May 1st – St. Clair Centre of the Arts Student Orientation
- May 2nd – St. Clair Centre of the Arts Student Orientation
- May 3rd – Assumption High School Presentation
- May 7th – Crime Stoppers Mothers Day Event- Rivers Edge
- May 16th- 18th – Police Week at Devonshire Mall
- May 28th – Villanova High School Presentation
- May 31st – Community Housing Corporation Safety Fair

AM800

“Crime of the Week” report with AM800 radio recorded every Monday which airs every Tuesday morning and afternoon.

- May 7th – Robbery in Tecumseh – OPP
- May 14th – Leamington Shooting – OPP
- May 21st – Boating Season and what to look for
- May 28th – Robbery in South Windsor- WPS

St. Clair College-Media Plex and Radio CJAM FM 99.1

- On hold for the summer, will resume in September.

CTV News

- High Risk Missing Person- Will air on CTV Windsor week of June 3rd.

Social Media

- Daily/Weekly Facebook, Twitter and Instagram posts

Crime Stoppers Upcoming Calendar

- Recycle Day at Tecumseh Mall- June 1st
- OACS Conference Online- June 1st
- Pasta Fundraiser every Wednesday in August- Riverside Sportsmen Club
- Golf Tournament at Kingsville Golf and Country Club– August 22nd.

This statistical report is reflective of May 1st-31st, 2024.

Crime Stoppers tip information was distributed to the following agencies during this period.

Windsor Police Service

WPS - Amherstburg Detachment

Ontario Provincial Police

LaSalle Police Service

Ministry of Revenue and Finance

Windsor & Essex County Health Unit- Tobacco Enforcement

CBSA

ROPE

Windsor Police Criminal Intelligence Unit – Cannabis Enforcement

Attached documents include.

Police

Coordinators Report

Monthly Statistical Report

Tip Summary Report

This Report was Prepared By:

Constable Lauren Brisco – Windsor Police Service

TOTAL POPULATION REPRESENTED – 398,718 (2019 CENSUS)

POPULATION (CITY) – 217,188

POPULATION (COUNTY) – 126,314

POPULATION (LASALLE) – 33,180

POPULATION (AMHERSTBURG) – 22,036

**SI on Statistical Report is “Since Inception” – 1985

Statistic	Q1	Q2	Q3	Q4	YTD	SI
Tips Received	393	298	0	0	691	62,398
Tip Follow-ups	312	276	0	0	588	22,005
Calls Received	0	0	0	0	0	3,138
Arrests	14	20	0	0	34	7,147
Cases Cleared	20	13	0	0	33	10,481
Charges Laid	77	47	0	0	124	10,521
Fugitives	0	0	0	0	0	625
Administrative Discipline	0	0	0	0	0	3
# of Rewards Approved	14	7	0	0	21	1,915
Rewards Approved	\$3,050	\$2,050	\$0	\$0	\$5,100	\$1,276,060
# of Rewards Paid	1	1	0	0	2	973
Rewards Paid	\$100	\$350	\$0	\$0	\$450	\$834,102
# of Weapons Recovered	4	0	0	0	4	558
# of Vehicles Recovered	3	1	0	0	4	38
Property Recovered	\$155,000	\$8,300	\$0	\$0	\$163,300	\$13,729,473
Cash Recovered	\$976	\$7,486	\$0	\$0	\$8,462	\$616,571
Drugs Seized	\$150,245	\$125,245	\$0	\$0	\$275,490	\$120,029,588
Total Recovered	\$306,221	\$141,031	\$0	\$0	\$447,252	\$134,375,621

Windsor - Essex County Crime Stoppers Tip Summary Report

Created Date: 2024/05/01 to 2024/06/01

Offense Type	Count
Animal Cruelty	1
Arson	3
Assault	1
Attempt Murder	2
Breach of Condition	3
Break and Enter	4
By Law	2
Child Abuse	0
COVID-19	0
Cybercrime	0
Disqualified Driving	2
Drugs	34
Elder Abuse	0
Fraud	3
Highway Traffic Act	1
Hit and Run / Fail to Remain	1
Homicide	2
Human Smuggling	0
Human Trafficking	3
Illegal Cigarettes	1
Immigration	0

Impaired Driver	2
Indecent Act	0
Liquor (sales to minors, sales without licence)	1
Mischief	0
Missing Person	2
Motor Vehicle Collision	0
Possession of Stolen Property	1
Prostitution/Morality	2
Repeat Impaired Driver	0
Robbery	4
Sexual Assault	1
Stolen Vehicle	4
Suspended Driver	2
Suspicious Activity	7
Terrorism	0
Test Tip	0
Theft	8
Threats	0
Warrant	5
Weapons	16
<i>Other</i>	16
<i>Unknown</i>	2
Total	136

HONOUR IN SERVICE



Date: June 6, 2024

To: Chair and Members of the Police Services Board

From: Deputy Chief Karel DeGraaf

Re: April & May Freedom of Information Report

Dear Chair and Members of the Board,

Please see the attached Freedom of Information reports for the months of April and May from the Windsor Police Services Information Services Department.

A handwritten signature in black ink that reads "K. A. De Graaf".

Karel DeGraaf
Deputy Chief Operational Support
Windsor Police Service

Attachment: April FOI Report
May FOI Report



Date: May 15, 2024

To: Windsor Police Services Board

From: Marilyn Robinet, Coordinator - Information & Privacy Unit

Re: **Municipal Freedom of Information and Protection of Privacy Act for April 1 – April 30, 2024**

Windsor & Amherstburg

MONTHLY REPORT	
Number of requests received	90
Number of Appeals received	0
Number of Privacy Complaints received	0
Total fees received	\$589.01
COMPLIANCE RATES	
Basic Compliance Rate	71%
Extended Compliance Rate	80%

SUMMARY OF APPEALS

MA21-00219 – An individual requested access to 911 call related to an allegation pending before the courts. Access was denied under 52(2.1) of the act which states: the act does not apply to a record relating to a prosecution if all proceedings in respect of the prosecution have not been completed. Requester has appealed the decision and continues to seek access to the report.

Stage: INTAKE

MA22-00278 – A general request for access to E911 Dispatch Contract (Resolved during Mediation), fees paid by Amherstburg for Policing (Resolved during Mediation) and number of times “specialty units” were dispatched to Amherstburg.

Stage: ADJUDICATION

Municipal Freedom of Information and Protection of Privacy Act for April 1 – April 30, 2024

MA23-00108 – An individual requested access to two reports involving the individual. Partial access granted. Individual seeking access to severed portions.

Stage: ADJUDICATION

MA23-00226 – Media request for record related to notification of a named officer speeding.

Stage: MEDIATION

MA23-00347 – Media request for record related to Retired Chief Contract and Retirement package.

Stage: INTAKE

MA23-00558 – Media request for records related to a named officer.

Stage: INTAKE

MA23-00562 – Request for records involving the personal information of another individual.

Stage: MEDIATION

MA23-00644 – Request for records involving the personal information of the requester and other parties.

Stage: MEDIATION

MA23-00673 – Request for records involving the personal information of the requester and other parties.

Stage: MEDIATION

MA23-00672 – Request for records involving the personal information of the requester and other parties.

Stage: MEDIATION

MA23-00683 – Request for records involving the personal information of the requester and other parties.

Stage: MEDIATION

MA23-00822 – Request for records involving the personal information of the requester and other parties.

Stage: INTAKE

MA24-00068 – Request for records involving the personal information of the requester and other parties.

Stage: INTAKE

MA24-00079 – Request for records involving the personal information of the requester and other parties.

Stage: **MEDIATION**

MA24-00099 – Request for records involving towing contract and records related to pending charges.

Stage: INTAKE

Respectfully submitted,



Marilyn Robinet, Co-ordinator,
Information and Privacy Unit



Date: May 15, 2024

To: Windsor Police Services Board

From: Marilyn Robinet, Coordinator - Information & Privacy Unit

Re: **Municipal Freedom of Information and Protection of Privacy Act for May 1 – May 31, 2024**

Windsor & Amherstburg

MONTHLY REPORT	
Number of requests received	65
Number of Appeals received	1
Number of Privacy Complaints received	0
Total fees received	\$539.32
COMPLIANCE RATES	
Basic Compliance Rate	73%
Extended Compliance Rate	79%

SUMMARY OF APPEALS

MA21-00219 – An individual requested access to 911 call related to an allegation pending before the courts. Access was denied under 52(2.1) of the act which states: the act does not apply to a record relating to a prosecution if all proceedings in respect of the prosecution have not been completed. Requester has appealed the decision and continues to seek access to the report.

Stage: INTAKE

MA22-00278 – A general request for access to E911 Dispatch Contract (Resolved during Mediation), fees paid by Amherstburg for Policing (Resolved during Mediation) and number of times “specialty units” were dispatched to Amherstburg.

Stage: ADJUDICATION

Municipal Freedom of Information and Protection of Privacy Act for May 1 – May 31, 2024

MA23-00108 – An individual requested access to two reports involving the individual. Partial access granted. Individual seeking access to severed portions.

Stage: ADJUDICATION

MA23-00226 – Media request for record related to notification of a named officer speeding.

Stage: MEDIATION

MA23-00347 – Media request for record related to Retired Chief Contract and Retirement package.

Stage: INTAKE

MA23-00558 – Media request for records related to a named officer.

Stage: INTAKE

MA23-00562 – Request for records involving the personal information of another individual.

Stage: MEDIATION

MA23-00644 – Request for records involving the personal information of the requester and other parties.

Stage: MEDIATION

MA23-00673 – Request for records involving the personal information of the requester and other parties.

Stage: MEDIATION

MA23-00672 – Request for records involving the personal information of the requester and other parties.

Stage: MEDIATION

MA23-00683 – Request for records involving the personal information of the requester and other parties.

Stage: MEDIATION

MA23-00822 – Request for records involving the personal information of the requester and other parties.

Stage: INTAKE

MA24-00068 – Request for records involving the personal information of the requester and other parties.

Stage: INTAKE

MA24-00079 – Request for records involving the personal information of the requester and other parties.

Stage: MEDIATION

MA24-00099 – Request for records involving towing contract and records related to pending charges.

Stage: INTAKE

MA24-00311 – Media Request records related to signage and promotional materials at Headquarters.

Stage: INTAKE

Respectfully submitted,



Marilyn Robinet, Co-ordinator,
Information and Privacy Unit



Date: June 4, 2024

To: Chair and Members of the Police Services Board

From: Deputy Chief Karel DeGraaf

Re: Professional Standards Branch Report – April & May – Public Agenda

Dear Chair and Members of the Board,

Please see the Public Report for April and May from the Windsor Police Services Professional Standards Branch.

A handwritten signature in black ink that reads "K.A. De Graaf".

Karel DeGraaf
Deputy Chief Operational Support
Windsor Police Service

Attachment: Public Report – April
Public Report – May

APRIL 2024

Carry- Over			New Complaints			Closed Complaints			Pending Matters			
From Previous Month			April 2024			April 2024			Into Next Month			
21			14			10			25			
Public			Public			Public			Public			
2020	1	13	2024	12	12	2020	0	10	2020	1	15	
2021	1		ERA	1		2021	0		2021	1		
2022	0		Screened In	7		2022	0		2022	0		
2023	8					2023	5		2023	3		
2024	3		2024	5		Screened Out April	4		2024	10		
						Jan-Mar	1					
Service			Service			Service			Service			
2023	0	1	2024	0	0	2023	0	0	2023	0	1	
2024	1		2024	0		2024	0		2024	1		
						Apr	0					
						Jan-Mar	0					
Chief			Chief			Chief			Chief			
2022	1	7	2024	2	2	2022	0	0	2022	1	9	
2023	5		2024	0		2023	0		2023	5		
2024	1		Jan-Feb	0		2024	0		2024	3		
						Mar	0					
Tariff			Tariff			Tariff			Tariff			
2023	0	0	2024	0	0	2024	0	0	2023	0	0	
2024	0		Jan-Feb	0		2024	0		2024	0		
						Mar	0					

YEAR TO DATE REPORT OF NEW COMPLAINTS

	OIPRD Complaints						Internal Complaints					
	Public Complaints			Service/Policy			Chief's Complaints			Informal Discipline		
	2022	2023	2024	2022	2023	2024	2022	2023	2024	2022	2023	2024
January	5	17	5	0	3	2	0	0	1	0	5	0
February	7	7	3	1	1	0	2	2	0	0	17	2
March	7	7	3	0	0	1	2	0	0	4	7	0
April	7	6	12	1	0	0	4	1	2	1	0	0
May	8	12		0	0		1	3		8	2	
June	2	10		0	2		2	0		4	2	
July	2	7		1	3		1	0		3	3	
August	7	11		2	0		4	1		0	0	
September	10	9		1	1		0	3		4	0	
October	6	6		1	1		3	1		4	4	
November	16	16		1	1		1	2		3	1	
December	8	6		1	0		0	0		8	0	
TOTAL	85	114	23	9	12	3	20	13	3	39	41	2

MAY 2024

Carry- Over		
From Previous Month		
25		
Public		
2020	1	15
2021	1	
2022	0	
2023	10	
2024	3	

New Complaints		
May 2024		
8		
Public		
2024	7	7
ERA	0	
Screened In	5	

Closed Complaints		
May 2024		
5		
Public		
2020	0	5
2021	0	
2022	0	
2023	1	
2024	4	
Screened Out	2	
Jan-Feb	2	

Pending Matters		
Into Next Month		
28		
Public		
2020	1	17
2021	1	
2022	0	
2023	2	
2024	13	

Service		
2023	0	1
2024	1	

Service		
2024	1	1

Service		
2023	0	0
2024	0	
Jan-Feb	0	
Feb	0	

Service		
2023	0	2
2024	2	

Chief		
2022	1	9
2023	5	
2024	3	

Chief		
2024	0	0

Chief		
2022	0	0
2023	0	
2024	0	
Jan-Feb	0	
Mar	0	

Chief		
2022	1	9
2023	5	
2024	3	

Tariff		
2023	0	0
2024	0	

Tariff		
2024	0	0

Tariff		
2024	0	0
Jan-Feb	0	
Mar	0	

Tariff		
2023	0	0
2024	0	

YEAR TO DATE REPORT OF NEW COMPLAINTS

	OIPRD Complaints					
	Public Complaints			Service/Policy		
	2022	2023	2024	2022	2023	2024
January	5	17	5	0	3	2
February	7	7	3	1	1	0
March	7	7	3	0	0	1
April	7	6	12	1	0	0
May	8	12	7	0	0	1
June	2	10		0	2	
July	2	7		1	3	
August	7	11		2	0	
September	10	9		1	1	
October	6	6		1	1	
November	16	16		1	1	
December	8	6		1	0	
TOTAL	85	114	30	9	12	4

	Internal Complaints					
	Chief's Complaints			Informal Discipline		
	2022	2023	2024	2022	2023	2024
	0	0	1	0	5	0
	2	2	0	0	17	2
	2	0	0	4	7	0
	4	1	2	1	0	0
	1	3	0	8	2	0
	2	0		4	2	
	1	0		3	3	
	4	1		0	0	
	0	3		4	0	
	3	1		4	4	
	1	2		3	1	
	0	0		8	0	
	20	13	3	39	41	2

ITEM: 8.1

HONOUR IN SERVICE



Date: June 6, 2024

To: Chair and Members of the Police Services Board

From: Deputy Chief Karel DeGraaf

Re: Compliance with Legislatively Mandated Asset Management Plans (AMP) Required of Every Municipality

Dear Chair and Members of the Board,

Please see the attached memorandum and The City of Windsor Police Services Asset Management Plan.

A handwritten signature in cursive script that reads "K. A. De Graaf".

Karel DeGraaf
Deputy Chief Operational Support
Windsor Police Service

Attachment: Memorandum
City of Windsor Police Services Asset Management Plan 2024



**WINDSOR
POLICE
SERVICE**

Organizational Performance, Planning & Development

Superintendent B. Dodd
Planning and Physical Resources Director B. Horrobin
Technology Services Director M. Caplin
Information Services Director D. Hill

MEMORANDUM

Date: June 5th, 2024

To: Deputy Chief Karel Degraaf

Cc: Superintendent Brendan Dodd

From: Barry Horrobin, Director of Planning & Physical Resources

Re: **Compliance with Legislatively Mandated Asset Management Plans (AMP) Required of Every Municipality**

Further to the previous update to the Windsor Police Services Board in April on the above noted matter, the full municipal report, inclusive of a detailed section that speaks to all applicable WPS assets, has now been completed. The WPS section is attached hereto.

The completion of the comprehensive report represents a culmination of several months of work involving a number of key WPS staff, working alongside the City's AMP project team, to ensure all legislatively mandated WPS elements are included within the overall plan. Our section incorporates all applicable information/data within the four major AMP category work units, namely: 1] Facilities, 2] Fleet, 3] Information Technology infrastructure, and 4] Specialized Police Equipment. Additionally, the corporate radio system is a City of Windsor asset, which is administratively managed by WPS. WPS provided all required AMP information for this major corporate asset.

The full report and its findings will be deliberated at City Council on Monday June 10th, 2024 and represents a key milestone in achieving legislative compliance by the July 1st deadline.

Respectfully,

A handwritten signature in blue ink, appearing to read "Barry Horrobin".

Barry Horrobin,
Director of Planning & Physical Resources
WINDSOR POLICE SERVICE



City of Windsor Police Services

Asset Management Plan



2024

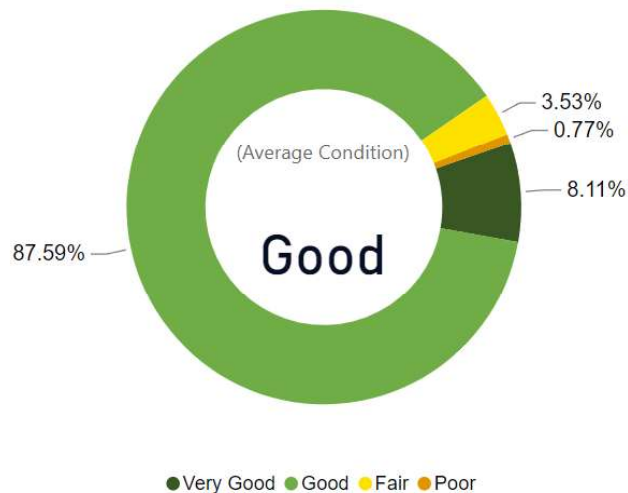


City of Windsor Police Services

Replacement Value

Asset Segment	Replacement Value
Equipment	\$6,079,811
Facilities	\$159,674,400
Information Technology	\$10,993,968
Vehicles	\$21,105,427
Total Replacement Value	\$197.8 M

Overall Average Asset Condition as a Percentage of Replacement Value



Average Annual Infrastructure Gap to Maintain Current Performance (Condition)	Average Annual Infrastructure Gap to Meet Infrastructure Needs as Per Lifecycle Strategies
\$3.2 M	\$6.5 M

Quick Facts

- The Windsor Police Service operates out of four buildings (one within leased space), including its Headquarters facility, which is shared with the Ontario Court of Justice.
- The three municipal buildings, totaling over 210,000 square feet, function as shared facilities with other community partner organizations for optimized efficiency.

1 City of Windsor Police Service

1.1 State of the Infrastructure

The Windsor Police Service (WPS) is committed to excellence in service, guided by core values of integrity, teamwork, and dedication. WPS's vision is to serve the community with unwavering professionalism, ensuring the overall public safety and well-being of all residents.

The mission of the WPS is to work collaboratively with the community, striving to prevent, investigate, and resolve incidents of crime and disorder, while providing essential support to those in need. WPS duties are carried out with accountability and integrity, reflecting commitment to safeguarding the diverse members of our community.

Facilities: Includes the Windsor Justice Facility (ownership of this shared facility is allocated approximately 50% to the City of Windsor and 50% to the Province of Ontario), the Jefferson Operational Support Services Facility, the Sandwich Community Police station (which is situated within school board leased space), and the Major FA Tilston Armoury & Police Training Centre.

The Windsor Justice Facility, which houses the WPS Headquarters, serves as the central hub for most of the Windsor Police Service's branches and divisions. It supports both administrative and operational functions, housing key facilities such as the Uniform Patrol Division, Investigative Services, Emergency 911 call centre, Prisoner Detention, Forensics, Fleet Services, and Quartermaster (police equipment/supplies). The Jefferson Operational Support Services Facility is an innovative partnership with the private sector to provide comprehensive service delivery for those involved in a motor vehicle accident. The Major FA Tilston Armoury & Police Training Centre is a collaboration between the Windsor Police Service and the Department of National Defence (DND). This facility houses the F.A. Tilston Armoury and offers comprehensive firearms and classroom-based training curriculum. Additionally, it provides the home base for the Windsor Police Service Dog Unit and its training activities. The Sandwich Community Police station houses the organization's Community Services Branch, the unit that directly connects with numerous community groups, schools, cultural organizations, etc.

Equipment: Includes equipment assets that are required for outfitting and equipping WPS employees required in carrying out specialized duties performed by WPS. This equipment is used across various critical work areas within WPS, including, Explosives Disposal Unit (EDU), Emergency Services Unit (ESU), Forensic Identification, Public Order Unit (POU), Uniform Patrol, Emergency 911, Fleet, Marine Unit, Crisis Negotiators, and Training.

Information Technology: These assets enable WPS to operate and maintain the infrastructure assets and properly equip employees in a manner that supports the full functionality of their service delivery. Information Technology assets are meticulously maintained and constantly upgraded in order to meet the ever changing and complex challenges of the policing profession.

Vehicles: Includes all WPS vehicles, such as cars, trucks, SUV's, trailers, marine vessels, scooters, and other fleet assets which serve various functions to support WPS operations.

1.1.1 Asset Valuation

The following sections summarize the portfolio associated with the Windsor Police Service's Assets. Table 1-1 provides the inventory and current replacement value of these assets.

Table 1-1. Inventory and Current Replacement Value – City of Windsor Police Services Assets

Segment & Subsegment	Count	Unit	2023 Estimated Total Replacement Value
Windsor Police Service			
Equipment	19	Each	\$6,079,811
Facilities	3	Each	\$159,674,400
Information Technology	21	Each	\$10,993,968
Vehicles	224	Each	\$21,105,427
TOTAL			\$197,854,606

1.1.2 Asset Condition

Facility condition is primarily based on the overall health and performance of the facility, not by building components. Building condition assessments are used to determine condition where available, and staff expertise is used where there are no previous conditions completed. WPS stays regularly engaged in all building condition assessment activities with City Facilities staff to develop a consistent and robust facility condition assessment program. This results in outcomes that will better inform the AMP based on component level facility information for more accurate and comparable analysis of facility assets. Major capital projects are reviewed collaboratively and on an ongoing basis to optimize investments for maintaining functionality.

Vehicle and equipment condition is assessed using an age-based approach, combined with results of regular asset inspections they are managed by the WPS. Assessed assets are reviewed as they come due for replacement, and a decision is made if the asset should or should not be replaced based on its actual condition, mileage and/or productivity.

1.1.2.1 Segment Condition Overview

The overall condition of WPS assets as a percentage of replacement value is illustrated in Figure 1-1.

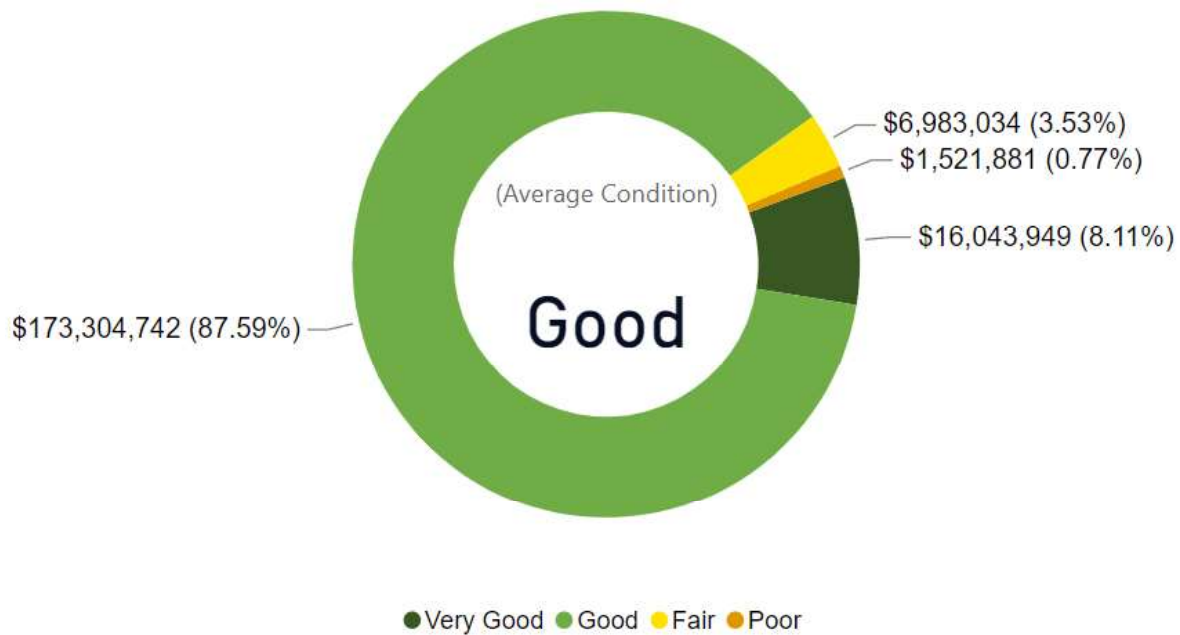


Figure 1-1. Segment Condition by Replacement Value – City of Windsor Police Services Assets

WPS assets are, on average, in Good condition, with nearly 96% of all assets rated as either Good or Very Good. This demonstrates that these assets have strong replacement strategies being followed and in place to ensure the majority of these assets remain in sound working order.

1.1.2.2 Sub-Segment Condition Overview

The condition profiles of WPS assets can be further reviewed at the Sub-Segment level in Figure 1-2.

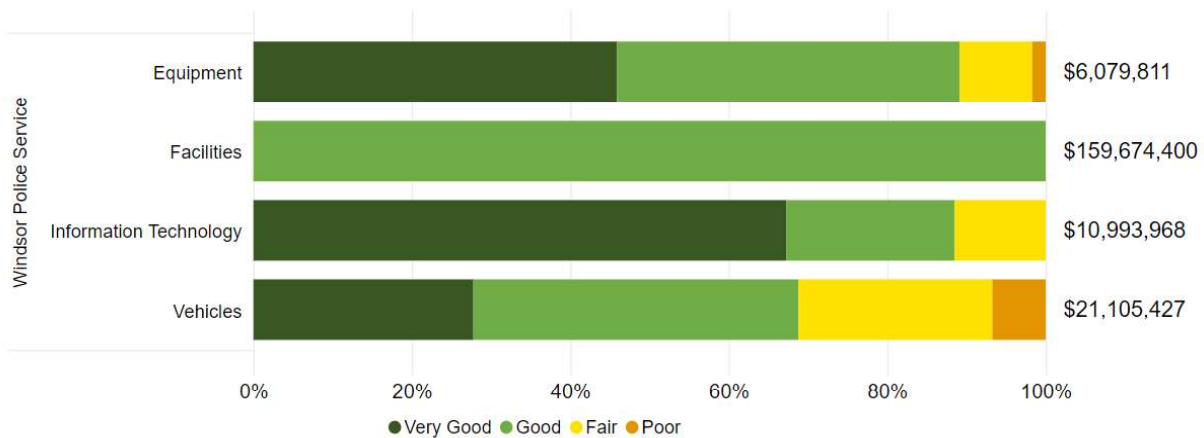


Figure 1-2. Sub-Segment Condition as a Percentage of Replacement Value – City of Windsor Police Services Assets

Equipment, Facilities, IT and Vehicle assets are all in Good condition.

Facilities: To ensure all facility assets are maintained in the highest possible level of functional condition, the WPS employs a comprehensive approach to regular facility reviews, combined with well thought out re-capitalization projects, where necessary. This approach allows for constant monitoring to ensure all WPS facilities perform to the highest level for supporting police service delivery. The use of established capital funding reserves and detailed capital project plans contributes significantly to the process on an ongoing basis.

Equipment: All equipment assets acquired and utilized by the WPS are carefully procured at the front end, based on industry best practices that ensure high performance outcomes. Equipment is meticulously inspected throughout its lifespan to achieve high condition quality and functional use over its lifespan.

Information Technology: Similar to the approach used for police equipment, all I.T. assets are first procured following a comprehensive selection process. Assets are routinely inspected and upgraded, as needed, to ensure optimal performance over their lifespan.

Vehicles: All WPS vehicles are maintained to an above industry standard level, as it relates to maximizing both lifespan and performance capacity. A key part of establishing and maintaining a high degree of asset condition is through a rigorous preventative maintenance program for every piece of the fleet inventory.

1.1.3 Average Age

O. Reg. 588/17 requires average age to be reported on all asset categories. For Facilities in general, total building age does not impact asset management practices. Building components are renewed and replaced due to their criticality and available funding. The average age of WPS assets is illustrated in Figure 1-3.

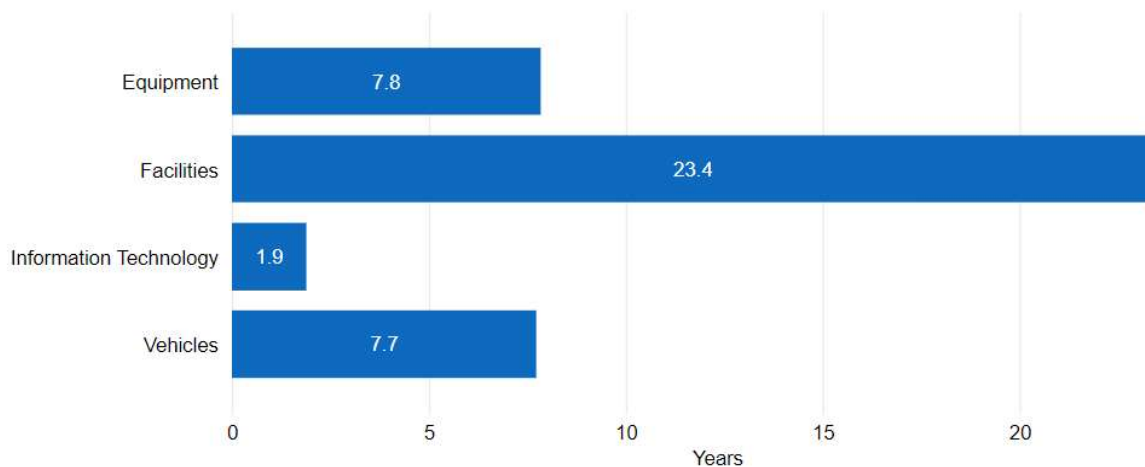


Figure 1-3. Average Age – City of Windsor Police Services Assets

1.2 Levels of Service

Windsor Police Service infrastructure facilitates the provision of effective service delivery using assets and resources that ensure the safety and well being of all employees, residents, property owners, and visitors. Having proper buildings, vehicles, equipment, and trained staff who utilize them allows delivered services to meet everyone's public safety needs each and every day.

Some of the key services provided include:

Facilities: WPS facilities provide essential workspaces for WPS staff to carry out their duties efficiently and effectively. These facilities encompass offices, meeting rooms, evidence handling and analysis spaces, prisoner detention spaces, public call centre spaces, administrative and training centres, operation yards and other workspaces necessary to operate smoothly.

Equipment: WPS equipment infrastructure provides the necessary and specialized equipment required for enabling WPS to deliver much needed, legislatively mandated public safety services to the public. This often means deploying very complex and specialized pieces of equipment to address and resolve more complex outcomes from crime and disorder events.

Vehicles: WPS fleet assets are integral to supporting public safety operations, including crowd control, emergency public health and well being incidents, prevention-oriented patrolling throughout the community, and disaster and emergency response. Well-maintained and reliable vehicles and their integrated equipment are essential for ensuring timely and effective emergency response and public protection.

Information Technology: IT plays a key role in all emergency response and disaster management activities for communication, data analysis, and resource allocation. These assets represent a critical operational support foundation, directly connected to police service delivery, most notably in optimizing greater efficiency in resource allocation and deployment.

The following tables provide a summary of the LOS for WPS. These metrics have been chosen to define and measure the desired standards for delivering services that are provided by WPS. These metrics help set goals, evaluate performance, allocate resources effectively, and communicate expectations to stakeholders. By establishing LOS metrics, WPS can assess their performance, identify areas for improvement, and make informed decisions to better meet the needs of their communities while optimizing resource allocation and promoting accountability and transparency in municipal governance.

Table 1-2. WPS-Defined Levels of Service – City of Windsor Police Service

WPS-Defined - Levels of Service			
AMP Segment(s)	Key Service Attribute	LOS Metric	Current Performance
All Segments	Fiscal Sustainability	Reinvestment Rate	19%
All Segments	Reliable	Percentage of total replacement cost for Police assets in Good to Very Good condition	95.7%
Facilities	Reliable	Percentage of total replacement cost for Facilities assets in Good to Very Good condition	100%
Facilities	Environmental Stewardship	Annual electric energy consumption per square foot	1.51 kWh/Sq.Ft.
Facilities	Environmental Stewardship	Annual natural gas consumption per square foot	0.65 m3/St.Ft.
Facilities	Environmental Stewardship	Annual water consumption per square foot	0.01 L/Sq.Ft
Facilities	Environmental Stewardship	Annual GHG emissions	1023 tCO2e
Information Technology	Reliable	Percentage of total replacement cost for IT assets in Good to Very Good condition	88.52%
Equipment	Reliable	Percentage of equipment beyond estimated useful life	5%
Information Technology	Reliable	Percentage of total replacement cost for IT assets past their estimated useful life	0%
Vehicles	Reliable	Percentage of Vehicles beyond estimated useful life	29.02%
Vehicles	Environmental Stewardship	# of Electric Vehicles	Currently 0: 2 to 4 plug-in, fully electric vehicles anticipated to be procured in 2024
Vehicles	Environmental Stewardship	# of Hybrid Vehicles	16

Vehicles	Environmental Stewardship	Annual GHG emissions	4.52 tCO ₂ e (Diesel) 1,402 tCO ₂ e (Gasoline)
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1.3 Lifecycle Management Strategy

The objective of the WPS Lifecycle Management Strategy is to outline and establish a set of planned actions, based on best practice, that will enable assets to provide a sustainable level of service to the citizens of Windsor, while managing risk at the lowest lifecycle cost.

WPS is committed to continually improving its approach to the management of its assets and will continue to put in place processes, procedures and tools to enable a more consistent approach. Detailed below is a brief overview of some of the current asset management practices in place at WPS.

1.3.1 Lifecycle Activities

Lifecycle activities for the WPS assets involve a series of tasks and processes aimed at effectively managing these assets throughout their lifecycle. Detailed below is a brief overview of some of the current practices in place:

Non-Infrastructure Solutions

- Regulatory Compliance – WPS must comply with various regulations and standards related to fleet and equipment operations, safety, emissions, and maintenance. These are consistent with the recently passed “*Community Safety and Policing Act*” legislation (April 2024). Proper management practices ensure compliance with these requirements, avoiding penalties, liabilities, and organizational and community risk.
- Cost Management – Proper management practices for Vehicles, Equipment and IT assets can help control costs and optimize resources. This includes strategies such as asset tracking, maintenance, fuel management, lifecycle planning, and scheduling to maximize the value and lifespan of assets while minimizing operational expenses.
- Asset/Lifecycle Planning – Identifying WPS vehicle and equipment needs and requirements, as well as the procurement of assets that meet the departments needs for usage within budget constraints. This also includes new asset deployment and training where required. Needs assessments are conducted regularly to allow the organization to forecast asset needs well in advance of when they must be acquired.

Operations & Maintenance

- Preventative Maintenance – Implementing scheduled maintenance programs to proactively maintain vehicles, and equipment according to manufacturer recommendations. This includes routine inspections, fluid changes, tire rotations, and component replacement. In many cases, operations and maintenance practices employed by WPS exceed industry requirements/standards in recognition of the above average stress police assets experience, compared to assets in other sectors.
- Reactive/Corrective Maintenance – Address service requests, repairs, and breakdowns promptly to minimize downtime and maintain operational efficiency.

- Inspections – Routine and reactive daily, weekly, monthly, and regulatory inspections.

Renewal, Rehabilitation & Replacements

- Planned and Unexpected Renewals and Replacements – WPS must react to unplanned asset renewals and replacements due to asset failures, as well as planned replacements of assets.
- Planning and executing facility renewal, renovation and replacement projects while minimizing disruptions to ongoing operations.

Service Improvement & Growth Activities

- New assets to service growing populations and service areas, as well as to offer new assets and technologies to improve customer experience, accessibility, and safety.
- Identifying opportunities for facility renovations or upgrades to improve functionality, energy efficiency, and occupant comfort.

Disposals

- Decommissioning or disposing of assets at the end of their useful life by determining appropriate disposal methods, such as resale, trade-in, donation, recycling, or environmentally responsible disposal. Asset disposals may also include re-purposing of an asset for alternate use by another department or keeping it for spare parts where possible.
- Planning and executing facility decommissioning activities at the end of its lifecycle, including asset disposal, demolition, or repurposing.
- Managing environmental remediation, waste disposal, and regulatory compliance during decommissioning processes

By implementing these lifecycle activities, WPS can effectively manage their assets to optimize operational efficiency, minimize costs, ensure regulatory compliance, and maximize the value and lifespan of their assets. These activities are also critical for maintaining safe and efficient infrastructure. Specific asset management practices or planned actions as well as their frequencies are outlined in Table 1-3.

Table 1-3. Asset Management Practices, Planned Activities, and Frequency – City of Windsor Police Services Assets

Asset Management Practices / Planned Activities	Frequency
Non-Infrastructure	
Facilities	
<ul style="list-style-type: none"> • Roof Inspection Program 	<ul style="list-style-type: none"> • Annual / Scheduled / Ongoing
<ul style="list-style-type: none"> • Condition Assessment Program 	<ul style="list-style-type: none"> • Every 5 years, depending on facility type
<ul style="list-style-type: none"> • Master plan for Facilities 	<ul style="list-style-type: none"> • Updated based on facility type
<ul style="list-style-type: none"> • Feasibility Study for Level of Service Changes (ie Space Needs Study) 	<ul style="list-style-type: none"> • Comprehensive completed every 10 years • As required
Vehicles	
<ul style="list-style-type: none"> • Condition assessment - some age based 	<ul style="list-style-type: none"> • Annual
<ul style="list-style-type: none"> • MTO inspections 	<ul style="list-style-type: none"> • Annual
<ul style="list-style-type: none"> • Planning, collision review committee, etc. 	<ul style="list-style-type: none"> • Quarterly
Equipment	
<ul style="list-style-type: none"> • Condition Assessments 	<ul style="list-style-type: none"> • Annual or more frequent as required
Information Technology	
<ul style="list-style-type: none"> • Business process review for Applications & Software 	<ul style="list-style-type: none"> • As identified, through needs assessments
<ul style="list-style-type: none"> • Capacity Planning for Hardware Infrastructure 	<ul style="list-style-type: none"> • As needed/part of budget process
<ul style="list-style-type: none"> • Monitor recalls & updates (patching and security) on assets to ensure proper functionality 	<ul style="list-style-type: none"> • Auto updates monthly, also on-demand security patching
<ul style="list-style-type: none"> • Contingency and Redundancy Planning for Hardware Infrastructure 	<ul style="list-style-type: none"> • As required
<ul style="list-style-type: none"> • Master plan for Hardware Infrastructure 	<ul style="list-style-type: none"> • As need identified and budget allows
<ul style="list-style-type: none"> • Testing for Hardware Infrastructure 	<ul style="list-style-type: none"> • Annual / Per testing policy procedure and industry best practices
<ul style="list-style-type: none"> • Security Risk Reviews for Hardware Infrastructure 	<ul style="list-style-type: none"> • For new equipment
<ul style="list-style-type: none"> • Heat Mapping for Switches / Wireless Access Points 	<ul style="list-style-type: none"> • On demand
Operations and Maintenance	
Facilities	
<ul style="list-style-type: none"> • Staff Inspections 	<ul style="list-style-type: none"> • As required depending on facility type (typically monthly)
<ul style="list-style-type: none"> • Reactive Maintenance 	<ul style="list-style-type: none"> • As required • As funding is available
<ul style="list-style-type: none"> • Preventative Maintenance 	<ul style="list-style-type: none"> • As required by PM Plan (captured in CMMS software)
<ul style="list-style-type: none"> • Legislated Inspection 	<ul style="list-style-type: none"> • As required depending on facility type and legislated inspection schedule requirements

Vehicles	
<ul style="list-style-type: none"> Reactive repairs Preventative Maintenance Circle checks, inspections PM schedule by class of vehicle Reactive Maintenance (damage, accidents, breakdowns, etc.) 	<ul style="list-style-type: none"> Daily and as required As scheduled; every 5,000 km Ongoing for each work shift Ongoing Ongoing
Information Technology	
<ul style="list-style-type: none"> Planned maintenance - updates on firmware and software Software licensing Agreement renewals for Applications & Software Alerts for software & applications updates and defective equipment Case by case process assessments for Applications & Software Support contracts for Applications & Software Security Risk Reviews for Hardware Infrastructure Purchase of small equipment and materials for Hardware Infrastructure Repairs for Hardware Infrastructure Support contracts for Hardware Infrastructure Support and maintenance for Hardware Infrastructure Ruggedize Computers Updates to Computers, Servers, Virtual Servers, Enterprise Software 	<ul style="list-style-type: none"> Varies by product (vendor schedules / product lifecycles) As needed (typically annually) As defined in contracts Varies by product (vendor schedules / product lifecycles or adhoc) As identified Varies by terms in the product (FY1 SaaS fees include the support - this is for most subscription-based products) For new equipment As needed As needed Varies by terms in the product (FY1 SaaS fees include the support - this is for most subscription-based products) Per Contract (typically yearly but more 3-year or 5-year contracts) As needed As needed Monthly Annual or more frequent if concerns arise Weekly
Renewal, Rehabilitation & Replacements	
Facilities	
<ul style="list-style-type: none"> Rehabilitation needs Building Replacement 	<ul style="list-style-type: none"> As required / as scheduled As needed
Vehicles	
<ul style="list-style-type: none"> Vehicle Refurbishments 	<ul style="list-style-type: none"> As required

<ul style="list-style-type: none"> • Replacement Equipment 	<ul style="list-style-type: none"> • As required / annual
<ul style="list-style-type: none"> • Equipment Replacements 	<ul style="list-style-type: none"> • As required
<ul style="list-style-type: none"> • Information Technology 	<ul style="list-style-type: none"> • Varies (based on product Lifecycle determined by the vendor)
<ul style="list-style-type: none"> • Major upgrade for Applications & Software (consultant assistance, etc.) 	<ul style="list-style-type: none"> • As required
<ul style="list-style-type: none"> • Refurbishing for Hardware Infrastructure 	<ul style="list-style-type: none"> • As required / as able
<ul style="list-style-type: none"> • End of Life for Applications and Software 	<ul style="list-style-type: none"> • Ongoing
<ul style="list-style-type: none"> • Replacement for Hardware Infrastructure 	<ul style="list-style-type: none"> • Seasonally • Ongoing
<ul style="list-style-type: none"> • Fuel Sites 	<ul style="list-style-type: none"> • Seasonally • Ongoing
<ul style="list-style-type: none"> • Inspections of Fuel sites, paintings of bollards etc. • Replacement of Fuel Sites / Equipment 	<ul style="list-style-type: none"> • Seasonally • Ongoing
Disposal	
<ul style="list-style-type: none"> • Facilities 	<ul style="list-style-type: none"> • As required
<ul style="list-style-type: none"> • Building disposal 	<ul style="list-style-type: none"> • As required
<ul style="list-style-type: none"> • Repurposing of asset 	<ul style="list-style-type: none"> • As required
<ul style="list-style-type: none"> • Vehicles 	<ul style="list-style-type: none"> • Annually or at vehicle end-of-lifespan for police usage
<ul style="list-style-type: none"> • Sell/Auction 	<ul style="list-style-type: none"> • As required
<ul style="list-style-type: none"> • Keep for spare parts 	<ul style="list-style-type: none"> • As requested
<ul style="list-style-type: none"> • Sell to department 	<ul style="list-style-type: none"> • As requested
<ul style="list-style-type: none"> • Scrap Vehicle 	<ul style="list-style-type: none"> • As required
<ul style="list-style-type: none"> • Equipment 	<ul style="list-style-type: none"> • As required
<ul style="list-style-type: none"> • Disposal of Equipment 	<ul style="list-style-type: none"> • Ongoing
<ul style="list-style-type: none"> • Information Technology 	<ul style="list-style-type: none"> • As required
<ul style="list-style-type: none"> • Uninstall for Applications & Software 	<ul style="list-style-type: none"> • As required
<ul style="list-style-type: none"> • Fuel Sites 	<ul style="list-style-type: none"> • As required
<ul style="list-style-type: none"> • Disposal of contaminated soil if there were leaks • Disposal of old tanks / equipment 	<ul style="list-style-type: none"> • As required • As required
Service Improvement and Growth	
<ul style="list-style-type: none"> • Facilities 	<ul style="list-style-type: none"> • Ongoing / as needed
<ul style="list-style-type: none"> • Expansion 	<ul style="list-style-type: none"> • As funding is available
<ul style="list-style-type: none"> • New technology 	<ul style="list-style-type: none"> • As funding is available
<ul style="list-style-type: none"> • Interior renovations 	<ul style="list-style-type: none"> • As funding is available
<ul style="list-style-type: none"> • Vehicles 	<ul style="list-style-type: none"> • As required
<ul style="list-style-type: none"> • New Vehicles 	<ul style="list-style-type: none"> • As required

Equipment	<ul style="list-style-type: none"> • New Assets 	<ul style="list-style-type: none"> • As identified
Information Technology	<ul style="list-style-type: none"> • Enhancements to process and/or technology for Applications & Software • Technology improvements for Hardware Infrastructure • Pilots for Hardware Infrastructure • New Software for new need • New Hardware for new need 	<ul style="list-style-type: none"> • As identified, through needs assessments • As needed / as able • As requested / as new technology emerges • As identified, through needs assessments • Driven by growth to maintain LOS; as identified through Planning & Studies
Fuel Sites	<ul style="list-style-type: none"> • Site expansion, adding premium fuel at sites 	<ul style="list-style-type: none"> • As required

1.4 Funding the Lifecycle Activities

The Windsor Police Service uses the lifecycle strategies described above in Section 1.3 to plan work and determine future expenditure needs for WPS assets. These activities, along with the scenarios outlined below provide a comprehensive framework for managing infrastructure assets and ensuring WPS can meet the demands of current services and existing infrastructure.

The scenarios below consider only renewal, rehabilitation and replacement lifecycle activity cost and needs. These lifecycle activities ensure infrastructure remains in a state of good repair and can continue to provide services to residents. In order to supplement the analysis, the funding required for the remaining lifecycle activities of non-infrastructure, operations and maintenance, service improvements, disposal, and growth, have also been accounted for in the Scenario Comparison. For the purposes of this AMP, these activities and their costs are assumed to be adequate in meeting current needs. This AMP does not provide an analysis on optimizing these activities and costs as it is out of scope. Growth needs are captured based on the planned projects that are funded through development charges or are activities to address the growing City population. The ongoing use of a comprehensive set of performance metrics offers additional insight into decision making associated with changes to asset acquisitions or modifications to meet community needs.

1.4.1 Scenario 1: Current Funding

This scenario analyzes the impact of the current funding levels on asset performance (condition) over the 20-year forecast. The current budget for renewal, rehabilitation, and replacement for WPS is approximately \$2.9 million annually. Figure 1-4 shows the projected condition distribution of assets over the 20-year forecast period.

The forecast illustrates a decline in condition over the forecast period. Assets in Good to Very Good condition decreases from 94% to 4%, while assets in Very Poor condition increases from 0% to 12%. This scenario highlights challenges WPS will face in maintaining WPS infrastructure assets with the current anticipated budget allocations. It suggests the budget will not be sufficient to keep up with the needs of assets over time, leading to a significant decline in overall asset condition. The WPS has recognized this growing shortfall in overall asset condition as it relates to vehicles by adjusting the 6-year strategic fleet plan accordingly. An increase to funding sources used to purchase vehicles, plus police equipment, have also been brought forward to the Windsor Police Services Board. This offers a tangible manner in which asset condition shortfalls can be addressed effectively going forward.

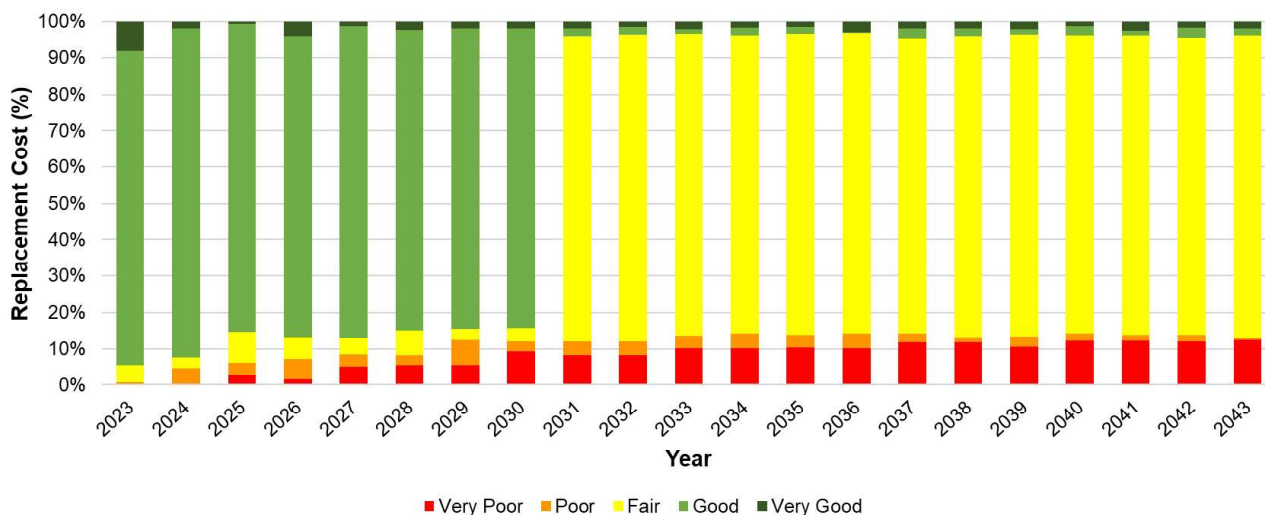


Figure 1-4. Scenario1: Performance Forecast with Current Funding – City of Windsor Police Services Assets

1.4.2 Scenario 2: Maintain Current Performance (Levels of Service)

Scenario 2 reflects the cost to maintain WPS assets in approximately the same performance (condition) they are currently in and forecasts the estimated cost to provide the current level of service for the asset category. This is a requirement of O. Reg. 588/17. As illustrated by the variation in condition seen throughout the 20-year forecast period, the modeling does not consider condition distribution as a whole but rather, the model attempts to maintain the overall percent of assets identified in Very Poor condition in year 2023 to those reported in year 2043. This is done through the selection and management of the lifecycle activities for each of the asset types that work to achieve this goal.

As a result of this modeling, the renewal, rehabilitation, and replacement costs to maintain the current performance of WPS assets was determined to be approximately \$6.2 million resulting in an average annual gap of \$3.2 million. Figure 1-5 shows the projected condition profile of assets over the forecast period. Assets in Good to Very Good condition significantly decreases from 94% to 9%, while assets in Very Poor condition stays the same, at 0%, throughout the 20-year period. The overall condition of assets decreases throughout the 20-year forecast period under the maintain current performance forecast.

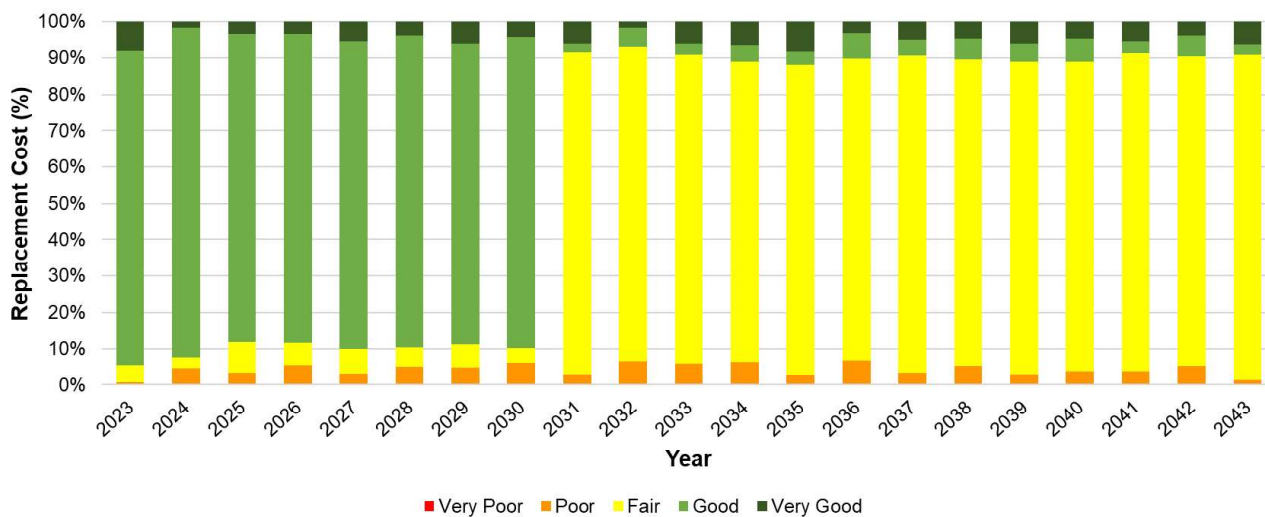


Figure 1-5. Scenario 2: Performance Forecast to Maintain Current Performance (Levels of Service) – City of Windsor Police Services Assets

1.4.3 Scenario 3: Infrastructure Needs as Per Lifecycle Strategies

Scenario 3 considers the full implementation of the identified lifecycle strategies for these assets. Based on this, the infrastructure needs assessment has determined the total cost of WPS renewal, rehabilitation, and replacement activities to be approximately \$9.5 million annually. Under this scenario, WPS faces an annual average gap of \$6.5 million annually, for its assets.

This projected asset performance forecast is shown in Figure 1-6. While the modelling shows relative stability in the value of assets in Good to Very Good condition through the 20-year forecast, there is a significant increase in the value of assets in Fair condition in years 2031 to 2043, and a significant decrease in overall asset condition by the end of the 20-year forecast through the application of the identified lifecycle strategies. In 2031 the facilities move into fair condition, this represents the majority of the replacement value. In future buildings should be assessed by components based on BCAs for more accurate forecasting. The model indicates that assets in Good to Very Good condition decrease over the forecast from 94% to 12% (an overall decrease of 82%) and assets in Very Poor condition increase over the forecast from 0% to 1% annually. This scenario provides the best overall performance of WPS assets.

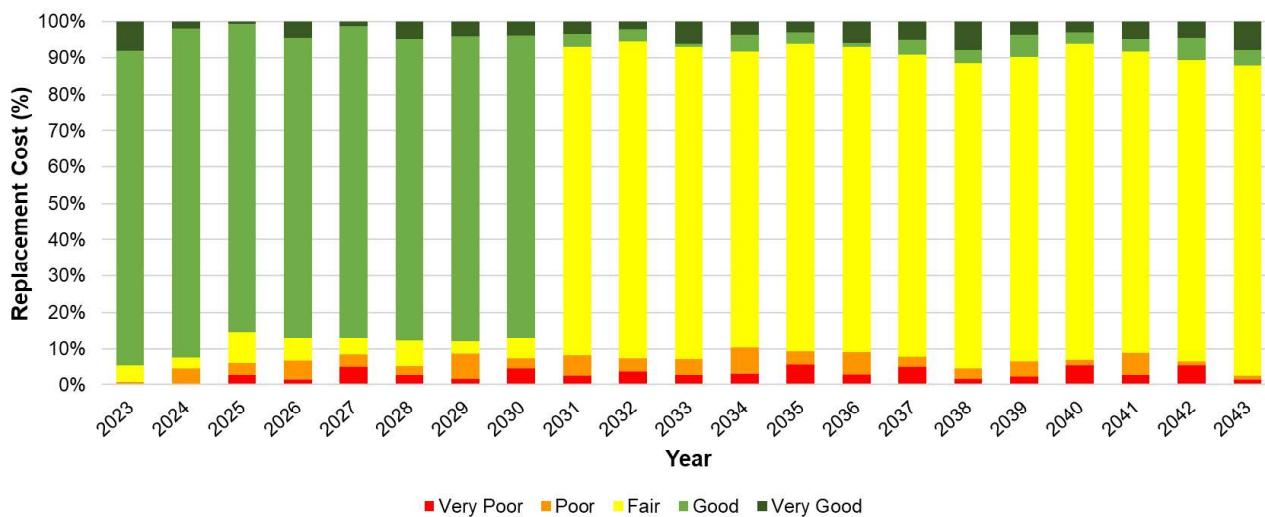


Figure 1-6. Scenario 3: Performance Forecast with Infrastructure Needs as per Lifecycle Strategies – City of Windsor Police Services Assets

1.4.4 Scenario Comparison & Forecasted Infrastructure Gap

The required investment needs under each of the aforementioned scenarios are consolidated and presented in Figure 1-7. This Figure illustrates the calculated infrastructure needs based on both the Average Annual Cost to Maintain Current Performance (Scenario 2) and the Average Annual Cost of Infrastructure Needs based on Lifecycle Strategies (Scenario 3). The gap is calculated by comparing the forecasted renewal, rehabilitation and replacement expenditures under each Scenario against the Average Annual Budget attributed to these assets. The gap also considers Outstanding Infrastructure Needs in its calculation, which is included in the 2024 expenditure amount. Outstanding Infrastructure Needs represent the outstanding renewal, rehabilitation and replacement activities that have been identified and deemed necessary but have not yet been completed due to budget constraints and other limitations.

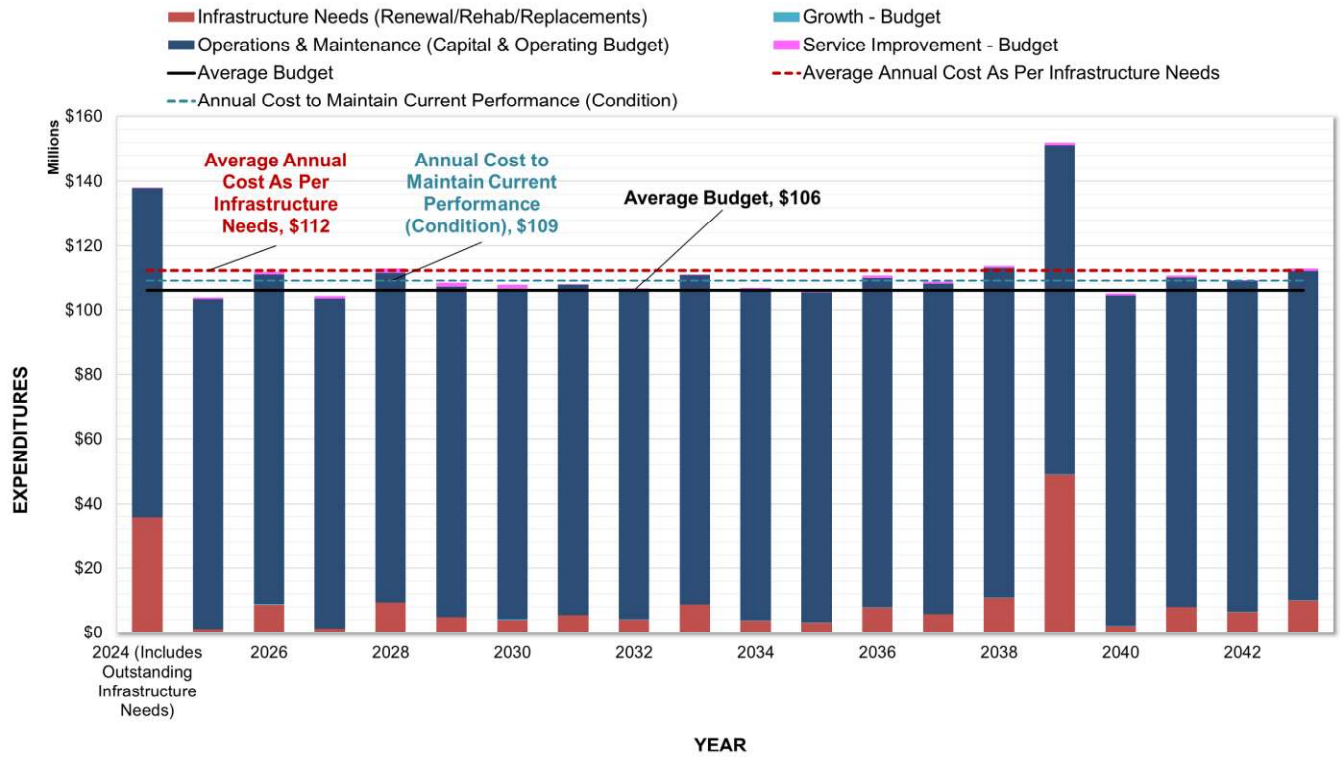


Figure 1-7. Scenario Comparison – City of Windsor Police Services Assets

The scenario comparison indicates that WPS is facing an annual gap of \$3.2 million annually to maintain their current performance. If all lifecycle activities identified under the lifecycle strategy were to be undertaken, the gap increases to \$6.5 million annually. This calculated infrastructure gap is further detailed in table 1-4.

Table 1-4. Lifecycle Activity Investments & Average Annual Infrastructure Gap – City of Windsor Police Services Assets

Lifecycle Activity	Average Annual Budget	Average Annual Cost to Maintain Current Performance (Condition)	Average Annual Cost of Infrastructure Needs as Per Lifecycle Strategies
Non-Infrastructure	\$0	\$0	\$0
Operations & Maintenance	\$102,190,704	\$102,190,704	\$102,190,704
Service Improvement	\$686,500	\$686,500	\$686,500
Disposal	\$0	\$0	\$0
Growth	\$88,000	\$88,000	\$88,000
Renewal, Rehabilitation & Replacement	\$2,954,000	\$6,170,944	\$9,486,147
Total	\$105,919,204	\$109,136,148	\$112,451,351
Funding Gap		\$3,216,944	\$6,532,147

WPS will continue to explore the use of large, circumstance-specific grant opportunities to assist in funding asset acquisitions. However, it is crucial to recognize that this form of funding typically only represents a one-time source of funding and therefore cannot be relied upon as a sustainable solution to address the remaining infrastructure gap. Moving forward, it is essential for WPS to explore alternative funding sources and strategies, if they become available, to bridge the remaining gap in operational and capital funding. This may involve seeking additional grants, exploring public-private partnerships, and continuing to prioritize asset management practices and making strategic investment decisions to maximize the impact of available funding resources.

1.5 Improvement Plan

Recommendations for data improvements to WPS is found in Table 1-5.

Table 1-5. Improvement Plan – City of Windsor Police Services Assets

Task No.	Task	Resources Required	Responsibility
1	WPS to continue to refine equipment replacement needs and lifecycle management strategies.	Internal	Windsor Police Service
2	Continue to conduct building condition assessments (BCAs) regularly and work towards development of a process for having BCAs assessed at the building component level.	Internal/ External	Windsor Police Service City Corporate Projects
3	Undertake process to review all assets (vehicles and equipment, & Information Technology) on a yearly basis, and according to existing strategic forecasts for such assets, to ensure registry is up to date, includes accurate condition and replacement costs.	Internal	Windsor Police Service



HONOUR IN SERVICE

Date: June 6, 2024

To: Chair and Members of the Police Service Board

From: Deputy Chief Karel DeGraaf

Re: Human Resources Report – Public

Dear Chair and Members of the Board,

Please see the attached Human Resources report for April and May from the Windsor Police Services Human Resources Department.

Sincerely,

A handwritten signature in cursive script that reads "K.A. De Graaf".

Karel DeGraaf
Deputy Chief Operational Support
Windsor Police Service

Attachment: Human Resources Report – Public Agenda



Date: June 1, 2024
To: Windsor Police Services Board
Chair and Members
From: Jason Bellaire, Chief of Police
Re: **Human Resources Monthly Report (Public)**

Promotions:

Effective May 5, 2024

Inspector Paolo DiCarlo (#3026)	- Promoted to the rank of Superintendent
Staff Sergeant Robert Wilson (#2277)	- Promoted to the rank of Inspector
Sergeant Jacqueline Khoury (#12273)	- Promoted to the rank of Staff Sergeant
Constable Adam Young (#10714)	- Promoted to the rank of Sergeant

Respectfully submitted for the information of the Board.



548 Windsor Avenue, Windsor Ontario N9A 1J5
P: (519) 969-0510 | F: (519) 969-6064 |

May 10th, 2024

Drew Dilkens, Chair
Windsor Police Services Board
Windsor, ON
Delivered via email to: policeboard@windsorpolice.ca

Dear Mayor Dilkens

Re: WPA Ratification of 2023 to 2026 Unit A and Unit B Collective Agreements

On May 10th, 2024, the members of the Windsor Police Association formerly ratified the proposed 2023 to 2026 Collective Agreements by voting over 85% in favour of acceptance.

The Board of Directors for the Windsor Police Association would like to formally thank the members of the Windsor Police Services Board led by Mayor Drew Dilkens and Senior Leadership of the Windsor Police Service led by Chief Jason Bellaire for their role in ensuring an agreement acceptable to both parties was achieved.

As we collectively work to formally closing off this agreement, the Windsor Police Association respectfully has some questions regarding the next steps:

1. Can the Board provide an estimate as to when our members can expect their salary rate adjusted and when retro-pay can be distributed? We acknowledge that many factors impact when these changes are processed so we are just looking for an “estimated” date.
2. Can the Board identify a representative to work with our Administrator Rick Derus to incorporate the agreed upon amendments into the Collective Agreement?

Once again, thank you for working collectively with the Windsor Police Association to secure this agreement for the sworn and civilian members of the Windsor Police Service.

Sincerely,

Kent Rice
President
Windsor Police Association

cc: Chief Jason Bellaire
Nini Jones

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

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 necessities 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

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

Creed Atkinson
Chief of Staff, Ministry of the Solicitor General

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.

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,

A handwritten signature in black ink, appearing to read 'Ken Weatherill', written in a cursive style.

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

-3-
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

Special Constable Prescribed Training by Classification Lesson Plan Title	Regulatory Enforcement	Police Employed	Broader Public Sector
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

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,



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

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 GILLET, 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

- 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

Ministry of the Solicitor General

Ministère du Solliciteur général



Public Safety Division

Division de la sécurité publique

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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: **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,

A handwritten signature in black ink, appearing to read 'Ken Weatherill', written in a cursive style.

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

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.

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

Sincerely,

A handwritten signature in black ink, appearing to read "Ken Weatherill". The signature is fluid and cursive, with the first name "Ken" being more prominent.

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

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,

A handwritten signature in blue ink, appearing to read "Sarah Caldwell".

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

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.

Sincerely,

A handwritten signature in black ink, appearing to read 'Ken Weatherill', written in a cursive style.

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

**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);

- 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.

- 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)

- 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 CJMPSOSSF.

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**

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

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”.

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.

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

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

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.**

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
Attorney General**

Office of the Assistant Deputy
Attorney General

Indigenous Justice Division

McMurtry-Scott Building
4th Floor
720 Bay Street
Toronto ON M7A 2S9

**Ministère de la
Procureure générale**

Bureau du sous-procureur
général adjoint

Division de la justice pour les Autochtones

Édifce McMurtry-Scott
4^e étage
720, rue Bay
Toronto ON M7A 2S9

MEMORANDUM TO: Kenneth Weatherill
Assistant Deputy Minister
Public Safety Division
Solicitor General

FROM: Marian Jacko
Assistant Deputy Minister
Indigenous Justice Division
Ministry of the Attorney General

SUBJECT: Ontario's Family Information Liaison Unit

DATE: April 17, 2024

I am writing to request your support in distributing updated information about Ontario's Family Information Liaison Unit (FILU), including its expanded mandate and collaboration, to Chiefs of Police across Ontario.

About the FILU

The FILU was created in 2017 to support families of Missing and Murdered Indigenous Women and Girls and 2SLGTBQI+ people (MMIWG2S+) to access information about their loved ones from many different government sources. In May 2023, the FILU became a permanent program with an expanded mandate to support all families of Missing and Murdered Indigenous People (MMIP), including Indigenous men and boys.

FILU staff actively collaborate with government agencies, including police organizations across Ontario, to support families with obtaining access to consistent, reliable, and complete information related to the loss of loved ones. FILU offices are located in Ottawa, Sioux Lookout, Sudbury, Thunder Bay, and Toronto.

FILU staff assist families by:

- Working on behalf of families with organizations to obtain case-specific information including investigations (e.g., police, coroner), court proceedings, or other government processes (i.e., death related documents) and providing information to families in a trauma-informed, confidential manner;
- Connecting families with Indigenous Elders, Indigenous Knowledge Keepers, Healers, as well as mainstream trauma/counselling supports; and
- Collaborating with similar units in other provinces and territories, where needed, to coordinate and obtain information about a loved one.

FILU's Collaboration with Police Services

In June 2017, former Assistant Deputy Minister Stephen Becket sent a memorandum to Chiefs of Police across Ontario to introduce the FILU and anticipate frequent contact between the program and police services.

FILU staff are regularly in contact with police services to explain their role, in addition to making case-specific inquiries about police investigations pertaining to families' loved ones. Since the beginning of FILU in 2017, the Office of the Chief Coroner has worked collaboratively with the FILU and police services to support families in understanding the circumstances of death.

The FILU's relationship and collaboration with police services are vital to provide timely information to Indigenous families and to guarantee service continuity. This collaborative work, in turn, contributes to fulfilling the police services-specific Calls for Justice 9.1-9.11 from the Final Report on the Inquiry of MMIWG aimed to develop a respectful relationship between police services and Indigenous Peoples as well as to address the disproportionate violence that Indigenous women and girls experience across Ontario.

FILU's success is evident with the program being granted permanent funding and having an expanded mandate to support all families of Missing and Murdered Indigenous People (MMIP). Despite this success, there have been instances in which FILU staff have encountered barriers in accessing information from police services due to their unfamiliarity with the program.

I am requesting your assistance to provide updated information on the FILU and its services to Chiefs of Police throughout Ontario with the goal of increasing awareness about the program and continuing to foster positive collaborations between the FILU and police services.

Should you or any police service have questions about the contents of the memorandum, or the FILU more generally, please feel free to contact the FILU Team Lead at the information below:

Monica Carreon Diez, Manager Programs
Family Information Liaison Unit
Indigenous Justice Division, Ministry of Attorney General
720 Bay St. 4th Floor
Toronto, ON, M7A 2S9
Phone: 437-240-8349 | Toll Free: 1-844-888-8610
Email: Monica.CarreonDiez@ontario.ca

Sincerely,

A handwritten signature in cursive script, appearing to read 'M Jacko', written in a light grey or blue ink.

Marian Jacko
Assistant Deputy Attorney General
Indigenous Justice Division
Ministry of the Attorney General

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

FROM: Ken Weatherill
Assistant Deputy Minister
Public Safety Division

SUBJECT: Ontario's Family Information Liaison Unit

DATE OF ISSUE:	May 3, 2024
CLASSIFICATION:	General Information
RETENTION:	Indefinite
INDEX NO.:	24-0029
PRIORITY:	Normal

At the request of the Ministry of the Attorney General's Indigenous Justice Division, and further to All Chief's Memo 17-0045, I am sharing a communication to increase awareness of the Family Information Liaison Unit (FILU), its expanded mandate, and encouraging continued collaboration between the FILU and police services across the province.

The FILU program supports families of Missing and Murdered Indigenous Women and Girls and 2SLGBTQI+ people (MMIWG2S+) access information about their loved ones from many different government sources. In May 2023, the FILU became a permanent program with an expanded mandate to support all families of Missing and Murdered Indigenous People (MMIP), including Indigenous men and boys.

Staff from the FILU collaborate with government agencies, including police organizations across Ontario, to assist families with obtaining access to consistent, reliable, and complete information related to the loss of their loved ones. FILU offices are located in Ottawa, Sioux Lookout, Sudbury, Thunder Bay, and Toronto.

For further information, please review the attached memo from Assistant Deputy Attorney General Marian Jacko, Indigenous Justice Division, Ministry of the Attorney General. If you have any questions regarding the FILU, please contact Monica Carreon Diez, Manager of Programs, Ministry of the Attorney General by email at Monica.CarreonDiez@ontario.ca.

Sincerely,

A handwritten signature in black ink, appearing to read 'Ken Weatherill', written in a cursive style.

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 Social Media Submission Template – Police Week 2024

The Ministry of the Solicitor General would like to use Police Week to showcase various policing professions and local initiatives that promote policing in the community, in addition to collaborative approaches to overall community safety and well-being (e.g., community outreach, local partnership initiatives). As such, the ministry will be featuring photos of police engaging with the community, and information about different programs and initiatives on the ministry’s social media channels – both Facebook and X (@ONsafety) throughout Police Week 2024 (May 12-18, 2024). The ministry will also share or retweet posts from the policing community using the #PoliceWeekON hashtag.

If you would like to nominate a profession or program to be featured by the ministry during Police Week, please complete the template below and email it, along with a relevant photo that the ministry has permission to use on social media (from both the photo subject(s) and the police service), to Ashika.Sharda@ontario.ca and Shamitha.Devakandan@ontario.ca by **May 8, 2024**.

Submission Template	
Name of Police Service:	
Community:	
Name of Profession/Program:	
Contact Information (i.e., email and phone number):	
<i>Please provide a brief description of the program offered by your police service that you would like the ministry to highlight (100 words maximum). As noted above, part of your answer may be used for social media content.</i>	



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 Week 2024: May 12-18, 2024**
Provincial Theme “Join Policing: Keep Ontario Safe”

DATE OF ISSUE:	May 2, 2024
CLASSIFICATION:	General Information
RETENTION:	May 18, 2024
INDEX NO.:	24-0028
PRIORITY:	Normal

Police Week is an annual recognition week that focuses on increasing community awareness and acknowledgement of police services, while strengthening partnerships between police and those they serve. It is an opportunity to commend all members of police services for their strong commitment to keeping Ontario safe.

Since 1970, Police Week has taken place in May to coincide with Peace Officers Memorial Day, which is internationally recognized on May 15. As such, May 12 to 18, 2024, will be designated Police Week in Ontario.

The provincial theme for 2024 is “**Join Policing: Keep Ontario Safe**”. This year’s theme provides an opportunity to use in-person events, social media, or other platforms to celebrate the policing profession in an effort to bring awareness to the profession and increase recruitment, while highlighting how our police services continue to keep our province safe.

Similar to previous years, police services across the province are encouraged to use the hashtag **#PoliceWeekON** to promote local efforts during Police Week 2024, including highlighting various professions within the police service, and the great work of local officers and the positive impact they have on their communities. If your police service is interested in submitting a profession or program to be featured on the Ministry of the Solicitor General’s social media channels during Police Week, please complete the attached template and email it to Ashika.Sharda@ontario.ca and Shamitha.Devakandan@ontario.ca by **May 8, 2024**, along with a photo that the ministry has permission to use on social media.

The ministry will review and may use submissions to create posts that will be shared on **@ONsafety** (Facebook and X).

In addition, the ministry has developed a web banner to help promote Police Week 2024 on your local websites and through social media. Please visit the Ontario Association of Chiefs of Police website (www.oacp.ca) to download the banner.

If you have any questions about Police Week 2024, please contact Shamitha Devakandan, Community Safety Analyst, at Shamitha.Devakandan@ontario.ca and Ashika Sharda, Junior Community Safety Analyst, at Ashika.Sharda@ontario.ca.

As always, I would like to thank the Ontario Association of Chiefs of Police for its support throughout the planning process and sharing this year's Police Week materials on its website.

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

CLD MEMORANDUM RESPECTING ALL CHIEFS' MEMO

TO: Ken Weatherill
Assistant Deputy Minister
Public Safety Division
Ministry of the Solicitor General

FROM: Randy Schwartz
Assistant Deputy Attorney General
Criminal Law Division
Ministry of the Attorney General

DATE: May 1, 2024

SUBJECT: **All Chiefs' Memo:** Hate crime overview and upcoming training for OACP and all police services in Ontario

The purpose of this memo is to advise all Chiefs of Police about:

1. *Criminal Code* powers available to police officers to address hate-related crimes
2. upcoming joint Ministry of the Attorney General (MAG)-Ministry of the Solicitor General (SOLGEN) training to support police officers in investigating hate-related crimes
3. the Ministry's Criminal Law Division Hate Crime Working Group, which is available to provide pre-charge investigative advice to the police and guidance on the AG consent process

Background

Hate crime will not be tolerated in Ontario. Hate crime is particularly serious because of its harmful impact on the individuals involved, other members of the target group, members of other vulnerable groups, the community and society as a whole. There is also a direct causal link between hateful rhetoric and the commission of real-world violence. Police should be vigilant about recognizing when an offence is hate-motivated.

Police-reported hate crimes have risen dramatically in recent years, both in terms of the number and severity of incidents. Almost 50% of all police-reported hate crimes in Canada

occur in Ontario, with that number spiking even further following the start of the Israel-Hamas war in October 2023. Antisemitism and Islamophobia are at historic highs and those communities are justifiably afraid. This growing prevalence of hate is even more alarming when considering that hate crimes remain one of the most underreported crime sets.

While the *Criminal Code* contains robust tools to combat hate, it can sometimes be challenging for frontline officers, as well as the public, to know where lawful expression and assembly cross the threshold into criminal hate speech. There is often no bright line as to what is or is not “hate,” with that determination instead depending on a contextual analysis of the facts of the case. As is discussed below, MAG’s Hate Crime Working Group (HCWG) is available to assist police in making these determinations.

The Ministries of the Attorney General and the Solicitor General are working together to provide clarity and guidance for all officers in Ontario on how to spot, investigate and support the prosecution of hate-related offences. This collaborative approach builds on the information contained below and will include specific training for all Ontario officers through the development of online tools.

1. ***Criminal Code* Anti-Hate Powers Available to Police**

The criminal law provides several tools for police to respond to hate crimes. The Attorney General’s consent is **NOT** required for the vast majority of ‘hate crimes’ and is not an impediment to the laying of hate crime charges. There is no single ‘hate crime’ offence in the *Criminal Code*. The hate-related provisions are generally divided into two categories – Hate Propaganda/Speech Offences and Hate Motivated Offences.

Attorney General (AG) consent is required ONLY for the following hate propaganda offences/seizures, none of which require actual or threatened violence:

- **Advocating Genocide** (s.318(1)): This provision prohibits the public communication of statements intended to advocate for the death or destruction of an ‘identifiable group’ - defined in the *Criminal Code* as any section of public distinguished by colour, race, religion, national or ethnic origin, age, sex, sexual orientation, gender identity or expression, or mental or physical disability. This same definition of ‘identifiable group’ applies to the offences of wilful promotion of hatred (s. 319(2)) and public incitement of hatred (s.319(1)), discussed below.
- **Wilful Promotion of Hatred:** (s.319(2)): Considered the heart of the hate propaganda offences, this provision criminalizes the public communication of statements that wilfully promote hatred against an ‘identifiable group’. The threshold for proving hate is high having regard to freedom of expression values. Statements must rise to the level of vilification and detestation. Communications that are merely offensive, insulting or humiliating do not constitute hate.
- **Wilful Promotion of Antisemitism:** (s.319(2.1)): This provision is limited to Holocaust denial/condonation/minimization. It was enacted in June 2022 and has not yet been charged in Ontario.

Police requests for AG consent to lay charges of advocating genocide and wilful hate promotion are rare. Police services consult early and work closely with members of Ontario's Hate Crime Working Group (HCWG) in connection with these requests. These requests typically involve the most egregious forms of hate speech.

Police can also apply for **hate propaganda warrants and forfeiture orders** for physical and electronic materials (s.320 and s.320.1). AG consent is required.

AG consent is NOT required for the vast majority of hate crimes police encounter every day. These include all hate-motivated offences and one hate propaganda offence as follows:

- **Public Incitement of Hatred (s.319(1)):** This offence involves the public communication of statements that incite hate against an 'identifiable group' where the incitement is likely to lead to a breach of the peace. It is geared towards a person 'whooping up' a crowd in a rally-type situation. An actual breach of the peace does not have to occur for this charge to be laid. It can be an effective tool for police to use in real-time to prevent a potential breach of the peace.
- **Hate-Motivated Mischief to Property (s.430(4.1)):** This offence targets mischief committed against religious or cultural property or other property used by an 'identifiable group' when the commission of the mischief is motivated by bias, prejudice or hate towards the group. This offence is frequently charged by police where there is hateful graffiti on places of worship, community centres, schools etc.
- **Hate-Motivated Offences/Hate in Aggravation of Sentence (s.718.2(a)(i)):** Hate-motivated offences include any substantive criminal offence – typically assault or threatening – that have a hate component, e.g., an assault or threat accompanied by a racial slur or a comment like "go back to your country". Section 718.2(a)(i) of the *Criminal Code* requires judges to consider the hate component of the offence as an aggravating factor in deciding on an appropriate sentence.

Non-Hate Offences: There are other non-hate related offences available to police that may be used effectively in situations where police wish to maintain law and order in the face of escalating tensions that may not rise to the level of any of the hate-related offences set out above. These include mischief, obstruct peace officer, intimidation by blocking a highway, and unlawful assembly, etc. These non-hate specific offences can still be found to be hate-motivated at sentencing under s. 718.2(a)(i).

2. Joint MAG/SOLGEN Training for the OACP and all Police Officers

MAG and SOLGEN provide police training on hate crimes through the Ontario Police College (OPC), and to local police services as requested. Additional online training materials are being developed to ensure that all officers in Ontario understand the tools they have to effectively respond to hate.

Upcoming training will include:

- **Online educational training for police officers.** MAG is working closely with SOLGEN to develop this training with an expected availability/delivery of programming of Monday, June 10, 2024.
- **A targeted training session for the Ontario Association of Chiefs of Police** to be held this summer.

These training sessions will include:

- **A review of current *Criminal Code* provisions and tools.**
- **A discussion of how to practically identify ‘hate’.** This will include reference to the ‘Hallmarks of Hate’, which is a Supreme Court endorsed list of traditional hallmarks aimed at helping to identify vilifying hate speech.
- **Practical application of these tools to a variety of investigative scenarios,** including those where hate crimes often arise (postering, rallies/protests, etc.).

3. The Hate Crime Working Group (HCWG)

The Criminal Law Division’s HCWG was established in April 2019, and is comprised of specially trained Crown prosecutors in each region of the province who are available to provide pre-charge advice to police in all hate-related investigations. We encourage police to reach out to the HCWG as needed through regional representatives. **A current list of HCWG members and their contact information is attached** as Appendix A to this memo. HCWG Chairs, Karen Shai and Jamie Klukach, are available for more urgent consultation on weekends.

The HCWG is also available to assist where the police are considering laying a hate propaganda charge requiring AG consent. Police should reach out to a regional representative of the HCWG to arrange for a consultation as early as possible in the investigation. The HCWG assists in identifying investigative gaps which may need to be addressed before a formal request package can be submitted to the AG. The HCWG also advises police on the components of the AG consent package. A decision from the AG/DAG can typically be expected within 4-6 weeks after receipt of a complete package.

I trust this information will assist you.

Sincerely,



Randy Schwartz (he/him)
Assistant Deputy Attorney General | Criminal Law Division
Ministry of the Attorney General | Ontario Public Service
416-627-3826 | randy.schwartz@ontario.ca

Ontario 

Appendix A

Criminal Law Division Hate Crime Working Group Contacts List (as of April 22, 2024)	
CHAIRS: Jamie Klukach (CLOC, General Counsel) jamie.klukach@ontario.ca Karen Shai (CLOC) karen.shai@ontario.ca	
Region	Crowns
Crown Law Office-Criminal	Michael Bernstein michael.bernstein@ontario.ca Rochelle Direnfeld rochelle.direnfeld@ontario.ca Robin Flummerfelt (Major Case) robin.flummerfelt@ontario.ca Jennifer Epstein jennifer.epstein@ontario.ca Erica Whitford erica.whitford@ontario.ca Michelle Campbell (Policy) michelle.campbell@ontario.ca
Central East	Brian McCallion (Newmarket) brian.mccallion@ontario.ca Philip Hsiung (Newmarket) philip.hsiung@ontario.ca
Central West	Carson Coughlin (Peel) carson.coughlin@ontario.ca Jill McKenzie (Hamilton) jill.mckenzie@ontario.ca Richard Garwood-Jones (Regional Office) richard.garwood-jones@ontario.ca
East	Moiz Karimjee (Ottawa) moiz.karimjee@ontario.ca Tim Wightman (Ottawa) tim.wightman@ontario.ca Holly Chiavetti (Kingston) holly.chiavetti@ontario.ca
North	Danielle Wood (Thunder Bay) danielle.wood@ontario.ca Stephanie Baker (Sudbury) stephanie.baker@ontario.ca
Toronto	Simon Heeney (Regional Office) simon.heeney@ontario.ca Andrew Pilla (Scarborough) andrew.pilla@ontario.ca
West	Armin Sethi (Kitchener) armin.sethi@ontario.ca Heather Donkers (London) heather.donkers@ontario.ca Jonathan Janke (Kitchener) jonathan.janke@ontario.ca

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

FROM: Ken Weatherill
Assistant Deputy Minister
Public Safety Division

SUBJECT: **Hate Crime Overview and Upcoming Training for the
Ontario Association of Chiefs of Police and All Police
Services in Ontario**

DATE OF ISSUE:	May 1, 2024
CLASSIFICATION:	General Information
RETENTION:	Indefinite
INDEX NO.:	24-0027
PRIORITY:	Normal

At the request of the Ministry of the Attorney General’s Criminal Law Division, I am sharing this communication containing information regarding hate crime resources that are both enclosed and coming soon.

Through the attached memo, police services can find information on the following:

- *Criminal Code* Anti-Hate Powers Available to Police
- The Hate Crime Working Group (HCWG)

If you have any questions about this, please refer to the attachment’s Appendix A for the contact information for your regional representative(s) of the HCWG.

Additionally, the Ministry of the Solicitor General is proud to partner with the Ministry of the Attorney General to deliver additional online **educational training for all police officers**. This training will be accessible to services through the Ontario Police College Virtual Academy (OPCVA) on Monday, June 10, 2024.

If you have any questions regarding the training, please contact Instructor Amy Cook via e-mail at Amy.Cook@ontario.ca. For questions related to accessing the OPCVA, please contact the OPC Distance Learning unit via e-mail at OPCDL@ontario.ca.

For more details, please refer to the attached memo from Randy Schwartz, Assistant Deputy Attorney General, Criminal Law Division, Ministry of the Attorney General.

Sincerely,

A handwritten signature in black ink, appearing to read 'Ken Weatherill', written in a cursive style.

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

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

FROM: Ken Weatherill
Assistant Deputy Minister
Public Safety Division

SUBJECT: Ontario Police College Seconded Officer Program

DATE OF ISSUE:	April 22, 2024
CLASSIFICATION:	General Information
RETENTION:	Indefinite
INDEX NO.:	24-0026
PRIORITY:	Normal

I am writing to share information about the Ontario Police College's (OPC) Seconded Officer Program and the important role that police services play in supporting the training delivered at the College by having their officers participate in the program.

The Ministry of the Solicitor General expanded the Basic Constable Training (BCT) program from three intakes per year to four, as well as increased the capacity to up to 500 recruits per intake. The increased number of recruits has placed additional pressures on the program, and the OPC is seeking additional seconded officers to ensure the ongoing delivery and sustainability of the expanded BCT program.

The OPC is currently searching for additional seconded officers in key practical skills areas of the BCT program, including:

- Defensive Tactics
- Firearms
- Immediate Rapid Deployment
- Officer Safety
- Police Vehicle Operations

Seconded officers play a pivotal role in the delivery of the BCT program and have a lasting and positive impact on the training and development of new police officers. Seconded officers become role models for recruits and should possess professional characteristics that police services would like to see mirrored in their new recruits.

When selecting an individual to put forth for a seconded officer position, the ministry encourages that you use the following criteria in your selection process:

- Experienced Sergeant or Staff Sergeant, or a First Class Constable who demonstrates supervisory oversight and/or mentoring skills;
- Operational understanding of police procedures and legal issues;
- Sound knowledge of contemporary policing issues, including community policing;
- Effective presentation skills;
- Ability to work in a team environment;
- Excellent role model; and,
- Free of any *Community Safety and Policing Act, 2019 / Police Services Act* convictions within the last six years, as well as not subject to any ongoing investigations and/or inquiries.

The OPC respectfully requests that police services that are interested in participating pre-screen police officers interested in joining the Seconded Officer Program and recommend two to three candidates for consideration. Upon submission of their application for secondment to the OPC, recommended candidates will be interviewed.

In addition, the OPC will ask candidates for the following:

- Resume / Curriculum Vitae;
- Two of their most recent personnel evaluations completed by their immediate supervisor; and,
- Letters of recommendation from the candidate's supervisors and peers detailing why the candidate would be suited to the position.

The Seconded Officer Program offers a number of benefits for police services and participating officers including:

- Reimbursement of the complete salary, benefits, and other allowable allowance(s) at the Sergeant level to ensure there are no costs to police services to have one of their officer's participate in the program;
- Meals provided by the College;
- Accommodations for those that live far away;
- A monthly \$600 stipend paid directly to the seconded officer to offset the costs of travel and any other expenses directly associated with their secondment to the College;
- The opportunity to gain supervisory experience, which may aid the seconded officer in career advancement;
- The opportunity to take OPC courses, with their police service's permission, in key areas such as criminal investigations, use of force, adult education and leadership; and,
- Possible certification as a Facilitator in their assigned area, which will allow the officer to facilitate training to other members of their police service and remedial training to assist recruits in completing the BCT program.

It should also be noted that the OPC will abide by any collective bargaining requirements for the duration of the agreement, including salary increases and vacation/leave entitlements.

The normal term of secondment opportunities is for a two-year period, with a possible one-year extension; however, consideration will be given to work with police services on contract duration to ensure police service needs are met.

We recognize the significant value added to our programs through the participation of officers seconded from police services across Ontario, and we appreciate the ongoing support from police services to ensure the ongoing delivery of the BCT program. The delivery of this program would not be possible without seconded officers and their dedication to shaping future police officers.

If your police service is interested in participating or has any questions regarding the Seconded Officer Program, please contact Paul Hebert, Director of the Ontario Police College by email at Paul.Hebert@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



May 7, 2024

TO: Members of the Windsor Police Service Board

FROM: Administrative Director

RE: REQUEST TO USE THE WINDSOR POLICE BADGE AND SHOULDER PATCH
FOR MEMORIALS AND MONUMENTS IN THE VICTORIA GREEN LAWN
CEMETARY

A request has been received from Jeffery Murdock, Cemetery and Pre-Planning Director, at Victoria Greenlawn Memorial Gardens seeking a letter from the Windsor Police Service Board authorizing the permanent addition of the Windsor Police Badge and Shoulder Patch images to their art package for use on memorials and monuments.

Currently, when a member of the Windsor Police Service is pre-planning their funeral arrangements, or when a family member is making funeral arrangements following the death of a member or retiree of the Windsor Police Service, Greenlawn Memorial Gardens submits a request to use the emblem(s) to the Windsor Police Service Board.

Once they receive the authority to use the badge/patch image, the artwork is forwarded on to their Art Department. The Art Department considers each submission as a Custom Design, resulting in an additional cost to the member/family in the amount of \$695. The Pre-Planning Department is seeking permission to supply the emblems to their Art Department to have them become part of their permanent art package, negating the need for the development of custom artwork each time and the additional charge. The artwork would be secured in a locked file and would only be used after the Pre-Planning Department has done their due diligence and is assured that the individual is truly a member/retiree of the Windsor Police Service.

BE IT RESOLVED THAT	The Windsor Police Service Board approves/denies the request from the Victoria Greenlawn Memorial Gardens for permission to use the WPS Badge and Shoulder Patch images for a period of five (5) years commencing June 20, 2024, until June 20, 2029;
AND FURTHER THAT	Victoria Greenlawn Memorial Gardens may use these images only for Windsor Police Service members and retirees;
AND FURTHER THAT	Victoria Greenlawn Memorial Gardens provide in writing the name of each person requesting reproduction of these images to the Deputy Chief of Operational Support and to the Windsor Police Service Board.



THE CORPORATION OF THE CITY OF WINDSOR
WINDSOR POLICE SERVICE BOARD

Mayor Drew Dilkins
Chair

Councillor Jo-Anne Gignac
Vice-Chair

Sophia Chisholm
Member

Mr. Robert de Verteuil
Member

Mr. John Elliott
Member

May 14, 2024

TO: Windsor Police Service Board

FROM: Administrative Director

RE: **University of Windsor – Windsor Police Service Criminology Award**

The attached letter has been received from the University of Windsor Advancement Office regarding a request for a donation in the amount of \$1,000.00 for the Windsor Police Service Criminology Award for the 2024-2025 academic year. The Board authorized a donation in the amount of \$500.00 in March 2023.



Advancement Office

401 Sunset Avenue, Windsor,
Ontario, Canada N9B 3P4
T 519 253 3000 (3229)
www.uwindsor.ca/supportuwindsor

May 6, 2024

Ms. Sarah Sabihuddin
Windsor Police Services Board
150 Goyeau St
PO Box 60 Stn A
Windsor, ON N9A 6J5

Award ID: 850000001190
Reference #: Acc#49039

Dear Ms. Sabihuddin:

Thank you for your organization's support and commitment to the University of Windsor.

Your organization's support of our student awards program has rewarded our diligent students who have shown determination and a strong commitment to their education. We take great pride in our mission to support our students and we could not accomplish this without the kindness and generosity of our donors.

Thank you for your organization's donation of \$500 in March 2023 and for all your organization's past support. Currently, we are requesting in advance the donation for 2024-2025. Without these funds, the award cannot go out for 2024-2025. We kindly ask for this donation as soon as possible, in order to activate the award for the 2024-2025 academic year.

Fiscal Year	Donation Amount Owing	Award
2024-2025	\$1,000.00	Windsor Police Services Criminology Award

Your payment may be made in the following ways:

- By cheque payable to the "University of Windsor," sent to the attention of Krista Spagnuolo in the Advancement Office at the address listed above. Please reference account 49039 in the memo line.
- On-line by credit card, please go to www.uwindsor.ca/donate. Please select "other" in the list of designations and type in the name of the award above into the "other designation" field.
- I would like to continue this gift for the foreseeable future, please send me an annual pledge reminder.
 I do not want to continue this annual award payment anymore.

If your payment for the academic/fiscal year noted above has already been sent, please disregard this request for payment.

Thank you for making a difference in the lives of our students at the University of Windsor and for your continued and generous support of our student awards program.

Sincerely,

Krista Spagnuolo

Krista Spagnuolo
Development Assistant, Advancement Office



June 10, 2024

TO: MEMBERS OF THE WINDSOR POLICE SERVICE BOARD
FROM: ADMINISTRATIVE DIRECTOR
RE: NEW PROCEDURAL BY-LAW 2024

In order to comply with the new provisions of the Community Safety and Policing Act (CSPA) that came into force on April 1, 2024, an updated Procedural By-Law to Provide Rules Governing the Proceedings of the Windsor Police Service Board Number 01-2024 is included on the June 20, 2024 agenda for your review and adoption.

BE IT RESOLVED THAT	The Board adopt the Procedural By-Law to Provide Rules Governing the Proceedings of the Windsor Police Service Board Number 01-2024 to comply with the Community Safety and Policing Act, 2019 (CSPA)
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BY – LAW NUMBER 01-2024

**A BY-LAW TO PROVIDE RULES GOVERNING THE PROCEEDINGS OF THE
WINDSOR POLICE SERVICE BOARD**

Passed the 20th day of June, 2024

1. PREAMBLE

1.1 WHEREAS Part IV of the Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1 provides that a municipal board is to have policing responsibility for the municipality;

1.2 AND WHEREAS Section 37 (1) of the Act, provides that a Board shall provide adequate and effective policing in the area for which it has policing responsibility as required by Section 10 of the Act;

1.3 AND WHEREAS pursuant to Section 43 (1) of the Act, a board shall hold at least four meetings each year;

1.4 AND WHEREAS Section 46 of the Act provides that a Police Service Board shall establish its own rules and procedures in performing its duties under this Act and the regulations;

1.5 AND WHEREAS the Police Service Board deems it expedient to pass such a by-law to make rules and regulations governing the orders and procedures of the Board:

**NOW THEREFORE THE WINDSOR POLICE SERVICE BOARD ENACTS AS
FOLLOWS:**

2. INTERPRETATIONS

For the purposes of this By-law:

2.1 "Act" or "CSPA" means Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1 and amendments thereto;

2.2 "Acting Chair" means the Vice-Chair who shall act as the Chair if the Chair is absent or if the Chair's position is vacant, pursuant to Section 36 (2) of the Act or as prescribed by Section 7 of this By-law;

2.3 "Agenda" means the document prepared for distribution as prescribed by Section 15 of this By-law;

2.4 "Board" means the means the Windsor Police Service Board;

2.5 "Chair" means the Member elected as Chair of the Board by its Members pursuant to Section 36 (1) of the Act;

2.6 "Chief" means the Chief of Police of the Windsor Police Service;

2.7 "Closed Meeting" means a meeting that is closed to the public in accordance with Section 44 the Act;

2.8 "Committee" means a Standing or Special Committee established by the Board, pursuant to Section 42 of the Act;

2.9 "Deputation" means an address to the Board or its Committees at the request of a person wishing to speak;

2.10 "Administrative Director" means the person who has been appointed to the Administrative Director position by the Board;

2.11 "Majority vote" means an affirmative vote of more than one-half of the Members present and voting;

2.12 "Meeting" means a meeting of the Board or a Committee;

2.13 "Member" means a Member of the Windsor Police Service Board and includes the Chair and Vice-Chair;

2.14 "Motion to defer" means a motion to delay consideration of a matter until later in the same meeting or to a future meeting of the Board or a Committee;

2.15 "Motion to receive" means a motion to acknowledge the particular item, report or recommendation under consideration and to have it placed in the records of the Board with no additional action being taken;

- 2.16 "Motion to refer" means a motion to dispose of a question under consideration, with or without any proposed amendment, in order to seek consideration by, and if deemed desirable, one or more reports from the Chief of Police, Administrative Director or other official or Committee;
- 2.17 "Motion to table" means a motion to postpone without setting a definite date as to when the matter will be considered again;
- 2.18 "Notice of motion" means an oral notice or written motion received by the Administrative Director, moved by a Member, and seconded by another Member, for inclusion on an agenda of a meeting of the Board or a Committee;
- 2.19 "Pecuniary Interest" means a direct or indirect pecuniary interest of a Member as defined in the Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50;
- 2.20 "Point of order" means a question by a Member with the view to calling attention to any issue relating to this By-law or the conduct of the Board's business or in order to assist the Member in understanding the Board's procedures, making an appropriate motion, or understanding the effect of a motion;
- 2.21 "Point of privilege or personal privilege" means a question by a Member who believes that another Member has spoken disrespectfully towards that Member or another Member who considers that their integrity or that of a Member has been impugned or questioned by a Member;
- 2.22 "Presentation" means an address to the Board or Committee at the request of the Board or a Committee of the Board;
- 2.23 "Quorum" means a majority of the Members of the Board in accordance with Section 43 (2) of the Act;
- 2.24 "Recorded vote" means a written record of the name and vote of every Member voting on any matter or question;
- 2.25 "City" means the City of Windsor;
- 2.26 "Resolution" means the decision of the Board on any motion;
- 2.27 "Service" means the Windsor Police Service;
- 2.28 "Special Meeting" means a meeting other than a regularly scheduled meeting, called pursuant to Section 12 of this By-law;
- 2.29 "Two-thirds majority vote" means an affirmative vote of at least two-thirds of the Members present and voting;
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2.30 "Vice Chair" means the Member elected as the Vice Chair of the Board by its Members pursuant to Section 36 (2).

3. APPLICATION

3.1 The rules of procedure contained in this By-law shall be observed in all proceedings and shall be the rule for the order and dispatch of business before the Windsor Police Service Board.

3.2 The rules of procedure contained in this By-law shall be observed, with necessary modifications, in proceedings of all Committees of the Board.

3.3 The rules of procedure may be suspended at such time or times and upon such conditions as may be deemed appropriate by an affirmative vote of at least two-thirds (2/3) of the Members of the Board.

3.4 All points of order or procedure for which rules have not been provided in this By-law shall be decided by the Chair in accordance, as far as reasonably practicable, with the rules of parliamentary procedure as contained in BOURINOT'S Rules of Order.

3.5 Should any provision of this By-law be or become in contravention of any legislation of the Province of Ontario, the provincial legislation shall prevail.

3.6 Notwithstanding anything in this By-law, where the Board or a Committee convenes for the purpose of holding a hearing as required by any statute, the provisions of the statute and the *Statutory Powers of Procedure Act* shall govern the proceedings.

3.7 This By-law shall not be amended or repealed except by the concurring votes of at least two-thirds (2/3) of the Members of the Board and a notice of motion to amend this By-law must be delivered to each Board Member and the Administrative Director at least two weeks prior to the meeting at which the motion to amend is to be considered.

4. ELECTION OF THE CHAIR AND VICE-CHAIR

4.1 Pursuant to Section 36 (1) of the Act, the Board shall elect a Chair and Vice-Chair at its first meeting in each year.

4.2 The election of the Chair and Vice-Chair shall only be held at a meeting where all Members of the Board are present, and an election may be deferred until such meeting.

4.3 The Chair and Vice-Chair of the Board shall hold office for a one-year term until their successors are elected in accordance with the Act and this By-Law.

4.4 The Chair and Vice-Chair may be elected for more than one term.

4.6 The Administrative Director shall act as presiding officer at the first meeting of the Board in each year until the Chair and Vice-Chair are elected and shall call for nominations.

4.7 Each nomination shall be made openly and shall have the consent of the nominee and be seconded by a Member.

4.8 A nominee is a person whose candidacy for the position of Chair or Vice-Chair has been moved and seconded by Members present at the first meeting of the Board in each year. For greater clarity, the nominee is not eligible to act as mover or seconder for their own nomination.

4.9 Where it appears to the Administrative Director, by asking for further nominations that there are no further nominations, the Administrative Director shall call for a motion declaring nominations closed.

4.10 A nominee may withdraw their name at any time prior to the vote being called.

4.11 When voting is completed, the Administrative Director shall announce the new Chair.

4.12 The election of the Vice-Chair shall follow the procedure set out for the election of the Chair.

5. DUTIES OF THE CHAIR

5.1 It is the duty of the Chair to:

- (a) preside at all meetings of the Board so that its business can be carried out efficiently and effectively;
- (b) be the spokesperson for the Board;
- (c) to represent the Board at official functions;
- (d) commence the meetings of the Board by taking the Chair and calling the meeting to order, as soon as a quorum is present;
- (e) announce the business before the Board and the order in which it is to be acted upon;
- (f) receive and submit, in proper manner, all motions presented by the Members;

- (g) put to a vote all motions which are moved or which necessarily arise in the course of the proceedings, and to announce the result;
- (h) announce the results of the vote on any motions presented for a vote;
- (i) sit as ex-officio as a Member of all Committees of the Board and be entitled to participate and vote at the meetings;
- (j) decline to put to a vote on motions which do not comply with this Bylaw or which are not within the jurisdiction of the Board;
- (k) maintain order and preserve the decorum of the meeting;
- (l) where it is not possible to maintain order, to adjourn or suspend the meeting to a time specified by the Chair, without any motion being put;
- (m) to permit any question to be asked through the Chair or any employee of the Windsor Police Service in order to provide information to assist in any debate when the Chair deems it proper;
- (n) adjourn the meeting when business is concluded or upon a motion to adjourn or to recess the meeting as required.

5.2 The Chair and Administrative Director shall authenticate by their signature, as required, all documentation for and on behalf of the Board including but not limited to By-laws, agreements, resolutions, and minutes, which have been approved by the Board.

6. DUTIES OF VICE-CHAIR

6.1 The duties of the Vice-Chair shall be: Duties

- (a) The Vice-Chair shall act in the absence of the Chair and shall have the same authority as the Chair would have if present.
- (b) In the absence of both the Chair and the Vice-Chair at a meeting, the Members present shall elect a chair for the purpose of presiding over the meeting.

7. ACTING CHAIR

7.1 In case the Chair does not attend within fifteen (15) minutes of the time a quorum is present after the scheduled commencement time for a meeting of the Board, or after the resumption after an adjournment or recess, the Vice-Chair shall serve as Acting Chair. In the absence of the Chair and the Vice Chair, the

Administrative Director shall call the Members to order, and an Acting Chair shall be appointed from among the Members present and they shall preside until the arrival of the Chair or the Vice-Chair.

7.2 The Chair may designate the Vice-Chair, or in the absence of the Vice-Chair, another Member as Acting Chair during any part of a Board meeting when they leave the Chair for any reason.

7.3 The Acting Chair shall have and may exercise all the rights, power, and authority of the Chair under this By-law.

8. CONDUCT OF MEMBERS

8.1 Pursuant to Section 35 (6) of the Act, every Member of a Board shall comply with the prescribed code of conduct as outlined in Ontario Regulation 408/23, made under the Act, set out in Appendix "A" to this By-law.

9. DUTIES OF THE ADMINISTRATIVE DIRECTOR

9.1 The duties of the Administrative Director pertaining to meetings of the Board shall be:

- (a) Serve as the administrative link between the Board, the Chief, the Board's legal counsel and labour negotiator, Committees of the Board, the media and members of the community;
- (b) Organize meetings, prepare agendas for the meetings, in consultation with the Chair, and ensure their timely distribution;
- (c) Attend all Board meetings and Committee meetings;
- (d) Record the minutes of the proceedings at meetings of the Board and Committees of the Board;
- (e) Receive all communications addressed to the Board;
- (f) Prepare and issue all communications arising from the proceedings of the Board, unless otherwise directed by the Board;
- (g) Maintain a current record of Board resolutions requiring further or future actions and to keep the Board informed of these matters;
- (h) Organize and maintain an annual calendar of monitoring and other reports to be received by the Board; and
- (i) Report on the performance indicators and annual activities of the Board.

10. MEETINGS OF THE BOARD

10.1 The regular meetings of the Board shall be held at least four times each year pursuant to Section 43 (1) of the Act.

10.2 The Board shall hold its regular meetings at 12:00 p.m. on the fourth Thursday of the month, in the 4th Floor Boardroom, of the Windsor Police Service – Headquarters Building, 150 Goyeau Street, Windsor, Ontario in accordance with the schedule adopted annually by the Board; or at such place, time or manner, such as audio or video conferencing, as may be determined by the Board.

10.3 The Board may cancel the next regular meeting or may change any one or more of its dates, its time, or its place, upon the concurring votes of a majority of the Members.

10.4 Notice to Members of all meetings, agendas, agenda items, cancellations and Members postponements shall be provided by the Administrative Director to Members by email. It may also be provided by telephone or personal contact in the case of an emergency.

10.5 Notice of all public meetings, agendas, cancellations and postponements shall be provided to the public and the media by issuing a media release and posting on the Internet at least seven (7) days before the meeting is to be held and updated as required, except in extraordinary circumstances, pursuant to Section 43 (5), (6), (7) of the Act.

10.6 Public meetings may be video and audiotaped, televised, or otherwise electronically or mechanically recorded as long as the recording does not interfere with the proceedings of the meeting.

10.7 Electronic participation through audio or video conferencing is permitted for regular Board meetings, committee meetings and any special or emergency meetings. The Board members who are participating electronically are deemed present for the purposes of quorum when participating in meetings and are permitted to vote accordingly.

10.8 A Member may make a request of the Chair, at least 24 hours before the scheduled commencement of an in-person meeting, that the Member be permitted to participate in the meeting by means of audio or video conferencing. The Chair may grant permission if the Member can be connected to the meeting by such means. If the Member participates in the meeting by such means, the Member shall be deemed to have been present at the meeting for the purposes of the Act.

10.9 The Administrative Director shall use best efforts to satisfy the notice provisions set out in this section. Failure of the Administrative Director to satisfy any of the notice provisions contained in this section does not invalidate the meeting or any proceeding at the meeting.

10.10 Every person attending the Board meeting, except for Board Members and Board staff, authorized police staff and others authorized by the Chair or the Board, shall remain in the audience portion of the boardroom before, during and after any meeting.

10.11 The Chair may cause to be expelled and exclude any member of the public who creates any disturbance or acts improperly during a meeting of the Board.

11. LIVE-STREAMED/VIDEO RECORDED MEETINGS

11.1 In the event the Board live streams and/or video records its meeting(s) the following shall apply:

11.2 Opinions of delegates are their own and the Board is not responsible for delegates comments, or any materials delegates choose to provide.

11.3 The Board will post, as soon as practicable following the meeting, the archived live stream video.

11.4 A recorded video of a Board and/or Committee meeting is not an official record of that meeting. The official record of the Board and/or Committee meeting shall consist solely of the Minutes approved by the Board. The video is available for details and content.

12. SPECIAL MEETINGS OF THE BOARD

12.1 The Chair may at any time, summon a special meeting.

12.2 The Administrative Director may summon a special meeting on the request of the majority of the Members of the Board.

12.3 Special meetings will take place in a location or manner such as audio or video and conferencing or as deemed most appropriate by the Chair, or Administrative Director as the case may be.

12.4 Written notice of special meetings of the Board or its Committees, other than one summoned by verbal notice, setting out the time and place of the meeting and detailing the matters to be considered, shall be delivered to all Members not less than 24 hours prior to the meeting in accordance with Section 10.4 of this By-law. Notice of all special public meetings shall be provided in accordance with Section 10.5 of this By-law.

12.5 A special meeting may be summoned by verbal notice provided that at least two-thirds (2/3) of the Members of the Board consent to the time, the place, the manner, and the matter to be considered and that the decision to summon the meeting is later ratified by the Board.

12.6 At special meetings of the Board, the Board shall not decide upon any matter unless the matter has been specified in the notice calling the special meeting. This provision may be waived only where all Members are present to vote upon a motion to waive it and only with a two-thirds majority vote.

12.7 The lack of receipt of a notice of, or an agenda for, a special meeting by any Member shall not affect the validity of the special meeting or any action taken thereat.

13. EMERGENCY MEETINGS

13.1 Notwithstanding any other provision of this By-law, an emergency meeting may be called by the Chair without written notice to deal with an emergency or extraordinary situation, provided that an attempt has been made by the Administrative Director to notify the Members about the meeting as soon as possible and in the most expedient manner available.

13.2 The only business to be dealt with at an emergency meeting shall be business dealing with the emergency or extraordinary situation.

13.3 At the discretion of the Chair and with the consent of the majority of the Members of the Board, an emergency or extraordinary situation may be dealt with by means of telephone or electronic polling, or other communication method as to permit all persons participating to communicate adequately with each other. The Board's decision must be reported back at the next regularly scheduled meeting for ratification.

13.4 The lack of receipt of a notice of, or an agenda for, an emergency meeting by any Member shall not affect the validity of the emergency meeting or any action taken thereat.

14. QUORUM

14.1 A majority of the Members of the Board constitutes a quorum.

14.2 As soon after the hour of the meeting as a quorum is present, the Chair shall call the meeting to order.

14.3 If a quorum is not present within thirty (30) minutes after the scheduled time of a meeting, the Administrative Director shall record the names of the Members

of the Board present, and the meeting shall stand adjourned until the date of the next meeting of the Board.

14.4 If a quorum is lost during a meeting of the Board, then the Chair shall, upon determining that a quorum is not present, request the Administrative Director to call for a quorum for a period of fifteen (15) minutes, or until a quorum is present, whichever is sooner.

14.5 If there is still no quorum of the Board after fifteen (15) minutes, the meeting shall stand adjourned, and the Administrative Director shall record the names of the Members present. In this case, all unfinished business shall be carried forward to the next meeting of the Board.

15. BOARD AGENDAS

15.1 The Administrative Director shall prepare the agenda, under the direction of the Chair, for distribution with the routine order of business for regular meetings of the Board to be as follows:

- (a) Call to Order;
- (b) Declarations of Conflict & Pecuniary Interest by Members;
- (c) Approval of Agenda;
- (d) Adoption of Minutes of Previous Meeting(s);
- (e) Business Arriving from the Minutes;
- (f) Presentations and/or Delegations;
- (g) General Reports;
- (h) Policy Items;
- (i) Financial Matters;
- (j) Human Resources
- (k) Communications;
- (l) New Business;
- (m) Adjournment.

15.4 The Administrative Director shall cause to be delivered to each Member at least seven (7) days before the scheduled time for a meeting the agenda and copies of related materials.

15.5 The business of the Board shall, in all cases, be taken up in the order in which it appears on the agenda, unless otherwise decided by the Board. Any matter on the agenda not decided by the Board shall be placed on the agenda of the next regular meeting of the Board.

15.6 As soon as agenda information is published and distributed by the Administrative Director to the Members, the information may be made available to the public.

15.7 Every communication intended to be presented to the Board or its Committees must be legibly written or emailed and must contain the signature or e-signature and contact address of at least one person and preferably the addresses and contacts of all signatories. For all communications submitted, there shall be designated a contact person to whom the Administrative Director can communicate on behalf of the Board or a Committee.

15.8 No business shall be introduced at a meeting which has not been included on the agenda for such meeting unless the person seeking to introduce the business obtains the approval of a majority of the Members of the Board present at the meeting.

16. BOARD MINUTES

16.1 The Administrative Director shall cause minutes to be taken of each meeting of the Board, which shall include:

- (a) the place, date and time of the meeting;
- (b) the name of the Chair and the attendance of the Members, the Administrative Director, senior staff of the Windsor Police Service, names of presenters and external delegations;
- (c) the confirmation and correction of the minutes of the previous meeting;
- (d) declarations of conflict of interest or pecuniary interest;
- (e) all other proceedings of the Board without note or comment.

16.3 After the Board Minutes have been approved by the Board, they shall be signed by the Chair and the Administrative Director, and sealed.

16.4 The approved public minutes of the Board shall be posted on the Board's web page.

17. DISCLOSURES OF CONFLICT/ PECUNIARY INTEREST

17.1 Where a Member has any pecuniary interest in any matter and is present at a Board meeting or Committee meeting at which the matter is the subject of consideration, the Member shall;

(a) prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof;

(b) not take part in the discussion of, or vote on, any question in respect of the matter; and

(c) not attempt in any way, whether before, during or after the meeting, to influence the voting on any such question.

17.2 Where a meeting is not open to the public, in addition to complying with the requirements set out above, the Member shall forthwith leave the meeting for that part during which the matter is under consideration.

17.3 Where the interest of a Member has not been disclosed by reason of their absence from the particular meeting, the Member shall disclose their interest at the next meeting at which such Member attends.

17.4 The Administrative Director shall record in reasonable detail the particulars of any Disclosure of pecuniary interest made by a Member, and this record shall appear in the Minutes of that particular meeting of the Board or of Committee.

18. RULES OF DEBATE

18.1 No Member shall be deemed to have precedence or seniority over any other Member.

18.2 No Member shall speak to a question or motion until the Member has been recognized by the Chair.

18.3 When a Member is speaking, no other Member shall interrupt that member except to raise a point of order or personal privilege.

18.4 Every Board Member, prior to speaking, must address the Chair, and all remarks must be directed through the Chair.

18.5 All remarks and comments must be relevant to the question under consideration and the Chair shall be the judge of such relevancy.

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

18.9 If a Member considers that their integrity or the integrity of the Board has been impugned, the Member may, as a matter of personal privilege and with leave of the Chair, draw the attention of the Board to the matter by way of a point of personal privilege. When a point of personal privilege is raised, it shall be considered and decided by the Chair immediately. The decision of the Chair on a point of privilege may be appealed to the Board as the case may be.

18.10 If no member appeals, the decision of the Chair is final. The Board's decision is final if the Chair is challenged.

19. RULES OF VOTING

19.1 All voting, except with respect to the election of the Chair and Vice-Chair, shall be conducted in the manner prescribed by the rules in this section.

19.2 When the Chair is putting a question to vote, no member of the Board may leave the room or cause any disturbance.

19.3 Every Member of the Board, including the Chair, who is present when a question is put shall vote thereon, unless disqualified by a conflict of interest.

19.4 The failure to vote by a Member who is not disqualified by a conflict of interest shall be deemed to be a negative vote.

19.5 The manner of determining the decision of the Board on a question shall be at the discretion of the Chair and may be by show of hands, voice or otherwise.

19.6 Where there is an equality of votes on any decision, the question shall be deemed to be lost.

20. MOTIONS AND NOTICES OF MOTIONS

20.1 A motion or Notice of Motion in respect of a matter which is not within the jurisdiction of the Board, shall not be in order and shall not be considered by the Board.

20.2 No member shall introduce any item to the Board for its consideration unless:

- (a) the item relates to a matter on the agenda for that meeting;
- (b) the matter is of an urgent nature; or
- (c) leave is granted on a two-thirds majority vote.

20.3 The following may be introduced orally without written notice and without leave of the Board:

- (a) a point of order or privilege;

- (b) presentation of petitions;
- (c) a motion to waive or suspend the rules of procedure;
- (d) any other procedural motion;
- (e) a motion to recess;
- (f) a motion to adjourn;
- (g) a motion to call the question;
- (h) a motion to retire into a confidential session;
- (i) a motion to receive an item;
- (j) a motion to table an item;
- (k) a motion to refer;
- (l) a motion to defer;
- (m) a simple amendment;
- (n) a motion to adopt a recommendation; or
- (o) the motion relates to a report which was distributed with the agenda.

20.4 Except as provided in 20.3 of this By-Law, all motions and Notices of Motion shall be in writing at least 10 days in advance of the scheduled meeting. The Chair may require that any amendment be signed by the mover and the seconder.

20.5 A motion shall be moved and seconded before the Chair shall put the question and the motion is recorded in the minutes of the meeting.

20.6 All motions or notice of motions shall be worded in the affirmative, where possible, and shall express fully and unambiguously the intention of the mover.

20.7 Notwithstanding the above, any motion may be introduced for consideration by the Board in a situation deemed to be an emergency by the Chair.

20.8 There may be only one substantive motion before the Board at any time.

20.9 A motion may be amended during debate provided that the motion to amend is relevant and not in direct opposition to the main question.

20.10 Only one motion to amend an amendment to the question shall be allowed.

20.11 After a motion has been seconded, it may be withdrawn by the mover and the seconder at any time before a vote is taken.

20.12 A motion to refer a question shall include the name of the committee, body or official to whom the question is to be referred.

20.13 A direction to the Chief of Police by the Board shall be authorized by resolution of the majority of the Members present.

20.14 The motions referred to in 20.3, (f), (g), (j) and (l) are not debatable.

20.15 A motion is deemed carried where a majority of the quorum votes in the affirmative.

20.16 The procedure on a motion is as follows:

(a) the Chair shall read, state or verbally acknowledge each motion presented, whereupon the motion shall be deemed to be in the possession of the Board;

(b) the motion shall be seconded;

(c) the Chair shall restate the motion and open debate;

(d) the motion shall be debated in accordance with this By-Law;

(e) the question shall be put to the Board by the Chair;

(f) vote shall be taken in accordance with this By-Law;

(g) the motion shall be declared carried or lost.

20.16 The Chair shall refrain from moving motions.

20.17 A motion to reconsider a matter previously decided by the Board shall be permitted within 12 months of the original motion where a Board Member, who voted in the majority, gives notice in writing which is included in the agenda that he or she will move at the next meeting that a matter be reconsidered.

20.18 A motion to reconsider is not required after the expiration of 12 months from the date the matter was previously decided, or if new material facts respecting the previously decided arise. In those cases, the motion procedures of 20.16 apply.

20.19 A motion to reconsider requires an affirmative vote of at least two-thirds (2/3) of the Members of the Board to pass.

21.

OUTSTANDING INQUIRIES AND MOTIONS

21.1 Inquiries made at a meeting of the Board may be introduced orally or in writing and shall be recorded in the Minutes of the meeting.

21.2 Following each Board meeting, the Administrative Director will forward in writing any inquiries or motions requiring action or a subsequent report to the Chief of Police or other person assigned responsibility for responding.

21.3 The response shall be submitted in writing to the Administrative Director for inclusion in an upcoming Board agenda.

21.4 The Administrative Director shall keep a record of all inquiries and motions requiring a response and shall submit a list of outstanding inquiries and motions to the Board on a quarterly basis.

22.

PUBLIC AND CLOSED MEETINGS

22.1 Meetings of the Board shall be open to the public except as provided for in Section 44 of the Act and this Section of the By-law and no person shall be excluded from a meeting open to the public except for improper conduct.

22.2 The public shall be allowed access 15 minutes before the scheduled start time of the meeting.

22.3 The use of cameras, recording equipment, television cameras and any other device of a mechanical, electronic, or similar nature used for recording the proceedings of a meeting by members of the public, including the news media, may be permitted and shall be subject to the approval and/or direction of the Chair unless otherwise decided by the Board.

22.4 A meeting, or part of a meeting, may be conducted in Closed Session pursuant to Section 44 of the Act, if the subject matter being considered is:

- a) the security of the property of the Board;
- (b) personal matters about an identifiable individual, including Windsor Police Service employees or any other employees of the Board;
- (c) a proposed or pending acquisition or disposition of land by the Board;
- (d) labour relations or employee negotiations;

- (e) litigation or potential litigation, including matters before administrative tribunals, affecting the Board or Police Service;
- (f) advice that would be inadmissible in a court by reason of any privilege under the law of evidence, including communications necessary for that purpose;
- (g) information explicitly supplied in confidence to the Board by Canada, a province or territory or a Crown agency of any of them, a municipality or a First Nation;
- (h) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the Board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- (i) a trade secret or scientific, technical, commercial or financial information that belongs to the Board and has monetary value or potential monetary value;
- (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;
- (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;
- (l) an ongoing investigation respecting the Police Service Board; or
- (m) education or training session for the benefit of Members.

23. DELEGATIONS/DEPUTATIONS AND PUBLIC PRESENTATIONS

23.1 Any person, group of persons or organization wishing to address the Board regarding a matter within the Board's jurisdiction shall make a written request to the Administrative Director at least ten (10) days prior to the date of the meeting at which the deputation is to be made, such written request to include:

- (a) The name of the presenter;
- (b) An outline of the deputations to be made;
- (c) The names of the other persons who will be appearing with the presenter;

(d) A copy of any materials to be provided to the Board as part of the deputation.

23.2 Criteria for deputations to the Board: Delegations and Presentations

(a) Individual complaints are not considered at Board meetings as there is a legislated public complaints process to deal with such matters that must be followed, and the Board must not intervene in that process.

(b) Individual vendors will not be permitted to present to the Board as there is a City of Windsor policy that deals with procurement processes.

23.3 Delegations shall only be heard upon the consent of the Board.

23.4 A delegation shall address the Board through one (1) spokesperson for a period not exceeding five (5) minutes, unless approval to extend the speaking time is obtained from the Chair.

23.5 All presenters shall address the Chair from the designated area and shall state their name and whom they represent.

23.6 No person shall:

(a) Speak disrespectfully of any person;

(b) Use offensive words or language;

(c) Speak on any subject other than that which has received approval by the Board;

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

23.7 The Chair may curtail any presentation, questions, or debate during a Breach presentation for disorder or any other breach of this By-law, and if the Chair rules that the presentation is concluded, the person(s) appearing shall immediately withdraw.

23.8 Following the presentation, the Board may ask questions of the presenter for the purpose of clarifying information but shall not enter into a debate with the presenter.

23.9 At the conclusion of the presentation, the Board may receive the presentation, discuss it at that point or later in the meeting, or defer the matter to a subsequent meeting for the purpose of receiving further information.

23.10 Members of the public who constitute the audience at a meeting shall respect the decorum of the Board and not:

- (a) Address the Board without permission of the Chair;
- (b) Interrupt any speech or action of the Members of the Board or any other person addressing the Board; and
- (c) Bring signage, placards, or banners into such meetings.

24. MEDIA RELATIONS

24.1 Unless otherwise specified, the spokesperson for the Board is the Chair of the Board. Should the Chair be unavailable, the Vice-Chair shall be the spokesperson for the Board.

24.2 On matters of factual information, administration of the Board, or communicating a decision of the Board in response to an enquiry, the Administrative Director may act as a resource person on behalf of the Board.

24.3 In special circumstances, such as labour relations, or where a Board Committee has been established on a specific issue, the Board may designate the member leading the negotiations, or the Chair of the Committee, to act as spokesperson for the Board.

24.4 Board Members may communicate a position of the Board; however, should a Board Member publicly disagree with a position of the Board, or should a Board Member comment upon a matter not yet before the Board, they will clearly identify they are speaking as an individual and not on behalf of the Board. Nor shall a Board Member state the Board has taken a position on a matter, until the matter has been voted upon.

24.5 Media releases shall be approved by the Chair, or the Vice-Chair prior to release. Board Members shall receive a copy of the release as soon as possible once it has been approved.

24.6 News conferences on matters within the jurisdiction of the Board shall be called at the discretion of the Chair or the Vice-Chair. Whenever possible, Board Members shall be advised of the event prior to it taking place.

25. COMMITTEES

25.1 Subject to the provisions of Section 42 of the Act, Committees may be established by the Board at any time as is deemed necessary for the consideration of matters within the jurisdiction of the Board.

25.2 The Board may establish Ad Hoc Committees of limited duration, to inquire and report on a particular matter or concern. An Ad Hoc Committee shall dissolve automatically once the matter or issue has been resolved.

25.3 The Board shall determine the appropriate number of Committees, their membership, mandate and reporting practices.

25.4 The role of the Committees shall generally be to:

- (a) make recommendations to the Board on matters which are in their jurisdiction; and
- (b) guide and request staff through the Chief of Police, to provide reports on the direction and nature of policy development, fact findings, analysis and generation of possible alternatives required.

25.5 Each Committee shall appoint a Chair of the Committee.

25.6 The rules governing the procedure of the Board and the conduct of Members shall be observed in all Committees so far as they are applicable.

25.7 Members shall be appointed to Committees by the Board for a specific period of time.

25.8 Members who are not Members of a specific Committee may attend meetings of that Committee and may, with the consent of the Chair of that Committee, take part in the discussion, but shall not be counted in the quorum or entitled to make motions or to vote at these meetings. The Chair, as ex-officio, is a member of every Committee.

25.9 No sub-groups of Committees shall be established without approval by the Board.

26. BY-LAWS

26.1 Every by-law shall be introduced upon motion by a Member, and any number of by-laws may be introduced together in one motion, but the Board may, at the request of a Member, deal separately with any by-law.

26.2 Every by-law, when introduced shall be in typewritten form and shall comply with the provisions of any relevant legislation.

26.3 Every by-law of the Board requires only one reading before it may be passed.

26.4 Every by-law which has been passed by the Board shall be numbered and dated and shall be sealed with the seal of the Board and signed by the Chair or

the Vice-Chair and the Administrative Director and shall be deposited in the Office of the Board.

27. SIGNING AUTHORITY AND EXPENDITURES

27.1 The Chair or the Vice-Chair is authorized to sign and seal all documents for and on behalf of the Board, including but not limited to By-Laws, resolutions, orders, and agreements which have been approved by the Board.

27.2 The Chief of Police is authorized to expend funds not previously approved by the Board to a maximum of \$10,000 on each occasion, provided that the Chief shall report thereon to the Board at its next meeting following such expenditure.

27.3 The Administrative Director is authorized to pay Board accounts not previously authorized by the Board to a maximum of \$1,000 and shall provide a summary of expenditures quarterly.

27.4 Board cheques require two signatures. All cheques shall be signed by the Administrative Director together with either the Chair or the Vice-Chair or a combination thereof.

28. PURCHASING

28.1 Purchases of goods and services for the Windsor Police Service Board and the Windsor Police Service shall be administered through the City of Windsor Purchasing Department pursuant to the City's Purchasing By-Law, as amended from time to time.

29. CONFERENCES AND CONVENTIONS

The Board shall, from time to time by resolution, determine policies for the attendance of its Members at conferences and conventions and the payment of appropriate travel and other expenses necessarily incurred.

30. BUDGET

30.1 The Board shall review policy issues relating to the Budget for the coming fiscal year in the September preceding the fiscal year.

30.2 The Finance Committee shall consider the Budget proposals of the Chief of Police prior to their submission to the Board.

31. ENACTMENT

27.1 By-law Nos.01-2011, 10-2021 as amended, and all other By-laws, sections of By-laws and procedural policies of the Board inconsistent with the provisions of this By-law are hereby repealed effective June 20, 2024. This By-law shall come into force on June 20, 2024.

**MAYOR DREW DILKENS
CHAIR**

**NORMA COLEMAN
ADMINISTRATIVE DIRECTOR**

APPENDIX "A"

**ONTARIO REGULATION 408/23
made under the
COMMUNITY SAFETY AND POLICING ACT, 2019**

CODE OF CONDUCT FOR POLICE SERVICE BOARD MEMBERS

APPLICATION AND INTERPRETATION

1. (1) This Regulation sets out the code of conduct with which every member of a police service board must comply.

(2) For greater certainty, the existence of a good faith exception in this code of conduct does not limit the grounds on which it may be determined that a member of a police service board has not contravened this code of conduct.

2. In this Regulation,

“conflict of interest” means a situation in which a member of a police service board’s private interests or personal relationships place, or may reasonably be perceived to place, the member in conflict with their duties as a member of the police service board;

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

1. A current or former spouse or common-law partner of the board member.
2. A current or former intimate partner of the board member.
3. The board member’s children, including biological and adoptive children and stepchildren.
4. The legal dependants of the board member.
5. A child in the board member’s care.
6. The board member’s grandparents, parents or siblings, including grandparents-in-law, parents-in-law and siblings-in-law.

CONDUCT BECOMING OF A BOARD MEMBER

3. (1) A member of a police service board shall not conduct themselves in a manner that undermines or is likely to undermine the public’s trust in the police service board or the police service maintained by the police service board.

(2) A member of a police service board shall not be subject to discipline for a contravention of subsection (1) if, on a balance of probabilities, their conduct was in the good faith performance of their duties as a board member.

4. A member of a police service board shall comply with the Act and the regulations made under it.

5. A member of a police service board shall not, by act or omission, conduct themselves in a manner that is likely to cause the board to fail to comply with the Act or the regulations made under it.

6. A member of a police service board shall comply with any rules, procedures and by-laws of the police service board.

7. A member of a police service board shall not substantially interfere with the conduct of police service board meetings.

8. A member of a police service board contravenes this code of conduct if they are found guilty of an offence under the *Criminal Code (Canada)*, the *Controlled Drugs and Substances Act (Canada)* or the *Cannabis Act (Canada)* that was committed after they were appointed as a member of the police service board.

9. (1) A member of a police service board shall not, in the course of their duties, treat any person in a manner that the member, at the time, knows or reasonably ought to know would contravene the *Human Rights Code*.

(2) A member of a police service board shall not be subject to discipline for a contravention of subsection **(1)** if, on a balance of probabilities, the member's conduct was in the good faith performance of their duties.

10. (1) A member of a police service board shall conduct themselves in a professional and respectful manner in the course of their duties including, without limitation, not using abusive or insulting language in the course of their duties.

(2) A member of a police service board shall not be subject to discipline for a contravention of subsection **(1)** if, on a balance of probabilities, the member's conduct was in the good faith performance of their duties.

STATEMENTS AND ATTENDANCE

11. A member of a police service board shall not knowingly make false statements pertaining to the duties of a member of a police service board.

12. A member of a police service board shall not purport to speak on behalf of the police service board unless authorized by the board to do so.

13. A member of a police service board shall clearly indicate when they are expressing a personal opinion when commenting on an action or omission of the police service board, the police service maintained by the board or a member of the police service.

14. A member of a police service board shall not access, collect, use, alter, retain, destroy or disclose to any person information that has been obtained by or made available to the member in the course of their duties if doing so would be contrary to law.

15. (1) A member of a police service board shall not disclose to the public information obtained or made available in the course of the member's duties except as authorized by the police service board or as required by law.

(2) Subsection **(1)** does not apply to information that was already made available to the public by a person who was authorized to do so prior to the member's disclosure.

16. A member of a police service board shall attend all police service board meetings unless able to provide a reasonable explanation for the absence.

MISCONDUCT AND CONFLICTS OF INTEREST

17. A member of a police service board shall disclose any conduct of another member of the police service board that the member reasonably believes constitutes misconduct,

(a) to the chair of the board; or

(b) if the misconduct involves the chair, to the Inspector General.

18. (1) A member of a police service board shall disclose any charges laid against them under the *Criminal Code* (Canada), the *Controlled Drugs and Substances Act* (Canada) or the *Cannabis Act* (Canada) and any finding of guilt made in relation to those charges.

(2) Subsection (1) only applies to charges or findings that were made after the member's appointment to the police service board.

(3) The disclosure required by subsection (1) must be made to the person or body that appointed the individual as a member of the police service board or, in the case of a member appointed by the Lieutenant Governor in Council, to the Minister.

19. A member of a police service board shall not apply for employment with the police service maintained by the police service board unless they resign from the board before applying.

20. (1) A member of a police service board shall promptly disclose any conflict of interest,

(a) to the chair of the board; or

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

(2) After making the disclosure required by subsection (1), the member shall disclose the conflict at the next meeting of the police service board.

21. A member of a police service board shall not use their position as a police service board member to,

(a) benefit themselves;

(b) benefit one or more persons with whom they have a personal relationship; or

(c) interfere with the administration of justice.

22. A member of a police service board shall not participate in discussion of or voting with respect to matters at police service board meetings if the member has a conflict of interest in the matter.