



Hamilton Police Services Board  
Revised Agenda

Thursday, June 24, 2021, 1:00 P.M.

Due to COVID-19 Hamilton Police Services Board Meetings Will Temporarily be Taking Place Virtually - All electronic meetings can be viewed at: <https://hamiltonpolice.on.ca/about/police-services-board> (under meetings)

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Pages

**1. Call to Order**

1.1. Changes to the Agenda

**2. Public Presentations & Deputations**

2.1. Community Safety and Wellbeing Plan - Verbal Update

2.2. COVID-19 - Verbal Update

2.3. Members of the Month - May 2021

**3. General**

3.1. Declarations of Interest

**4. Approval of the Minutes**

4.1. May 21, 2021

4

**5. Consent Items**

12

5.1. Capital Project Status Report as at March 31, 2021 (21-060)

17

Be received as information.

5.2.	Budget Variance Report as at March 31, 2021 (21-061)	19
	Be received as information.	
5.3.	Conference Findings - OAPSB Annual Meeting 2021 (Member Athulathmudali & Member Mandy)	21
5.4.	Correspondence from Wendie Duque with regards to Police Check Fees	25
5.5.	Correspondence from the Ministry of the Solicitor General dated May 21, 2021 with regards to Changes to Existing Emergency Orders and Information Regarding Ontario's Roadmap to Reopen (21-0057)	27
5.6.	Correspondence from the Ministry of the Solicitor General dated May 27, 2021 with regards to Collection of Occurrence Data Related to the Animals Left in Motor Vehicles (21-0058)	51
5.7.	Correspondence from the Ministry of the Solicitor General dated May 26, 2021 with regards to Legal Advice for Victims of Sexual Assault Program (21-0061)	53
5.8.	Correspondence from the Ministry of the Solicitor General dated May 28, 2021 with regards to 2021–22 Constable Joe MacDonald Public Safety Officers' Survivors Scholarship Fund (CJMPSOSSF) Call for Applications (21-0062)	62
5.9.	Correspondence from the Ministry of the Solicitor General dated May 31, 2021 with regards to Extension of Orders under the Emergency Management and Civil Protection Act (EMCPA) (21-0063)	84
5.10.	Correspondence from the Ministry of the Solicitor General dated June 10, 2021 with regards to 2021-22 to 2022-23 Victim Support Grant (VSG) - Call for Applications (21-0066)	87
5.11.	Correspondence from the Ministry of the Solicitor General dated June 10, 2021 with regards to Entering Step One of the Roadmap to Reopen (21-0067)	110
5.12.	Correspondence from the Ministry of the Solicitor General dated June 14, 2021 with regards to 21-0070 - All Chiefs Memo - Proposed Regulations under the Community Safety and Policing Act (21-0070)	113
5.13.	Outstanding Business List as of June 24, 2021	115
*5.14.	Correspondence from the Ministry of the Solicitor General dated June 18, 2021 with regards to Provincial Strategies/Frameworks that Align with Community Safety and Well Being Plan (21-0073)	117

**6. Discussion Items**

- 6.1. 2020 Year End Financial Report (21-013a) 122

That report 21-013a Final 2020 Year-End Financial Report be received as information.

- 6.2. 2020 Year End Surplus Allocation Plan (21-063) 128

That the Hamilton Police Service Board (Board) approve the allocation plan for the 2020 year-end surplus of \$2,128,405.

- 6.3. Hamilton Police Service Community Safety and Wellbeing Realignment (21-058) 136

That report 21-058 Hamilton Police Service Community Safety and Wellbeing Realignment be received as information.

- 6.4. Diversity and Inclusion Survey (21-064) 140

That the Board receive report 21-064 Diversity and Inclusion Survey as information.

- 6.5. Year End Report: Use of Force 2020 (21-066) 142

Presentation to be provided.

That the Board receive report 21-066 Year End Report: Use of Force 2020 and the presentation as information.

- \*6.6. Deputation Request from Kojo Dampitey, Hamilton Centre for Civic Inclusion with regards to Racial Profiling and the Use of Deadly Force 164

**7. New Business**

- 7.1. Justice Gage Decision

**8. Adjournment**

# **MINUTES OF THE HAMILTON POLICE SERVICES BOARD**

Friday, May 21, 2021  
1:01 PM  
Virtual Meeting

The Police Services Board met.

There were present: Fred Bennink, Vice Chair  
Mel Athulathmudali  
Chad Collins  
Robert Elms  
Tom Jackson  
Pat Mandy

Also present: Chief Frank Bergen  
Deputy Chief Ryan Diodati  
Anna Filice, Chief Administrative Officer  
Marco Visentini, Legal Counsel  
Leanne Sneddon, Director, Human Resources  
John Randazzo, Director, Finance / Chief Financial Officer  
Greg Doerr, Staff Sergeant  
Jon Curtis, Acting Staff Sergeant  
Sandra Kurdziel  
Jay Tadeson, Sergeant  
Kirsten Stevenson, Administrator  
Lois Morin, Retired Administrator

Absent with regrets: Fred Eisenberger, Chair

## **1. Call to Order**

Vice Chair Bennink called the meeting to order and read an acknowledgement:

The Hamilton Police Services Board is meeting on the traditional territories of the Erie, Neutral, HuronWendat, Haudenosaunee and Mississaugas. This land is covered by the Dish with One Spoon Wampum Belt Covenant, which was an agreement between the Haudenosaunee and Anishinaabek to share and care for the resources around the Great Lakes. It was further acknowledged that this land is covered by the Between the Lakes Purchase, 1792, between the Crown and the Mississaugas of the Credit First Nation. The City of Hamilton is home to many Indigenous people from across Turtle Island (North America) and it was recognized that we must do more to learn about the rich history of this land so that we can better understand our roles as residents, neighbours, partners and caretakers.



## 1.1 Changes to the Agenda

The following items were added to Consent Items listed under 'For the Information of the Board':

- 4.4.k. Correspondence from the Ministry of the Solicitor General dated May 12, 2021 with regards to All Chiefs Memo - Second Dose of COVID-19 Vaccine for Frontline Police Officers and Special Constables (21-0052)
- 4.4.l. Correspondence from the Ministry of the Solicitor General dated May 14, 2021 with regards to All Chiefs Memo - Changes to the Ontario Sex Offender Registry (21-0053)
- 4.4.m. Correspondence from the Ministry of the Solicitor General dated May 17, 2021 with regards to All Chiefs Memo - Provincial Antigen Screening Program (21-0055)
- 4.4.n. Correspondence from the Ministry of the Solicitor General dated May 17, 2021 with regards to All Chiefs Memo - Launch of OIPRD Service-by-Service Page (21-0056)

After discussion the Board approved the following:

Moved by: Member Mandy  
Seconded by: Member Elms

That the agenda for the Hamilton Police Services Board public meeting be amended, as adopted.

**CARRIED.**

## 2. Public Presentations & Deputations

### 2.1 Deputation from David Broom with regards to Care and Deaths in Long Term Care and Retirement Homes

David Broom provided his deputation to the Board.

After discussion the Board approved the following:

Moved by: Member Athulathmudali  
Seconded by: Member Elms

That the Board receive the deputation as information;

And that the Chief report back to the Board at a future meeting to provide more fulsome comments on Care and Deaths in Long Term Care and Retirement Homes.

**CARRIED.**

The Board requested David Broom provide a copy of his written deputation to the Board Administrator for circulation to Board members as well as Chief Bergen.

## **2.2 Community Safety and Wellbeing Plan - Verbal Update**

Member Mandy and Chief Bergen provided verbal updates related to the Community Safety and Wellbeing Plan.

After discussion, the Board approved the following:

Moved by: Member Athulathmudali

Seconded by: Member Elms

That the verbal updates be received as information.

**CARRIED.**

## **2.3 COVID-19 - Verbal Update**

Deputy Diodati and CAO Filice provided verbal updates on COVID-19.

After discussion, the Board approved the following:

Moved by: Member Mandy

Seconded by: Member Collins

That the verbal updates be received as information.

**CARRIED.**

## **2.4 Member of the Month - April 2021**

Staff Sergeant Greg Doerr presented the Member of the Month as follows:

April 2021: Constable Victoria Przerwa - ACTION

After discussion, the Board approved the following:

Moved by: Member Collins

Seconded by: Member Athulathmudali

That the presentation be received as information.

**CARRIED.**

## **3. General**

### **3.1 Declarations of Interest**

There were no declarations of interest.

#### **4. Consent Items**

##### **4.1 Adoption of the Minutes - April 23, 2021**

Moved by: Member Elms

Seconded by: Member Mandy

That the public minutes of the Board's April 23, 2021 be approved as presented.

**CARRIED.**

##### **4.2 Approval of the Consent Items**

After discussion, the Board approved the following:

Moved by: Member Mandy

Seconded by: Member Elms

That Item 4.3 Correspondence from the Constituency Office of Deepak Anand, MPP Mississauga Malton dated May 3, 2021 with regard to Bill 231 (Protecting Ontarians by Enhancing Gas Station Safety to Prevent Gas & Dash Act, 2020) be lifted from the Consent Items.

**CARRIED.**

After discussion, the Board approved the following:

Moved by: Member Elms

Seconded by: Member Athulathmudali

That the consent items listed as 4.4.a through 4.4.n be received as information.

**CARRIED.**

##### **4.4 For the Information of the Board**

4.4.a. Auction Account Expenditures: December 8, 2020 – April 30, 2021 (21-044)

4.4.b. Year-End Report - False Alarm Reduction Unit (21-053)

4.4.c. 2021 – Digital Evidence Management System (21-055)

4.4.d. Board Vice-Chair Bennink's Conference Findings - Canadian Association of Police Governance April 2021 Webinar Body Worn Cameras and the Policy Considerations for Police Governance

4.4.e. Correspondence from McMaster Students Union with regards to providing the Board with a copy of their written deputation (deputation given at the Board's February 26, 2021 meeting)

(A copy of this written deputation was forwarded to the CSWBP Committee for consideration on April 28, 2021)

- 4.4.f. Correspondence from the City of Hamilton dated April 20, 2021 with regards to Correspondence from the Hamilton Police Services Board respecting the Feasibility of Launching Project 529 (to reduce bike theft) in the City of Hamilton
- 4.4.g. Correspondence from the Ministry of the Solicitor General dated April 26, 2021 with regards to Proposed Regulations under the Community Safety and Policing Act, 2019 (21-0047)
- 4.4.h. Correspondence from the Ministry of the Solicitor General dated May 5, 2021 with regards to All Chiefs Memo 2021 – 21-0051 — Phase 2 COVID-19 Vaccinations for Frontline Police Officers (21-0051)
- 4.4.i. Correspondence from Crime Stoppers of Hamilton dated April 14, 2021 Letter of Thanks
- 4.4.j. Outstanding Business List as of May 21, 2021
- 4.4.k. Correspondence from the Ministry of the Solicitor General dated May 12, 2021 with regards to All Chiefs Memo - Second Dose of COVID-19 Vaccine for Frontline Police Officers and Special Constables (21-0052)
- 4.4.l. Correspondence from the Ministry of the Solicitor General dated May 14, 2021 with regards to All Chiefs Memo - Changes to the Ontario Sex Offender Registry (21-0053)
- 4.4.m. Correspondence from the Ministry of the Solicitor General dated May 17, 2021 with regards to All Chiefs Memo - Provincial Antigen Screening Program (21-0055)
- 4.4.n. Correspondence from the Ministry of the Solicitor General dated May 17, 2021 with regards to All Chiefs Memo - Launch of OIPRD Service-by-Service (21-0056)

(Item 4.3 was lifted from the Consent Items)

- 4.3 Correspondence from the Constituency Office of Deepak Anand, MPP Mississauga Malton dated May 3, 2021 with regard to Bill 231 (*Protecting Ontarians by Enhancing Gas Station Safety to Prevent Gas & Dash Act, 2020*)

After discussion, the Board approved the following:

Moved by: Member Mandy

Seconded by: Member Jackson

That the Board forward correspondence to the Constituency Office of Deepak Anand, MPP Mississauga Malton with regards to their correspondence to the Board dated May 3, 2021 stating the Board is satisfied with the current directions of the Hamilton Police Service.

**CARRIED.**

## **5. Discussion Items**

### **5.1. Correspondence from the City of Hamilton dated April 20, 2021 with regards to Bill 148, *Doored But Not Ignored Act, 2019***

After discussion, the Board approved the following:

Moved by: Member Jackson

Seconded by: Member Collins

That the Board refer correspondence from the City of Hamilton dated April 20, 2021 with regards to Bill 148, Doored But Not Ignored Act, 2019 to the Chief of Police; and

That the Chief of Police provide a report back to the Board after public consultation on this matter.

**CARRIED.**

### **5.2. Year-End Report - Youth Crime 2020 (21-047) (Presentation to be provided)**

Sergeant Jason Tadeson provided a presentation with regards to Year-End Report Youth Crime 2020.

After discussion, the Board approved the following:

Moved by: Member Jackson

Seconded by: Pat Mandy

That the Year-End Report – Youth Crime 2020 (21-047) and presentation be received as information.

**CARRIED.**

### **5.3. Year-End Report - Crisis Response Branch 2020 (21-048) (Presentation to be provided)**

Acting Staff Sergeant Jon Curtis and Sandra Kurdziel provided a presentation with regards to Year-End Report - Crisis Response Branch 2020.

After discussion, the Board approved the following:

Moved by: Member Athulathmudali

Seconded by: Member Mandy

That the Year-End Report – Crisis Response Branch 2020 (21-048) report and presentation be received as information.

**CARRIED.**

**6. New Business**

**6.1 Opioid Crisis**

Member Collins provided an account of a discussion he had with a constituent who was very thankful for the Hamilton Police Service's involvement in responding to a relative in a time of crisis, who required medication attention due to an addiction issue they were struggling with. Member Collins requested information from the Service with regards to officer use of medication to combat overdoses, the success of these medications in treating overdoses and information pertaining to partnerships between officers and other responders in dealing with the opioid epidemic.

Chief Bergen provided information with regards to how the Service responds to opioid overdoses as well as opioid-related programs the Service supports.

After discussion, the Chief stated that information pertaining to opioid-related incidents and programs will be included regularly for the Board's information in future Community Safety & Wellbeing updates.

**6.2 Wanted Fugitive Timothy Lee Moroz**

Member Jackson and Chief Bergen discussed details pertaining to wanted fugitive 47 year old Timothy Lee Moroz, AKA Ryder Moroz. Moroz is a high risk offender with a history of sex offences and is currently facing charges for possession of child pornography x 2 and failure to comply with a court order. If observed, the public is asked to call 9-1-1.

**7. Adjournment**

Moved by: Member Collins

Seconded by: Member Mandy

That there being no further business, the public portion of the meeting adjourned at 3:02 PM.

**CARRIED.**

Taken as read and approved.

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Kirsten Stevenson  
Administrator

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Fred Bennink  
Police Services Board Vice Chair

**Ministry of the Solicitor General**Public Safety Division  
Public Safety Training Division25 Grosvenor St.  
12<sup>th</sup> Floor  
Toronto ON M7A 2H3Telephone: (416) 314-3377  
Facsimile: (416) 314-4037**Ministère du Solliciteur général**Division de la sécurité publique  
Division de la formation en matière  
de sécurité publique25 rue Grosvenor  
12<sup>e</sup> étage  
Toronto ON M7A 2H3Téléphone: (416) 314-3377  
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**MEMORANDUM TO:** All Chiefs of Police and  
Commissioner Thomas Carrique  
Chairs, Police Services Boards

**FROM:** Richard Stubbings  
Assistant Deputy Minister  
Public Safety Division and Public Safety Training Division

**SUBJECT:** **Provincial Strategies/Frameworks that align with  
Community Safety and Well-Being Planning**

<b>DATE OF ISSUE:</b>	<b>June 18, 2021</b>
<b>CLASSIFICATION:</b>	<b>General Information</b>
<b>RETENTION:</b>	<b>Indefinite</b>
<b>INDEX NO.:</b>	<b>21-0073</b>
<b>PRIORITY:</b>	<b>Normal</b>

As you know, on January 1, 2019, new legislative amendments to the *Police Services Act, 1990*, came into force which mandate municipalities to prepare and adopt a community safety and well-being (CSWB) plan, in collaboration with their multi-sectoral partners, including police services and boards. As part of the planning process, municipalities and their local partners must utilize data from multiple sources and conduct consultations with their community to identify and address local priority risks to safety and well-being.

As a reminder, the deadline to prepare and adopt a CSWB plan is July 1, 2021. This new deadline provides a six month extension from the original deadline to help ensure that municipalities and their community partners can continue to dedicate the necessary capacity and resources to respond to the COVID-19 pandemic, while also providing adequate time to meet the legislative requirements to develop meaningful and effective CSWB plans.

The Ministry of the Solicitor General (ministry) has received feedback from local communities that there is a need to better understand the various provincial strategies/frameworks across ministries that align with CSWB planning. In response to this feedback, the ministry has developed a resource document which outlines broad, overarching provincial strategies/frameworks that align with CSWB planning and can support local CSWB efforts.



-2-

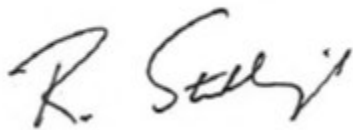
This resource document was developed in collaboration with the ministry's Inter-Ministerial Community Safety and Well-Being Working Group, which consists of representatives from nine Ontario ministries and the Federal government. Specifically, the document highlights collaborative, preventative and/or holistic approaches that aim to address local risks that lead to crime, victimization, addiction, drug overdose and/or suicide; that create protective factors in the community; and/or support vulnerable populations.

We know that communities are already doing a lot of great work to enhance the safety and well-being of Ontarians, and this resource document is meant to further support our local partners as they continue to develop and implement local CSWB plans.

I encourage you to share this resource document with your staff as well as with your municipal and community partners. As we move forward with CSWB planning in Ontario, the ministry is continuing to explore ways to support communities as they undertake the planning process and implement programs and strategies identified in their local plans.

If you have any questions regarding CSWB planning, please contact Tiana Biordi, Community Safety Analyst at [Tiana.Biordi@ontario.ca](mailto:Tiana.Biordi@ontario.ca) or Shamitha Devakandan, Community Safety Analyst at [Shamitha.Devakandan@ontario.ca](mailto:Shamitha.Devakandan@ontario.ca).

Sincerely,

A handwritten signature in dark ink, appearing to read 'R. Stubbings'.

Richard Stubbings  
Assistant Deputy Minister  
Public Safety Division and Public Safety Training Division

Attachment

## Provincial Strategies/Frameworks that align with CSWB Planning

**Note:** The following list represents broad, overarching provincial strategies/frameworks that align with community safety and well-being (CSWB) planning and can support local CSWB efforts. Specifically, they represent collaborative, preventative and/or holistic approaches that aim to address local risks that lead to crime, victimization, addiction, drug overdose and/or suicide; that create protective factors in the community; and/or support vulnerable populations.

**Ontario's Anti-Human Trafficking Strategy** – An investment of \$307 million over five years (2020 – 2025) on a comprehensive action plan to combat human trafficking and child sexual exploitation. The strategy takes a proactive approach with initiatives across government focused on four key areas – raising awareness of the issue, protecting victims and intervening early, supporting survivors, and holding offenders accountable.

**Website:** <https://www.ontario.ca/page/ontarios-anti-human-trafficking-strategy-2020-2025#:~:text=Ontario's%20anti%2Dhuman%20trafficking%20strategy%20will%20raise%20awareness%20of%20the,giv,e%20law%20enforcement%20the%20tools>

**Equity and Inclusive Education Strategy / Education Equity Action Plan** – The Strategy helps the education community identify and address discriminatory biases and systemic barriers in order to support the achievement and well-being of all students. The Education Equity Action Plan is a three-year strategy that involves working collaboratively with the community, to identify and eliminate discriminatory practices, systemic barriers and bias from schools and classrooms. As a result, every school board has an equity and inclusive education policy and a religious accommodation guideline in place to support student achievement and well-being.

**Website:** <http://www.edu.gov.on.ca/eng/policyfunding/equity.html>

**School Mental Health Ontario (SMH-ON) supports District School Boards' Three-Year Mental Health Strategy and Action Plan** – SMH-ON provides implementation support to all district school boards through clinical expertise, evidence-based resources/practical tools for educators, and the delivery of consistent professional learning to school-based mental health clinicians. SMH-ON works together with all 72 district school board's Mental Health Leadership teams to develop a three-year mental health and addictions strategy and one-year action plans that identify mental health priorities for the school year.

**Website:** <https://smho-smso.ca/about-us/contact-us/>

**Ontario First Nation, Métis and Inuit Education Policy Framework** – The Framework represents a collaborative approach which aims to increase the capacity of the education system to respond to the learning and cultural needs of First Nation, Métis, and Inuit students; provide quality programs, services, and resources to help create learning opportunities/support improved academic achievement and identity building; provide a curriculum that facilitates contemporary and traditional learnings among all students; and develop and implement strategies that facilitate increased participation. Through the Framework, all 72 district school boards have an Indigenous Education Lead and Board Action Plans for Indigenous education, which are specific to local needs and circumstances.

**Website:** <http://www.edu.gov.on.ca/eng/aboriginal/fnmiFramework.pdf>

**Poverty Reduction Strategy (PRS):** Launched in mid-December 2020, Ontario's new PRS 2020-2025 titled, "Building a Strong Foundation for Success: Reducing Poverty in Ontario", was developed using a whole-of-government approach, identifies and highlights new and emerging multi-ministry initiatives aligned with the PRS pillars and goals, and the government COVID-19 response. Pillars under the strategy are – encourage job creation and connect people to employment, connect people with the right supports and services, make life more affordable and build financial resiliency, and accelerate action and drive progress.

**Website:** <https://www.ontario.ca/page/building-strong-foundation-success-reducing-poverty-ontario-2020-2025>

**Child Welfare Redesign (CWR)** – Launched in 2020, the CWR focuses on strengthening families and communities through prevention and early intervention services that are culturally-appropriate, community and family-based, and responsive to the needs of children, youth and families. It encompasses five pillars – strengthening family well-being through higher quality, culturally appropriate and responsive community-based services, with a focus on prevention and early intervention; improving the quality of residential care provided to children/youth; promoting the development of stable and lifelong connections and supports for youth, with a focus on education/employment opportunities; improving the adoption experience and focusing on family-based options; and creating a more efficient, effective and financially

## Provincial Strategies/Frameworks that align with CSWB Planning

sustainable child welfare system. CWR is taking a distinct Indigenous approach as part of the **Ontario Indigenous Children and Youth Strategy (OICYS)**, the strategic framework co-developed with First Nation, Inuit, Métis, and urban Indigenous partners across Ontario to improve outcomes for Indigenous children and youth.

**Website:** <http://www.children.gov.on.ca/htdocs/English/professionals/childwelfare/redesign-strategy.aspx>

**Indigenous Healing and Wellness Strategy (IHWS)** – IHWS is a comprehensive Indigenous-led strategy to reduce family violence, violence against Indigenous women and children, and improve Indigenous health, healing and wellness through culturally appropriate programs, and ongoing collaboration between Ontario ministries and Indigenous partners. IHWS supports a continuum of health, healing and wellness programs that are designed, managed and delivered by and for Indigenous peoples. IHWS' culturally-appropriate programs support the healing and resiliency of Indigenous peoples and address the impacts of intergenerational trauma.

**Website:** <https://www.mcass.gov.on.ca/en/mcass/programs/community/ihws/index.aspx>

**Community Housing Renewal Strategy** – Launched in April 2019, the Strategy commits to stabilizing and growing the community housing sector including through the introduction of new legislative and regulatory framework for community housing providers. Under the Strategy, the government launched the Canada Ontario Community Housing Initiative, the Ontario Priorities Housing Initiative, and the Canada Ontario Housing Benefit. These programs leverage investments from the National Housing Strategy to support Ontario's housing priorities to sustain, repair and grow the community housing system.

**Website:** <https://www.ontario.ca/page/community-housing-renewal-strategy>

**10-Year Housing and Homelessness Plans** – As indicated under the *Housing Services Act*, 2011, Ontario's 47 Service Managers are required to have a 10-year Housing and Homelessness Plan. These Plans use an integrated, collaborative and needs-based approach to address local needs to achieve positive outcomes for individuals and families, particularly in relation to access to safe, affordable and stable housing and related support services.

**Website:** <https://www.ontario.ca/laws/statute/11h06#BK9>

**Multi-Ministry Supportive Housing Initiative (MMSHI)** – Ontario's supportive housing programs are being reviewed to identify opportunities to streamline and improve coordination so that people get the help they need. The review is focused on addressing key challenges in Ontario's supportive housing system, including lack of supply to meet demand, multiple system access points that are difficult to navigate, lack of efficiency of the complex system that includes 20 individual programs, and people with complex, cross-cutting needs not well-served by individual programs/systems.

**Contact:** [housingpolicy@ontario.ca](mailto:housingpolicy@ontario.ca)

**Roadmap to Wellness: A plan to build Ontario's Mental Health and Addictions system** – With the launch of Roadmap to Wellness, Ontario will develop a mental health and addictions system that makes high-quality services available for people throughout their lifetime, where and when they need them. The Plan includes four pillars/areas of focus – improving quality; expanding existing services; implementing innovative solutions; and improving access.

**Website:** <https://www.ontario.ca/page/roadmap-wellness-plan-build-ontarios-mental-health-and-addictions-system>

**Ontario's Response to the Opioid Crisis** – Ontario is committed to addressing the opioid crisis and to supporting people who use opioids to access the services and supports that they need. Ontario's response is focused on four key priority areas – appropriate prescribing and pain management, treatment for opioid use disorder, harm reduction services and supports, and surveillance and reporting.

**Website:** <http://health.gov.on.ca/en/pro/programs/opioids/> or [PublicDrugPrgrms.moh@ontario.ca](mailto:PublicDrugPrgrms.moh@ontario.ca)

**Ontario Provincial Police's (OPP) Opioids and Overdoses: Impacts and Strategies Report** – The Report provides an overview of the robust and balanced strategy the OPP has employed to respond to this crisis and save lives. The Report shares information and work with stakeholders in order to develop responsive, collaborative programs that meet the needs of those suffering from substance use disorders.

**Website:** [www.opp.ca/opioids](http://www.opp.ca/opioids)

## Provincial Strategies/Frameworks that align with CSWB Planning


**OPP's Countering Violent Extremism (CVE) Strategy** – The CVE Strategy, which targets risks to radicalization to violence, uses a multi-faceted approach to inform frontline members and partners of the behavioural indicators of radicalization to violence and provides risk mitigation approaches. The goal is to provide a collaborative wrap-around approach to CVE in the pre-criminal space, safeguarding those that are vulnerable to recruitment, their families and communities and those that may be victims. As part of the Strategy, the OPP launch a CVE online eLearning module, which is available publicly for community partners free of charge.

**Website/Contact:** [opp.ca/cvelearn](http://opp.ca/cvelearn) or [community.safety.services@opp.ca](mailto:community.safety.services@opp.ca)



# HAMILTON POLICE SERVICE

## INFORMATION REPORT

<b>TO:</b>	Chair and Members Hamilton Police Services Board
<b>BOARD MEETING DATE:</b>	June 24, 2021
<b>SUBJECT:</b>	Capital Project Status Report as at March 31, 2021
<b>REPORT NUMBER:</b>	21-060
<b>SUBMITTED BY:</b>	Frank Bergen, Chief of Police
<b>SIGNATURE:</b>	

### EXECUTIVE SUMMARY

- Attached is the Capital Project Status Report as at March 31, 2021.

### INFORMATION

The Capital Project Status Report as at March 31, 2021 is attached. The projects are anticipated to be completed as identified in Appendix A.

### APPENDICES AND SCHEDULES ATTACHED

Appendix "A" – Capital Project Status Report as at March 31, 2021

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**Vision:** To be a trusted partner in delivering public safety.

**Mission:** To serve and protect in partnership with our communities.

**Our Values:** Compassionate, Dedicated, Inclusive, Integrity, Innovative, Professional, Teamwork

Hamilton Police Service  
Capital Projects Status Report  
March 31, 2021


## Appendix A

Project ID	Description	LTD Budget (\$)	LTD Actual Expenditures (\$)	Available Balance (\$)	% Completed	Status
		a	b	c = a - b	d = b / a	
3761351302	Police Computer Software	367,934	57,935	310,000	15.75%	<ul style="list-style-type: none"> <li>• Crime Mapping - funds to be utilized towards a Business Intelligence project. Currently working towards solidifying the analytics tool and project scope over the next few months.</li> <li>• Paid Duty Software - in-progress.</li> <li>• Adobe Pro - in-progress, examining various licensing models.</li> <li>• Voicemail for Officers - delayed, until other high priority projects are completed.</li> </ul>
3761651601	Police Expenditures	1,535,551	1,136,276	399,275	74.00%	Various projects in-progress: <ul style="list-style-type: none"> <li>• Board tablets</li> <li>• Body armours - on-going replacement will continue based on the usage.</li> <li>• Diesel/Fuel Tank - regulatory compliance inspection and testing was completed. Work to commence in Q3 2021.</li> <li>• DeEscalation Cells - delayed due to COVID.</li> <li>• Helmets/Headsets</li> <li>• Gym wall repairs - completed in P10 2020.</li> <li>• Building Automation - initial work completed in P10 2020. Additional work might be needed, vendor to be contacted.</li> </ul>
3761651901	Police Computer Hardware	2,868,466	1,405,059	1,463,407	48.98%	Various projects in-progress: <ul style="list-style-type: none"> <li>• Evidence workflow (DEMs) - This is a province-wide DEMs solution project. Full implementation expected by end of 2022. No longer required an upfront investment in hardware and infrastructure. Savings resulting from this project to be utilized towards annual licensing and storage fees over the course of 5 years.</li> <li>• Outlook - in-progress. Phase 1 completed. Phase 2 to commence with Office 365 rollout, expected completion by Q4 2021.</li> <li>• Desktop - in-progress; on-going replacement will continue based on lifecycle (3-5 years).</li> <li>• Network/Security - on-going replacement will continue based on business need.</li> </ul>
3761857801	Server Storage	646,500	646,500	-	100.00%	Completed - the City will be informed and instructed to close the project.
3761857802	Police Video Infrastructure	632,000	-	632,000	0.00%	In-progress - Division 10 to be completed by Q3 2021, followed by Division 20 & 30 by Q1 2022.
3761857804	Radio Room Recording Upgrade	200,000	97,986	102,014	48.99%	Radio room recording upgrade has been completed. Working with the business to identify other areas that need to be completed.
3761951100	2019 Police Vehicles	2,042,005	1,828,515	213,490	89.55%	Upfitting for one 2019 vehicle is outstanding and expected to be completed by end of Q2 2021.
3762051007	Personal Issued Portable Radios	1,320,000	573,614	746,386	43.46%	Multi-Year Project - Phase 1 completed. Phase 2 to commence in 2021.
3762051100	2020 Police Vehicles	2,432,632	2,197,106	235,526	90.32%	Project on-going - vehicles received, in the process of upfitting/decating.
3762151100	2021 Police Vehicles	2,199,618	252,316	1,947,302	11.47%	Project on-going.
3761857302	Intelligence Investigations	394,000	53,400	340,600	13.55%	On-going, part of multi agency Part VI Intelligence project.
3761951812	Roof Repairs/HVAC	1,600,000	963,636	636,364	60.23%	Station 10 Roof-Phase 1 & Station 30 HVAC completed in Q4 2020. Station 20 roof replacement - expected completion by Q3 2021.
3761957805	Computer Aided Dispatch (CAD)	500,000	274,289	225,711	54.86%	Phase 1 & 2 will be implemented by Q3 2021.
3761141100	Police - Land Purchase	1,312,656	1,312,656	-	100.00%	Completed.
3761241200	Police ISD Building	25,824,000	25,422,947	401,053	98.45%	Project is substantially completed. The City's Project team is reviewing final payments and holdbacks.
3762041001	Basement & Brick Repair - Central	200,000	-	200,000	0.00%	Brick repair is being deferred to 2022. The basement superstructure requires further testing, expected completion end of Q4 2021.
3762041002	Police Station 40	8,000,000	-	8,000,000	0.00%	A joint facility with Fire - working with COH on land acquisition.
3762055001	Space Feasibility Study	1,000,000	78,088	921,912	7.81%	On-going - working with COH, RFP issued and engaged consultants to provide Class B pricing and schematic drawings.
3762141101	Police Air-Cooled Chiller Replacement	500,000	-	500,000	0.00%	Contract for the Supply of the Air Chilled Split Refrigeration System was awarded in P2 2021. Anticipated completion by Q3 2021.
<b>Police Total</b>		<b>53,575,362</b>	<b>36,300,321</b>	<b>17,275,040</b>	<b>67.76%</b>	



# HAMILTON POLICE SERVICE

## INFORMATION REPORT

<b>TO:</b>	Chair and Members Hamilton Police Services Board
<b>BOARD MEETING DATE:</b>	June 24, 2021
<b>SUBJECT:</b>	Budget Variance Report as at March 31, 2021
<b>REPORT NUMBER:</b>	21-061
<b>SUBMITTED BY:</b>	Frank Bergen, Chief of Police
<b>SIGNATURE:</b>	

### EXECUTIVE SUMMARY

- Attached is the Budget Variance Report as at March 31, 2021
- Commentary is provided in the Appendix A.

### INFORMATION

As at March 31, 2021, net expenditures are \$43,167,190 or 24.45% of the 2021 Operating Budget of \$176,587,027. The budget variance summary is provided in the Appendix A.

### APPENDICES AND SCHEDULES ATTACHED

Appendix A - Budget Variance Report as at March 31, 2021

FB/J.Randazzo

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**Vision:** To be a trusted partner in delivering public safety.

**Mission:** To serve and protect in partnership with our communities.

**Our Values:** Compassionate, Dedicated, Inclusive, Integrity, Innovative, Professional, Teamwork

**Budget Variance Report**  
**Period Ended March 31, 2021**

Appendix A

YTD Budget % : 25.00%

Hamilton Police Service	Annual		YTD		Available	%	Comments (YTD)
	Budget	Projected	Budget	Actual	Balance	Spent	
<b>Revenues</b>	<b>A</b>			<b>B</b>	<b>C=A-B</b>	<b>D=B/A</b>	
Grants and subsidies	\$ 8,581,574	\$ 9,205,935	\$ 2,145,394	\$ 2,463,303	\$ 6,118,271	28.70%	Revenue is more than anticipated due to unbudgeted revenue from Provincial Grants/Subsidies (ie. Proceeds of Crime, CSP - the Provincial Priorities Funding Stream).
Fees and general revenues	2,692,459	2,181,807	673,115	139,876	2,552,583	5.20%	HPS experienced a reduction in revenue from: 1) Special Duty, Tow Fees and Gen Occur/ID Photo due to timing of collection, and 2) Police Clearances due to COVID-19 Pandemic
Reserves/Capital recoveries	1,176,867	876,867	294,217	294,217	882,650	25.00%	
<b>Total revenues</b>	<b>12,450,900</b>	<b>12,264,609</b>	<b>3,112,725</b>	<b>2,897,396</b>	<b>9,553,504</b>	<b>23.27%</b>	
<b>Expenses</b>							
Employee Related Costs	167,991,326	167,238,620	41,997,832	41,067,195	126,924,131	24.45%	The YTD Budget includes an estimated Collective Agreement % not reflected in the YTD Actual.
Materials and supplies	5,706,975	5,662,246	1,426,744	1,330,442	4,376,533	23.31%	Some expenditures are less than YTD Budget. They are expected to be incurred over remaining months.
Vehicle expenses	2,006,000	1,913,963	501,500	426,684	1,579,316	21.27%	
Buildings and grounds	3,085,015	3,077,132	771,254	613,960	2,471,055	19.90%	
Consulting expenses	72,600	65,862	18,150	49,541	23,059	68.24%	
Contractual expenses	1,040,575	976,443	260,144	290,279	750,296	27.90%	
Agencies and support payments	42,300	42,300	10,575	10,575	31,725	25.00%	
Reserves/Recoveries	4,931,653	4,931,653	1,232,913	1,233,029	3,698,624	25.00%	
Cost allocation	1,149,030	1,149,030	287,258	287,258	861,773	25.00%	
Capital Financing	2,550,823	2,550,823	637,706	637,706	1,913,117	25.00%	
Financial/Legal Charges	461,630	454,006	115,408	117,918	343,712	25.54%	
<b>Total expenses</b>	<b>189,037,927</b>	<b>188,062,079</b>	<b>47,259,482</b>	<b>46,064,586</b>	<b>142,973,341</b>	<b>24.37%</b>	Overall, expenditures are within Budget.
<b>Total Net Expenditure</b>	<b>\$ 176,587,027</b>	<b>\$ 175,797,470</b>	<b>\$ 44,146,757</b>	<b>\$ 43,167,190</b>	<b>\$ 133,419,837</b>	<b>24.45%</b>	Net Budget is on target for the period.

Note: YTD Operating Expenditures include unbudgeted COVID-19 purchases (ie. PPE/Equipment)



## Conference Findings

**Board Member: Mel Athulathmudali**

**Event (and dates attended): OAPSB Spring Conference and AGM**

**Location: Virtual**

**Total Cost: \$395.50**

Describe in one or two paragraphs (or in point form) one or more findings from your attendance at this event that should be shared with the Board. Consider how it may improve the job performance of others, or result in improved public/service delivery and customer service, or contribute to improved budgetary performance by the Board. Include networking opportunities or learning experiences that resulted by your attendance.

The conference itself was very informative. As a new board member, I found the board training to be especially useful. The section on Strategic Planning was very helpful to me, and I am sure it would be of use to anyone else on the board. The session on the upcoming changes from the Police Services Act to the CSPA was also very helpful, and presented a lot of information to absorb. The changes to the Board Member Code of Conduct would be relevant to all members of the board. Dr. Hanley-Dafoe's presentation was also very enlightening. She spoke of resiliency, wellness and navigating change, and how the work we do comes at an emotional cost. Her talk was delivered with compassion, empathy and sincerity. Her 5 traits of resilience should be taught to all people in high stress environments. \_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

Will this information help the Board achieve their goals, and if so, which goals in particular?

the information will help us in all aspects of what we do. The Strategic Planning princess applies to a number of things we are doing right now, from hiring nw staff, to changing the perception the public has of us, to financial planning. I feel that the only thing that detracted from this was the virtual nature of the sessions. Had they been live, I feel that they would've been more engaging and interactive. This, however is not a reflection of the organizers. It is a covid reality. \_\_\_\_\_

\_\_\_\_\_

Please rate the Conference (1 is very poor, 10 is excellent)

Value for money spent	1	2	3	4	5	6	7	8	9	10
Conference content	1	2	3	4	5	6	7	8	9	10

Recommended future attendance by self or others	YES	NO
---	-----	----

**Please fill out this form to evaluate business travel when overnight accommodation is required.**

## Conference Findings

**Board Member:** Pat Mandy

**Event:** Ontario Association of Police Services Boards May 26-28, 2021

**Location:** Virtual Event

**Total Cost** \$395.50

Describe in one or two paragraphs (or in point form) one or more findings from your attendance at this event that should be shared with the Board. Consider how it may improve the job performance of others, or result in improved public/service delivery and customer service, or contribute to improved budgetary performance by the Board. Include networking opportunities or learning experiences that resulted by your attendance.

*The theme throughout the conference was preparation for the Community Safety and Policing Act, 2019 (CSPA) was passed as part of the Comprehensive Ontario Police Services Act, 2019 (Bill 68). Once in-force, the CSPA will replace the PSA. The Ministry is working to bring the CSPA into force by early 2022.*

*We are encouraged to review the draft regulations once posted and provide comments to the ministry.*

*There will be increased emphasis on the Board role. In addition to changes in the role of the Board as a whole there will be a new board member code of conduct for individual Board members . There will be increased expectation for adequate and effective policy. A new board member code of conduct will strengthen civilian governance by clarifying the behaviors that are expected and prohibited of individual board members.*

*There will be increase focus on community and board strategic planning will need to be aligned with and refer to the Community Safety and Well Being Plan*

*Devon Clunis, Inspector General, Inspectorate of Policing, Ministry of the Solicitor General Ken Weatherill, Deputy Inspector General, Inspectorate of Policing, Ministry of the Solicitor General presented their vision for the Inspectorate of Policing. The mandate it to monitor, advise, conduct inspections and investigate complaints with respect to the delivery of policing and compliance with the Community Safety and Policing Act, 2019 (CSPA) and its regulations, as well as investigate complaints related to board member misconduct. Members of their staff are meeting with Boards to educate them on the role*

*The Keynote Speaker, Dr. Robyne Hanley-Dafoe was excellent. Her topic - Resiliency and Wellness in Times of Uncertainty*

Slide decks of the presentations are available on the OAPSB website

Will this information help the Board achieve their goals, and if so, which goals in particular?

*The Board needs to prepare for and understand the requirements of the CSPA which may come into effect in early 2022. We should be reviewing and if necessary providing input into proposed regulations. Throughout the conference the importance of the Community Safety and Well Being Plan was emphasized so Board members need to be familiar with our local plans.*

Please rate the Conference (1 is very poor, 10 is excellent)

Value for money spent	1	2	3	4	X	6	7	8	9	10
Conference content	1	2	3	4	5	6	7	8	X	10

Recommended future attendance by self or others	Yes - but	NO
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I would not attend a whole conference in the virtual format in future. The content and presenters were excellent. One of the benefits of the conference is networking. Although there was an attempt to promote on-line networking, it wasn't practical

**Please fill out this form to evaluate business travel when overnight accommodation is required.**

**From:** [Wendie Duque](#)  
**To:** [Stevenson, Kirsten](#)  
**Cc:** [Office of the Mayor](#); [VanderBeek, Arlene](#); [Litzen, Julie](#)  
**Subject:** Re: [\*\*\*\*POSSIBLE SPAM]police check fees  
**Date:** Thursday, June 3, 2021 8:36:18 PM  
**Attachments:** [image001.jpg](#)

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Hi Kirsten,

Thank you for your quick response. Much appreciated.

The Hamilton Police has a choice to either charge volunteers who work with the vulnerable sector or waive the fees. I understand it is somewhat costly to waive those fees due to the Municipality Act that you mentioned, but if other police municipalities can waive the fee, **why can't Hamilton?**

I am deeply disturbed by what is happening in LTC facilities across this province and in Hamilton which is why I am offering to help. Volunteers are giving their time and stepping up to help. They should absolutely not have to pay a fee to get a police check. I have already paid my fee (did this yesterday) so my concern is not about me, personally. I do, however, have a concern that people who want to volunteer in Hamilton might not do so because they feel 'put off' by this fee which is why other police departments likely waive it. They want to encourage volunteers to step up in underfunded and understaffed facilities who house vulnerable people.

It isn't right and I will continue to get my point across and spread awareness until it is resolved so yes, please place my concern on the upcoming public agenda.

I have included three articles for your reference from both Toronto, York, and Ottawa who waive police check fees for volunteers who work with the vulnerable sector. I am certain there are many more.

<https://www.yrp.ca/en/services/vulnerable-sector-check.asp>

[https://www.torontopolice.on.ca/background-checks/docs/fee\\_schedule](https://www.torontopolice.on.ca/background-checks/docs/fee_schedule).

<https://ottawacitizen.com/news/local-news/police-board-keeps-background-checks-free-for-volunteers-but-hikes-fees-for-jobseekers>

Thank you for your time.  
 Wendie Duque

On Thu, Jun 3, 2021 at 4:25 PM Stevenson, Kirsten <[Kirsten.Stevenson@hamilton.ca](mailto:Kirsten.Stevenson@hamilton.ca)> wrote:

Good afternoon Wendie.

My name is Kirsten and I'm the Administrator for the Hamilton Police Services Board.

Based on the *Police Services Act*, Council is responsible for reviewing the operating and capital budget as proposed by the Police Service. Council may either approve or deny the proposed budget. What Council does not have the authority to do is approve or disapprove of specific items in the budget estimates. In other words, Council does not have the authority to decide whether or not the Police Services Board can or cannot charge fees to recover

costs related to requests like a Criminal Reference Check.

As mentioned below, The Hamilton Police Services Board is authorized under the *Municipal Act, 2001* to set fees and charges for services or activities that are provided by the Board or Hamilton Police Service. The Board and Service incur costs associated with regards to individual requests, and these fees and charges are used to offset these costs.

If you would like to forward me correspondence with regards to your concerns, I can place your communication on an upcoming public Board agenda for the Board's consideration. Correspondence provided to the Board is made available to the public via our website after personal information, such as your email address, has been removed.

If you have any questions please let me know.

Take care,

**Kirsten Stevenson, Dipl. M.A.**

Administrator  
Hamilton Police Services Board  
155 King William Street  
Hamilton, ON L8R 1A7  
Phone: 905-546-2727  
Fax: 905-546-4720  
E-mail: [kirsten.stevenson@hamilton.ca](mailto:kirsten.stevenson@hamilton.ca)  
Website: [www.hamiltonpolice.on.ca](http://www.hamiltonpolice.on.ca)

\*\*\*\*\*

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\*\*\*\*\*

**Ministry of the Solicitor General**

Public Safety Division

25 Grosvenor St.  
12<sup>th</sup> Floor  
Toronto ON M7A 2H3Telephone: (416) 314-3377  
Facsimile: (416) 314-4037**Ministère du Solliciteur général**

Division de la sécurité publique

25 rue Grosvenor  
12<sup>e</sup> étage  
Toronto ON M7A 2H3Téléphone: (416) 314-3377  
Télécopieur: (416) 314-4037

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

**FROM:** Richard Stubbings  
Assistant Deputy Minister  
Public Safety Division

**SUBJECT:** **Changes to Existing Emergency Orders and  
Information Regarding Ontario's Roadmap to Reopen**

<b>DATE OF ISSUE:</b>	<b>May 21, 2021</b>
<b>CLASSIFICATION:</b>	<b>General Information</b>
<b>RETENTION:</b>	<b>Indefinite</b>
<b>INDEX NO.:</b>	<b>21-0057</b>
<b>PRIORITY:</b>	<b>High</b>

I am writing today to provide you with information about changes to existing orders under the *Reopening Ontario (A Flexible Response to COVID-19) Act, 2020* (ROA) as well as the government's release of its **Roadmap to Reopen** (Roadmap).

Firstly, it is important to note that the provincewide Stay-At-Home order under the *Emergency Management and Civil Protection Act* (EMCPA) **remains in effect until June 2, 2021**. However, the government has made changes to some of the existing orders under the ROA that take effect prior to the end of the Stay-at-Home order.

**Effective May 22, 2021 at 12:01 a.m.**, the following changes will come into effect. The following outdoor recreational amenities will be permitted to open, subject to the conditions outlined below:

- Parks and recreational areas;
- Baseball diamonds;
- Batting cages;
- Soccer, football and sports fields;
- Tennis, platform tennis, table tennis and pickleball courts;
- Basketball courts;
- B.M.X parks;
- Skate parks;
- Golf courses and driving ranges;

- Frisbee golf locations;
- Cycling tracks and bike trails;
- Horse riding facilities;
- Shooting ranges, including those operated by rod and gun clubs;
- Ice rinks;
- Tobogganing hills;
- Snowmobile, cross country ski, dogsledding, ice skating and snow shoe trails;
- Playgrounds;
- Portions of parks or recreational areas containing outdoor fitness equipment;
- Archery ranges;
- Boat and watercraft launches;
- Lawn game courts, including lawn bowling, bocce and croquet courts; and,
- Splash pads and spray pads.

The above outdoor amenities may open so long as:

- physical distancing of at least 2 metres is maintained; however, this physical distancing requirement does not apply to members of the same household, or a person who lives alone and has gathered with the household, or a caregiver for any member of the household;
- no team sports, or any other sports that are not compatible with physical distancing requirements, are practiced or played within the amenity, with limited exceptions; and,
- any locker rooms, changerooms, showers, clubhouses, restaurants, pools, meeting rooms, fitness centres or other recreational facilities on the premises remain closed, except to the extent they provide access to take-out or delivery services, equipment storage, a washroom or a portion of the amenity that is used to provide first aid.

In addition, any person responsible for a boat or watercraft shall ensure that, if it is used by a group for recreational purposes, it is only used by members of the same household, or a person who lives alone and has gathered with the household, or a caregiver for any member of the household.

Marinas, boating clubs and other organizations that maintain docking facilities for members or patrons may open provided that any clubhouse, restaurant, pool, communal steam room, sauna or whirlpool, meeting room, fitness centre or other recreational facility on the premises is closed to the public. Any portion of an area that must be closed that is used to provide first aid, used to provide take-out or delivery services, or contains a washroom may be open.

Lastly, social gatherings and organized public events of no more than five people that are held outdoors are permitted. The gathering limit does not apply to members of the same household, a gathering of a household plus one person who lives alone, or a gathering that includes a caregiver for any of those persons. All other public health and workplace safety measures under the Stay-at-Home order will remain in effect.



## **Roadmap**

On May 20, 2021, the government released its Roadmap, a three-step plan, developed in consultation with the Chief Medical Officer of Health, to gradually lift public health measures based on the provincewide vaccination rate and improvements in key public health and health care indicators.

The Roadmap outlines three steps to easing public health measures, guided by the following principles:

- **Step One** An initial focus on resuming outdoor activities with smaller crowds where the risk of transmission is lower and permitting retail with restrictions. This includes allowing outdoor gatherings of up to 10 people, outdoor dining with up to four people per table and non-essential retail at 15 per cent capacity.
- **Step Two** Further expanding outdoor activities and resuming limited indoor services with small numbers of people where face coverings are worn. This includes outdoor gatherings of up to 25 people, outdoor sports and leagues, personal care services where face coverings can be worn and with capacity limits, as well as indoor religious services, rites or ceremony gatherings at 15 per cent capacity.
- **Step Three** Expanding access to indoor settings, with restrictions, including where there are larger numbers of people and where face coverings can not always be worn. This includes indoor sports and recreational fitness; indoor dining, museums, art galleries and libraries, and casinos and bingo halls, with capacity limits.

The government has indicated that the province will remain in each step for at least 21 days to evaluate any impacts on key public health and health system indicators. The following vaccination thresholds will need to be met, along with positive trends in other key public health and health system indicators, in order to enter each respective step of the Roadmap:

- **Step 1:** 60 per cent of adults vaccinated with one dose;
- **Step 2:** 70 per cent of adults vaccinated with one dose and 20 per cent vaccinated with two doses;
- **Step 3:** 70 to 80 per cent of adults vaccinated with one dose and 25 per cent vaccinated with two doses.

The government has not yet made its final determination as to when it will transition into the phased approach of the Roadmap, and as previously stated the Stay-at-Home order remains in force until June 2, 2021. However, based on current trends in key health indicators, including the provincial vaccination rate, the government has indicated that it anticipates the transition to Step One of the Roadmap will occur the week of June 14,

2021. Further communications will be forthcoming once the necessary decisions have been finalized.

In the interim, please visit [Ontario's Emergency Information website](#) for further information on the government's Roadmap and links to Orders currently in force under the ROA and the EMCPA.

### **Enforcement of Orders**

As a reminder, for offences under the ROA and EMCPA, police and other provincial offences officers, including First Nation Constables, special constables, and municipal by-law officers, have discretion to either issue tickets to individuals for set fine amounts or issue a summons under Part I of the *Provincial Offences Act* (POA) or to proceed under Part III of the POA by laying an information.

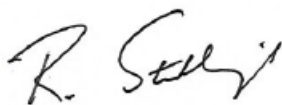
Police and other provincial offences officers have the authority to disperse gatherings or organized public events that are not complying with gathering/event limits; and all provincial offences officers - not just police, First Nations Constables and special constables - can temporarily close premises where prohibited gatherings are occurring and require individuals to vacate.

Further, analysis of enforcement data that your police service provides to the Ministry of the Solicitor General (ministry) continues to support data-driven decision-making.

The ministry continues to work with enforcement ministries and municipalities to collaborate and information share, including through the dedicated 1-800 Enforcement Support Line and email resource at [EssentialWorkplacesSupport.SolGen@ontario.ca](mailto:EssentialWorkplacesSupport.SolGen@ontario.ca).

In closing, I want to take this opportunity to once again thank you for your dedication and ongoing cooperative efforts to help keep our communities safe and healthy.

Sincerely,



Richard Stubbings  
Assistant Deputy Minister  
Public Safety Division

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

Attachments



Ontario  
Executive Council  
Conseil exécutif

R.O.C./Décret 332 / 2021

I certify that the attached is a true copy of the Regulation under the Reopening Ontario (A Flexible Response to COVID-19) Act, 2020, made by Her Honour the Lieutenant Governor in Council on May 20, 2021.

Dated at Toronto, May 20, 2021

A handwritten signature in blue ink, reading "Anna Valer".

Deputy Clerk, Executive Council





Ontario

Executive Council  
Conseil exécutif

## Order in Council Décret

On the recommendation of the undersigned, the Lieutenant Governor, by and with the advice and concurrence of the Executive Council, orders that:

the appended Regulation be made under the *Reopening Ontario (A Flexible Response to COVID-19) Act, 2020*.

Sur la recommandation de la personne soussignée, la lieutenant-gouverneure, sur l'avis et avec le consentement du Conseil exécutif, décrète ce qui suit :

Le règlement ci-annexé est pris en vertu de la *Loi de 2020 sur la réouverture de l'Ontario (mesures adaptables en réponse à la COVID-19)*.

Recommandé par :

Appuyé par : Le président du Conseil des ministres,

Recommended

Concurred

Chair of Cabinet

Approuvé et décrété le

La lieutenant-gouverneure,

Approved and Ordered

MAY 20 2021

Date

Lieutenant Governor

R.O.C./Décret (R)

332/2021



Filed with the Registrar of Regulations  
Déposé auprès du registraire des règlements

MAY 20 2021

Number (O. Reg.)  
Numéro (Règl. de l'Ont.) → 344/21

[Bilingual]

**CONFIDENTIAL**  
Until filed with the  
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**REG2021.0512.e**  
**4-SB**

## **ONTARIO REGULATION**

made under the

### **REOPENING ONTARIO (A FLEXIBLE RESPONSE TO COVID-19) ACT, 2020**

Amending O. Reg. 82/20

(RULES FOR AREAS IN STAGE 1)

**1. Section 37 of Schedule 2 to Ontario Regulation 82/20 is revoked and the following substituted:**

**37. (1)** Marinas, boating clubs and other organizations that maintain docking facilities for members or patrons that meet the following condition:

1. Any clubhouse, restaurant, pool, communal steam room, sauna or whirlpool, meeting room, fitness centre or other recreational facility on the premises must be closed to the public, except for any portion of those areas that,
  - i. is used to provide first aid services,
  - ii. is used to provide take-out or delivery service,
  - iii. contains a washroom, or
  - iv. provides access to an area described in subparagraph i, ii or iii.

(2) For greater certainty, nothing in this Order precludes a person responsible for a marina, boating club or other organization that maintains docking facilities for members or patrons from operating a grocery or convenience store on the premises or from providing fuel supply, boat or watercraft repair and servicing, boat or watercraft docking and boat or watercraft launching services.

**2. Section 4 of Schedule 3 to the Regulation is revoked and the following substituted:**

**Recreational amenities**

4. (1) Each person responsible for an indoor or outdoor recreational amenity that is not in compliance with this section, and that is not a facility for indoor or outdoor sports and recreational fitness activities that is permitted to open under section 48 of Schedule 2, must ensure that it is closed.

(2) The following outdoor recreational amenities may open if they are in compliance with subsection (3):

1. Parks and recreational areas.
2. Baseball diamonds.
3. Batting cages.
4. Soccer, football and sports fields.
5. Tennis, platform tennis, table tennis and pickleball courts.
6. Basketball courts.
7. BMX parks.
8. Skate parks.
9. Golf courses and driving ranges.
10. Frisbee golf locations.
11. Cycling tracks and bike trails.
12. Horse riding facilities.
13. Shooting ranges, including those operated by rod and gun clubs.
14. Ice rinks.
15. Tobogganing hills.
16. Snowmobile, cross country ski, dogsledding, ice skating and snow shoe trails.
17. Playgrounds.



18. Portions of parks or recreational areas containing outdoor fitness equipment.
19. Archery ranges.
20. Boat and watercraft launches.
21. Lawn game courts, including lawn bowling, bocce and croquet courts.

(3) An outdoor recreational amenity described in subsection (2) may only open if,

- (a) any person who enters or uses the amenity maintains a physical distance of at least two metres from any other person who is using the amenity;
- (b) team sports are not practised or played within the amenity;
- (c) other sports or games that are likely to result in individuals coming within two metres of each other are not practised or played within the amenity; and
- (d) any locker rooms, change rooms, showers, clubhouses, restaurants, pools, meeting rooms, fitness centres or other recreational facilities on the premises remain closed, except to the extent they provide access to equipment storage, a washroom or a portion of the amenity that is used to provide first aid.

(4) Clause (3) (a) does not require persons who are all members of the same household or one other person from outside that household who lives alone or a caregiver for any member of the household to maintain a physical distance of at least two metres from each other while in the amenity.

(5) Clause (3) (d) does not prohibit a restaurant on the premises from providing take-out or delivery service.

(6) Each person responsible for a boat or watercraft shall ensure that if a group of persons uses that boat or watercraft together for recreational purposes, the members of the group are all members of the same household or one other person from outside that household who lives alone or a caregiver for any member of the household.

(7) Clauses 3 (a), (b) and (c) do not apply with respect to an amenity, or a particular area of an amenity, during periods when the amenity or the particular area is exclusively being used by persons who are athletes, coaches and officials training or competing to be a part of Team Canada at the next summer or winter Olympic Games or Paralympic Games if the persons are,

4

- (a) identified by a national sport organization that is either funded by Sport Canada or recognized by the Canadian Olympic Committee or the Canadian Paralympic Committee; and
- (b) permitted to train, compete, coach or officiate under the safety protocols put in place by a national sport organization mentioned in clause (a).

**3. Clause 1 (1) (c) of Schedule 4 to the Regulation is revoked and the following substituted:**

- (c) an organized public event or social gathering of more than 5 people that is held outdoors, including a social gathering associated with a gathering described in clause (d); or

**Commencement**

- 4. This Regulation comes into force on the later of May 22, 2021 and the day it is filed.**

**CONFIDENTIEL**  
jusqu'au dépôt auprès du  
registrateur des règlements

Reg2021.0512.f04.EDI  
4-SB

## **RÈGLEMENT DE L'ONTARIO**

pris en vertu de la

### **LOI DE 2020 SUR LA RÉOUVERTURE DE L'ONTARIO (MESURES ADAPTABLES EN RÉPONSE À LA COVID-19)**

modifiant le Règl. de l'Ont. 82/20

(RÈGLES POUR LES RÉGIONS À L'ÉTAPE 1)

**1. L'article 37 de l'annexe 2 du Règlement de l'Ontario 82/20 est abrogé et remplacé par ce qui suit :**

**37. (1)** Les marinas, clubs nautiques et autres organisations qui entretiennent des débarcadères pour des membres ou des clients et qui satisfont à la condition suivante :

1. Tout pavillon, restaurant ou centre de conditionnement physique, toute piscine, tout bain de vapeur, sauna ou bassin d'hydromassage commun, toute salle de réunion ou autre installation récréative sur les lieux doit être fermé au public, sauf toute partie de ces aires qui, selon le cas :
  - i. est utilisée pour fournir des services de premiers soins,
  - ii. est utilisée pour fournir un service de vente à emporter ou de livraison,
  - iii. comprend des salles de toilette,
  - iv. fournit l'accès à une aire visée à la sous-disposition i, ii ou iii.

(2) Il est entendu que le présent décret n'a pas pour effet d'empêcher une personne responsable d'une marina, d'un club nautique ou d'une autre organisation qui entretient des débarcadères pour des membres ou des clients d'exploiter une épicerie ou un magasin de proximité sur les lieux ou d'offrir des services de fourniture du carburant, de réparation et d'entretien des bateaux ou des embarcations, d'arrimage des bateaux ou des embarcations et de lancement des bateaux ou des embarcations.

**2. L'article 4 de l'annexe 3 du Règlement est abrogé et remplacé par ce qui suit :**

**Installations récréatives**

4. (1) Chaque personne responsable d'une installation récréative intérieure ou de plein air qui n'est pas conforme au présent article et qui n'est pas une installation destinée aux sports d'intérieur ou de plein air et aux activités de conditionnement physique récréatives d'intérieur ou de plein air dont l'ouverture est autorisée en vertu de l'article 48 de l'annexe 2 doit veiller à ce qu'elle soit fermée.

(2) Les installations récréatives de plein air suivantes peuvent ouvrir si elles sont conformes au paragraphe (3) :

1. Les parcs et les aires récréatives.
2. Les terrains de baseball.
3. Les cages des frappeurs.
4. Les terrains de soccer, de football et de sports.
5. Les terrains de tennis, paddle-tennis, tennis de table et tennis léger.
6. Les terrains de basket-ball.
7. Les parcs de BMX.
8. Les planchodromes.
9. Les terrains de golf et terrains d'exercice de golf.
10. Les emplacements de disque-golf.
11. Les pistes et sentiers cyclables.
12. Les installations d'équitation.
13. Les champs de tir, notamment ceux exploités par les clubs de chasse et de pêche.
14. Les patinoires de glace.
15. Les collines destinées aux descentes en luge.
16. Les pistes de motoneiges, de ski de fond, de traîneaux à chiens, de patinage et de raquette.
17. Les terrains de jeux.



18. Les parties de parcs ou d'aires récréatives comportant des équipements pour l'exercice physique en plein air.
19. Les stands de tir à l'arc.
20. Les rampes de mise à l'eau pour bateaux et embarcations.
21. Les terrains de jeux sur gazon, y compris le jeu de boules sur pelouse, le bocce et les terrains de jeu de croquet.

(3) Toute installation récréative intérieure ou de plein air visée au paragraphe (2) ne peut ouvrir que si elle satisfait aux exigences suivantes :

- a) chaque personne qui entre dans l'installation ou qui l'utilise maintient une distance physique d'au moins deux mètres par rapport aux autres personnes qui l'utilisent;
- b) les sports d'équipe ne sont ni pratiqués ni joués dans l'installation;
- c) les autres sports ou jeux susceptibles d'entraîner une distance physique de moins de deux mètres entre des particuliers ne sont ni pratiqués ni joués dans l'installation;
- d) les salles de casiers, les vestiaires, les douches, les pavillons, les restaurants, les piscines, les salles de réunion, les centres de conditionnement physique ou autres installations récréatives situés sur les lieux demeurent fermés, sauf dans la mesure où ils permettent l'accès aux placards d'équipement, aux salles de toilette ou à une partie de l'installation qui est utilisée pour fournir les premiers soins.

(4) L'alinéa 3 a) n'oblige pas les personnes qui sont membres du même ménage, ou une autre personne qui n'est pas membre de ce ménage et qui vit seule ou un fournisseur de soins pour un membre quelconque du ménage à maintenir une distance physique d'au moins deux mètres entre elles dans l'installation.

(5) L'alinéa (3) d) n'a pas pour effet d'interdire à un restaurant situé sur les lieux de fournir un service de vente à emporter ou de livraison.

(6) Chaque personne responsable d'un bateau ou d'une embarcation veille à ce que les membres d'un groupe de personnes qui utilise ce bateau ou cette embarcation ensemble à des fins récréatives soient membres du même ménage, ou une autre personne qui n'est pas membre de ce ménage et qui vit seule ou un fournisseur de soins pour un membre quelconque du ménage.

(7) Les alinéas 3 a), b) et c) ne s'appliquent pas à l'égard d'une installation ou d'une aire particulière d'une installation pendant les périodes où l'installation ou l'aire est utilisée

exclusivement par des personnes qui sont des athlètes, ou qui agissent en tant qu'entraîneurs ou arbitres, et qui s'entraînent ou qui sont en compétition pour faire partie d'Équipe Canada lors des prochains Jeux olympiques ou Jeux paralympiques d'été ou d'hiver si ces personnes sont, à la fois :

- a) sélectionnées par un organisme national de sport qui est financé par Sport Canada ou reconnu par le Comité olympique canadien ou le Comité paralympique canadien;
- b) autorisées à s'entraîner, à participer à une compétition ou à agir en tant qu'entraîneurs ou arbitres conformément aux protocoles de sécurité mis en place par l'organisme national de sport visé à l'alinéa a).

**3. L'alinéa 1 (1) c) de l'annexe 4 du Règlement est abrogé et remplacé par ce qui suit :**

- c) un événement public organisé ou un rassemblement social de plus de 5 personnes qui a lieu à l'extérieur, notamment un rassemblement social lié à un rassemblement visé à l'alinéa d);

**Entrée en vigueur**

**4. Le présent règlement entre en vigueur le dernier en date du 22 mai 2021 et du jour de son dépôt.**



Ontario

**Executive Council**  
**Conseil exécutif**

R.O.C./Décret 333 / 2021

I certify that the attached is a true copy of the Regulation under the Reopening Ontario (A Flexible Response to COVID-19) Act, 2020, made by Her Honour the Lieutenant Governor in Council on May 21, 2021.

Dated at Toronto, May 21, 2021

A handwritten signature in blue ink, reading "Anna Valeri".

Deputy Clerk, Executive Council







Ontario

Executive Council  
Conseil exécutif

## Order in Council Décret

On the recommendation of the undersigned, the Lieutenant Governor, by and with the advice and concurrence of the Executive Council, orders that:

the appended Regulation be made under the *Reopening Ontario (A Flexible Response to COVID-19) Act, 2020*.


Sur la recommandation de la personne soussignée, la lieutenant-gouverneure, sur l'avis et avec le consentement du Conseil exécutif, décrète ce qui suit :

Le règlement ci-annexé est pris en vertu de la *Loi de 2020 sur la réouverture de l'Ontario (mesures adaptables en réponse à la COVID-19)*.

Recommandé par :

Recommended 

Appuyé par : Le président du Conseil des ministres,

Concurred   
Chair of Cabinet

Approuvé et décrété le

La lieutenant-gouverneure,

Approved and Ordered MAY 21 2021  
Date

  
Lieutenant Governor

R.O.C./Décret (R)

333/2021



Filed with the Registrar of Regulations  
Déposé auprès du registraire des règlements

MAY 21 2021

Number (O. Reg.)

Numéro (Règl. de l'Ont.)

374/21

[Bilingual]

**CONFIDENTIAL**  
Until filed with the  
Registrar of Regulations

**REG2021.0523.e**  
**2-CJO**

## **ONTARIO REGULATION**

made under the

**REOPENING ONTARIO (A FLEXIBLE RESPONSE TO COVID-19) ACT, 2020**

Amending O. Reg. 82/20

(RULES FOR AREAS IN STAGE 1)

**1. Subsection 4 (2) of Schedule 3 to Ontario Regulation 82/20, as remade by Ontario Regulation 344/21, is amended by adding the following paragraph:**

22. Splash pads and spray pads.

### **Commencement**

**2. This Regulation comes into force on the later of May 22, 2021 and the day it is filed.**



**CONFIDENTIEL**  
jusqu'au dépôt auprès du  
registrateur des règlements

Reg2021.0523.f02.EDI  
2-CJO

**RÈGLEMENT DE L'ONTARIO**

pris en vertu de la

**LOI DE 2020 SUR LA RÉOUVERTURE DE L'ONTARIO (MESURES ADAPTABLES  
EN RÉPONSE À LA COVID-19)**

modifiant le Règl. de l'Ont. 82/20

**(RÈGLES POUR LES RÉGIONS À L'ÉTAPE 1)**

**1. Le paragraphe 4 (2) de l'annexe 3 du Règlement de l'Ontario 82/20, tel qu'il est pris de nouveau par le Règlement de l'Ontario 344/21, est modifié par adjonction de la disposition suivante :**

22. Les aires de jeux d'eau.

**Entrée en vigueur**

**2. Le présent règlement entre en vigueur le dernier en date du 22 mai 2021 et du jour de son dépôt.**



**Ministry of the Solicitor General**

**Ministère du Solliciteur général**

Public Safety Division

Division de la sécurité publique

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

25 rue Grosvenor  
12<sup>e</sup> étage  
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Telephone: (416) 314-3377  
Facsimile: (416) 314-4037

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



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

**FROM:** Richard Stubbings  
Assistant Deputy Minister  
Public Safety Division

**SUBJECT:** **Collection of Occurrence Data Related to the Animals  
Left in Motor Vehicles**

<b>DATE OF ISSUE:</b>	<b>May 25, 2021</b>
<b>DATE OF REISSUE:</b>	<b>May 27, 2021</b>
<b>CLASSIFICATION:</b>	<b>For Action</b>
<b>RETENTION:</b>	<b>June 4, 2021</b>
<b>INDEX NO.:</b>	<b>21-0058</b>
<b>PRIORITY:</b>	<b>Normal</b>

Effective January 1, 2020, the *Provincial Animal Welfare Services Act* (PAWS Act) came into force creating a new provincial animal welfare enforcement model. The Ministry of the Solicitor General ('ministry') established the Animal Welfare Services (AWS) branch, with a Chief Animal Welfare Inspector who has in turn appointed animal welfare inspectors across the province. Police officers and First Nations Constables have authority under section 60 of the PAWS Act to exercise the powers of an animal welfare inspector in relation to animals in distress and critical distress, and the investigation of offences.

As noted in All Chiefs Memo 20-0098, regarding pets in hot cars, the public are advised to call 911 if they see an animal in a hot car and are concerned that the animal's life is in immediate danger. The PAWS Act currently authorizes police, First Nations Constables, and animal welfare inspectors to enter motor vehicles to remove animals in critical distress.

The ministry is seeking the voluntary submission of occurrence data related to police services' responses to animals left in motor vehicles. The ministry will use this information to gain insight on the frequency and nature of occurrences involving animals left in motor vehicles, including the outcomes of such occurrences. The information will help inform work to enhance the response to animals in critical distress in motor vehicles.

-2-

The data being requested includes all record-level data related to occurrences involving animals left in motor vehicles. The ministry is asking that police services submit the requested data in the attached template spreadsheet. This is a one-time collection of data, capturing information from the past three calendar years (2018, 2019 and 2020). The spreadsheet includes technical instructions to support the completion of this information. We would appreciate if you could provide your submission by **Friday, June 4<sup>th</sup>, 2021**.

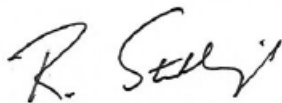
Reporting should cover each year requested, with the year starting on January 1<sup>st</sup> and ending on December 31<sup>st</sup>, inclusive. For further details, please refer to the "Instructions" tab within the attached template.

Please email the completed template to Suganya Suriyakumaran at [suganya.suriyakumaran@ontario.ca](mailto:suganya.suriyakumaran@ontario.ca). If you have any questions regarding the submission requirements, or any technical questions, please contact Suganya.

Please note that the collection, retention, and disclosure of information will be carried out in accordance with all applicable legislation.

The ministry greatly appreciates your support as we continue to explore ways to best safeguard animal welfare in Ontario

Sincerely,



Richard Stubbings  
Assistant Deputy Minister  
Public Safety Division

Attachment

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



**Ministry of the Solicitor General**

Public Safety Division

25 Grosvenor St.  
12<sup>th</sup> Floor  
Toronto ON M7A 2H3Telephone: (416) 314-3377  
Facsimile: (416) 314-4037**Ministère du Solliciteur général**

Division de la sécurité publique

25 rue Grosvenor  
12<sup>e</sup> étage  
Toronto ON M7A 2H3Téléphone: (416) 314-3377  
Télécopieur: (416) 314-4037

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

**FROM:** Richard Stubbings  
Assistant Deputy Minister  
Public Safety Division

**SUBJECT:** Legal Advice for Victims of Sexual Assault Program

<b>DATE OF ISSUE:</b>	<b>May 26, 2021</b>
<b>CLASSIFICATION:</b>	<b>General Information</b>
<b>RETENTION:</b>	<b>Indefinite</b>
<b>INDEX NO.:</b>	<b>21-0061</b>
<b>PRIORITY:</b>	<b>Normal</b>

The Ministry of the Attorney General has announced the provincewide expansion of a program to support free legal advice to victims of sexual assault across Ontario.

For further information about this program, please review the attached memo from Deputy Attorney General Dave Corbett and accompanying info sheet and social media graphics. If you have any questions, please contact Irene MacDonald at [Irene.MacDonald@ontario.ca](mailto:Irene.MacDonald@ontario.ca).

Sincerely,

A handwritten signature in black ink, appearing to read "R. Stubbings".

Richard Stubbings  
Assistant Deputy Minister  
Public Safety Division

Attachments

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

**Ministry of the Attorney General**

Office of the Deputy Attorney General

McMurtry-Scott Building  
720 Bay Street, 11<sup>th</sup> Floor  
Toronto ON M7A 2S9  
Tel.: 416 326-2640

**Ministère du Procureur général**

Cabinet du Sous-procureur général

Édifice McMurtry-Scott  
720, rue Bay, 11<sup>e</sup> étage  
Toronto ON M7A 2S9  
Tél. : 416 326-2640



May 25, 2021

**Correspondence Reference #: D-2021-24**

**MEMORANDUM TO:** Nancy Naylor, Deputy Minister, Ministry of Education  
Shelley Tapp, Deputy Minister, Ministry of Colleges and Universities  
Janet Menard, Deputy Minister, Ministry of Children, Community and Social Services  
Helen Angus, Deputy Minister, Ministry of Health  
Nancy Matthews, Deputy Minister, Ministry of Heritage, Sport, Tourism and Culture Industries  
Shawn Batise, Deputy Minister, Ministry of Indigenous Affairs  
Richard Steele, Deputy Minister, Ministry of Long-Term Care  
Denise Cole, Deputy Minister, Ministry of Seniors and Accessibility  
Mario Di Tommaso, Deputy Solicitor General, Community Safety, Ministry of the Solicitor General  
Greg Meredith, Deputy Minister, Ministry of Labour, Training and Skills Development

**FROM:** David Corbett  
Deputy Attorney General

**RE: Legal Advice for Victims of Sexual Assault Program**

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As part of its ongoing commitment to strengthen Ontarians' access to responsive and resilient victim services, no matter where they live, the Attorney General recently announced that effective May 1, 2021, the Independent Legal Advice for Sexual Assault Survivors Program has been expanded province wide.

After being initially piloted in Toronto, Ottawa and Thunder Bay, the program now provides up to four hours of free legal advice to victims of sexual assault across Ontario. This confidential service is available any time after a sexual assault in Ontario has occurred. More online information can be accessed by visiting the Ministry's information page: <https://www.ontario.ca/page/independent-legal-advice-sexual-assault-victims>.

- 2 -

Your ministries have been identified as having linkages to individuals who may benefit from knowledge of this program. I am therefore writing to ask for your help in raising awareness of both the program, as well as its recent expansion.

To support this request, I am including a Fact Sheet and social media graphics for distribution among your relevant teams, partners and stakeholders.

If there are any questions about the Independent Legal Advice for Sexual Assault Survivors Program or assistance required regarding an outreach strategy, your staff is welcome to contact Irene MacDonald ([Irene.MacDonald@ontario.ca](mailto:Irene.MacDonald@ontario.ca)) in the Victims and Vulnerable Persons Division.

Thank you for your support.



David Corbett  
Deputy Attorney General

c: Olha Dobush, A/ADAG, Victims and Vulnerable Persons Division

Enclosures: Fact Sheet  
ILA Flyer

## Independent Legal Advice for Survivors of Sexual Assault Program

**Sexual assault is a crime.** Sexual assault takes many forms. It is any unwanted sexual contact. It does not have to include intercourse.

You have been sexually assaulted if someone forces you to participate in any type of sexual activity without your consent. A lawyer can help you make an informed decision about your next steps.

### Free legal advice program

Ontario provides victims of sexual assault with free legal advice **any time** after the incident, regardless of how much time has passed.

#### How the program works

Legal advice is provided by phone or by video chat.

Eligible victims will receive a voucher and a list of lawyers to choose from.

The voucher provides two hours of legal advice. If a victim requires more time, they can ask for two additional hours.

In Toronto, survivors who identify as women and people with non-binary gender identity who would benefit from a women-centred space can access the program at the Barbra Schlifer Commemorative Clinic.

The lawyer will only provide legal advice, not representation (the lawyer cannot speak for a victim in court).

Advice could cover topics like reporting to the police, going through the criminal court process or deciding to start a lawsuit.

### Eligibility

The program is available to all eligible women, men, trans and gender-diverse people.

Victims of sexual assault are eligible if:

- they are at least 16 years of age and live in Ontario; and
- the sexual assault happened in Ontario.

### Accessing the program

**Online:** [ontario.ca/page/independent-legal-advice-sexual-assault-victims](https://ontario.ca/page/independent-legal-advice-sexual-assault-victims)

**Toll-free:** 1-855-226-3904

For the Barbra Schlifer Commemorative Clinic call: 416-323-9149

## Frequently asked questions

### Why would I want or need independent legal advice?

Independent legal advice can inform you about different legal options, such as reporting to the police, suing in civil court or applying for compensation, to help you decide what you want to do.

This advice can also help:

- if you want to discuss your situation in confidence with a lawyer before talking to the police
- if your case is going to trial in criminal court and you have personal concerns that you wish to discuss with a lawyer not associated with your case.

### Do I have to report the sexual assault to the police before I talk to a lawyer?

No. You can talk to a lawyer even if you have not made your decision about reporting the incident to police.

You may also benefit from other supports and services that can be accessed by calling the Victim Support Line, toll-free at 1-888-579-2888, or in the Greater Toronto Area (GTA), 416-314-2447.

### I was sexually assaulted when I was a child. Is it too late to talk to a lawyer now?

In the criminal justice system, there is no time limit to coming forward. For civil actions, the limitation period was recently changed, and you can now come forward at any time.

### My case is going to trial soon. Can I still get this legal advice?

Yes you can. The only restriction is that the lawyer you choose cannot represent you in court.

### I don't meet the eligibility requirements for this program. Can I still access a lawyer if I can't afford to pay?

The following resources can help you find a lawyer:

#### **Legal Aid Ontario**

Toll-free: 1-800-668-8258

GTA: 416-979-1446

[www.legalaid.on.ca](http://www.legalaid.on.ca)

#### **Law Society of Ontario Referral Service**

[www.findlegalhelp.ca](http://www.findlegalhelp.ca)

#### **Pro Bono Ontario**

[www.probonoontario.org](http://www.probonoontario.org)

#### **JusticeNet**

[www.justicenet.ca](http://www.justicenet.ca)

### What other supports are available for survivors of sexual assault?

#### **Victim Support Line**

Toll-free: 1-888-579-2888

GTA: 416-314-2447

[chat online](#) option, Monday to Friday from 7am to 9pm.

#### **Support line for male survivors**

Toll-free: 1-866-887-0015

For a complete list of supports, visit [ontario.ca/victimservices](http://ontario.ca/victimservices)

## Programme de prestation d'avis juridiques indépendants aux survivantes et survivants d'agression sexuelle

**Une agression sexuelle, c'est un crime.** Les agressions sexuelles peuvent prendre différentes formes. Un contact sexuel non désiré est une agression sexuelle, même s'il n'y a pas de rapports sexuels.

Si quelqu'un vous a forcé(e) à participer à une activité sexuelle sans votre consentement, vous avez été victime d'agression sexuelle. Une avocate ou un avocat peut vous aider à voir plus clair dans les prochaines étapes.

### Programme de prestation d'avis juridiques gratuits

Dans le cadre du programme, les victimes d'agression sexuelle peuvent obtenir des avis juridiques gratuits **à tout moment** après l'incident, peu importe le délai qui s'est écoulé depuis.

#### Fonctionnement du programme

Les avis juridiques sont fournis au téléphone ou par discussion vidéo.

Les victimes admissibles recevront un coupon et une liste des avocats qui participent au programme.

Le coupon permet d'obtenir deux heures d'avis juridiques. Au besoin, une victime peut demander deux heures supplémentaires.

À Toronto, les survivantes et personnes non binaires qui pourraient bénéficier d'un espace centré sur les femmes peuvent accéder au programme par l'entremise de la Barbra Schlifer Commemorative Clinic.

Dans le cadre du programme, les avocats fournissent des avis juridiques seulement; ils ne fournissent pas de services de représentation devant les tribunaux.

Les avis juridiques peuvent porter sur divers sujets, comme le signalement d'un incident à la police, la procédure criminelle ou la décision d'introduire ou non une action.

### Admissibilité

Le programme est offert aux femmes, aux hommes et aux personnes transgenres et de diverses identités de genre qui y sont admissibles.

Pour être admissible :

- la victime d'agression sexuelle doit avoir au moins 16 ans et habiter en Ontario;
- l'agression sexuelle doit avoir eu lieu en Ontario.

### Comment accéder au programme

**En ligne :** <https://www.ontario.ca/fr/page/avis-juridiques-independants-pour-les-victimes-dagression-sexuelle>

**Sans frais :** 1 855 226-3904

Pour joindre la Barbra Schlifer Commemorative Clinic, composez le : 416 323-9149

## Foire aux questions

### Pourquoi devrais-je songer à obtenir des avis juridiques indépendants?

Une avocate ou un avocat vous aidera à comprendre vos options sur le plan juridique (p. ex., signaler un incident à la police, introduire une action civile ou déposer une demande d'indemnisation), et à décider ce que vous voulez faire.

Il peut également vous être utile d'obtenir des avis juridiques si :

- vous souhaitez discuter de votre situation en toute confidentialité avec une avocate ou un avocat avant de parler à la police;
- votre affaire fera l'objet d'un procès criminel et vous avez des inquiétudes dont vous souhaitez discuter avec une avocate ou un avocat qui n'est pas associé à l'affaire.

### Dois-je signaler l'agression sexuelle à la police avant de parler à une avocate ou un avocat?

Non. Vous pouvez parler à une avocate ou un avocat même si vous n'avez pas encore décidé de signaler l'agression à la police.

La Ligne d'aide aux victimes, que vous pouvez joindre en composant le 1 888 579-2888 (sans frais) ou le 416 314-2447 (dans la région du Grand Toronto), peut également vous diriger vers d'autres ressources et services qui pourraient vous être utiles.

### J'ai été victime d'agression sexuelle pendant mon enfance. Est-il trop tard pour parler à une avocate ou un avocat?

Dans le système de justice pénale, il n'y a pas de limite de temps pour signaler une agression. Dans le cas des instances civiles, le délai de prescription a récemment changé, et vous pouvez maintenant signaler une agression à tout moment, peu importe le délai écoulé.

### Un procès aura bientôt lieu dans l'affaire qui me concerne. Puis-je tout de même recourir au programme pour obtenir des avis juridiques?

Oui. La seule restriction est que l'avocate ou l'avocat que vous choisirez ne peut pas vous représenter devant le tribunal.

### Je ne réponds pas aux conditions d'admissibilité du programme. Y a-t-il d'autres façons d'avoir accès à une avocate ou un avocat même si je n'en ai pas les moyens?

Les ressources suivantes pourraient vous aider :

#### Aide juridique Ontario

Sans frais : 1 800 668-8258

RGT : 416 979-1446

[www.legalaid.on.ca/fr](http://www.legalaid.on.ca/fr)

#### Service de référence du Barreau de l'Ontario

[www.servicedereferencedubarreau.ca](http://www.servicedereferencedubarreau.ca)

#### Pro Bono Ontario

[www.probonoontario.org](http://www.probonoontario.org)

#### JusticeNet

[www.justicenet.ca](http://www.justicenet.ca)

### Y a-t-il d'autres ressources pour les survivantes et survivants d'agression sexuelle?

#### Ligne d'aide aux victimes

Sans frais : 1 888 579-2888

RGT : 416 314-2447

[Clavardage en ligne](#), du lundi au vendredi, de 7 h à 21 h.

#### Ligne d'aide aux survivants de sexe masculin

Sans frais : 1 866 887-0015

Pour une liste complète des ressources, visitez <http://www.attorneygeneral.jus.gov.on.ca/french/ovss/>

# **Free, independent legal advice for victims of sexual assault**

For information call:

**1-855-226-3904**





**Des avis juridiques  
indépendants, gratuits,  
pour les victimes  
d'agression sexuelle**

Pour plus de renseignements, composez le

**1-855-226-3904**



**Ministry of the Solicitor General**

Public Safety Division

25 Grosvenor St.  
12<sup>th</sup> Floor  
Toronto ON M7A 2H3Telephone: (416) 314-3377  
Facsimile: (416) 314-4037**Ministère du Solliciteur général**

Division de la sécurité publique

25 rue Grosvenor  
12<sup>e</sup> étage  
Toronto ON M7A 2H3Téléphone: (416) 314-3377  
Télécopieur: (416) 314-4037

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

**FROM:** Richard Stubbings  
Assistant Deputy Minister  
Public Safety Division

**SUBJECT:** **2021–22 Constable Joe MacDonald Public Safety  
Officers' Survivors Scholarship Fund (CJMPSOSSF)  
Call for Applications**

<b>DATE OF ISSUE:</b>	<b>May 28, 2021</b>
<b>CLASSIFICATION:</b>	<b>General Information</b>
<b>RETENTION:</b>	<b>June 28, 2021</b>
<b>INDEX NO.:</b>	<b>21-0062</b>
<b>PRIORITY:</b>	<b>Normal</b>

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 89 recipients to obtain a postsecondary education. Additional details regarding eligibility criteria can be found in the attached 2021–22 CJMPSOSSF Guidelines.

For the purposes of the CJMPSOSSF, a public safety officer may include a municipal or provincial police officer, First Nations Constable, auxiliary member of a police force, special constable (acting with the authority of a police officer at the time of his/her death), firefighter, correctional officer, probation officer, parole officer, or youth worker.

-2-

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 28, 2021.**

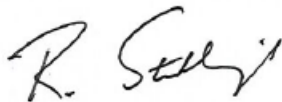
Applications and **all required documentation must be submitted** by e-mail to [yoko.iwasaki@ontario.ca](mailto:yoko.iwasaki@ontario.ca) or mailed to the following address:

**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, please contact Yoko, by e-mail at [yoko.iwasaki@ontario.ca](mailto:yoko.iwasaki@ontario.ca) or at (416) 314-3085.

Sincerely,



Richard Stubbings  
 Assistant Deputy Minister  
 Public Safety Division

#### Attachments

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

Deborah Richardson  
 Deputy Solicitor General, Correctional Services

Jon Pegg  
 Fire Marshal of Ontario and Chief of Emergency Management



# MINISTRY OF THE SOLICITOR GENERAL

## Constable Joe MacDonald Public Safety Officers' Survivors Scholarship Fund

### APPLICATION FORM COMPLETE AFTER CONSULTING GUIDELINES.

#### SECTION A - APPLICANT INFORMATION

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

#### Emergency/Alternate Contact Information

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

#### SECTION B - INFORMATION ON DECEASED PUBLIC SAFETY OFFICER

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



# MINISTRY OF THE SOLICITOR GENERAL

## Constable Joe MacDonald Public Safety Officers' Survivors Scholarship Fund

### APPLICATION FORM COMPLETE AFTER CONSULTING GUIDELINES.

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

Occupation:

Employment Address:

Address (cont'd):

City:

Province:

Postal Code:

Applicant's relationship to the fallen Public Safety Officer:

New Applicant:

Retroactive Claim:

#### SECTION C - EDUCATIONAL INSTITUTION/STUDIES INFORMATION

Enter Educational Institution Name:

Address:

Address (cont'd):

City:

Province:

Postal Code:

Undergraduate Program Name:

Year of Study:

Designation:

Duration of Program:

Status:

Type of Institution:

Type of Study:

If other, please indicate below how you are taking your program of study:

Indicate proof of study (e.g. Acceptance Letter). Note: A copy must be sent to the Ministry.



# MINISTRY OF THE SOLICITOR GENERAL

## Constable Joe MacDonald Public Safety Officers' Survivors Scholarship Fund

### APPLICATION FORM COMPLETE AFTER CONSULTING GUIDELINES.

#### SECTION D - LIVING SITUATION

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

Address:

Address (cont'd):

City:

Province:

Postal Code:

Distance Between Home Address (indicated on page 1) and Educational Institution:

#### SECTION E - EXPENSES

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

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

Expense Items	Amount Requested
Tuition	<input type="text"/>
Textbooks	<input type="text"/>
Shelter	<input type="text"/>
Food	<input type="text"/>
Miscellaneous (Clothing, Personal Care, Health Care Products, Household and Communication Expenses)	<input type="text"/>
Transportation	<input type="text"/>
<b>Total</b>	<input type="text"/>



MINISTRY OF THE SOLICITOR GENERAL

Constable Joe MacDonald Public Safety Officers’ Survivors Scholarship Fund

**APPLICATION FORM**      COMPLETE AFTER CONSULTING GUIDELINES.

**SECTION F - SCHOLARSHIP/BURSARY**

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

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



# MINISTRY OF THE SOLICITOR GENERAL

Constable Joe MacDonald Public Safety Officers' Survivors Scholarship Fund

**APPLICATION FORM** COMPLETE AFTER CONSULTING GUIDELINES.

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

### TERMS AND CONDITIONS

In consideration of receiving a scholarship, I   
acknowledge and agree to the terms and conditions set out herein.

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

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

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

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

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

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





# MINISTRY OF THE SOLICITOR GENERAL

## Constable Joe MacDonald Public Safety Officers' Survivors Scholarship Fund

### **APPLICATION FORM** COMPLETE AFTER CONSULTING GUIDELINES.

#### **Agreement to the Terms and Conditions**

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

#### **Agreement to the Proper Use of Funds**

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

#### **Notice of Collection**

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

Date

Student Signature

Student Name (print)

Date

Witness Signature

Witness Name (print)



**Ministry of the Solicitor General**

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

**2021–22 GUIDELINES**

## **TABLE OF CONTENTS**

<b>BACKGROUND</b>	<b>3</b>
<b>APPLICATION PROCESS AND TIMELINES</b>	<b>3</b>
<b>ELIGIBILITY</b>	<b>3</b>
RETURNING APPLICANTS	4
FINAL YEAR APPLICANTS	5
RETROACTIVE APPLICATIONS	5
<b>ELIGIBLE EXPENSES</b>	<b>6</b>
TUITION	6
TEXTBOOKS	6
1. SHELTER	6
2. FOOD	7
3. MISCELLANEOUS	7
4. LOCAL PUBLIC TRANSPORTATION	8
<b>LIMITATIONS</b>	<b>8</b>
<b>UNUSED OR MISUSED SCHOLARSHIP FUNDS</b>	<b>8</b>
<b>DEFINITION OF TERMS</b>	<b>8</b>
A PUBLIC SAFETY OFFICER	8
DIED IN THE LINE OF DUTY	9
A CHILD OF A PUBLIC SAFETY OFFICER	9
APPROVED POSTSECONDARY EDUCATIONAL INSTITUTION	9
STUDENT LIVING ALLOWANCES	9
COURSE LOAD	10
FULL-TIME STUDENTS	10
PART-TIME STUDENTS	10
COMMON-LAW MARRIAGE	10
<b>APPLICATION FORM INSTRUCTIONS</b>	<b>11</b>
APPLICATION FORM	11
SECTION A – APPLICANT INFORMATION (PAGE 1)	11
SECTION B – INFORMATION ON DECEASED PUBLIC SAFETY OFFICER (PAGE 1 AND 2)	11
SECTION C – EDUCATIONAL INSTITUTION/STUDIES INFORMATION (PAGE 2)	11
SECTION D – LIVING SITUATION (PAGE 3)	12
SECTION E – EXPENSES (PAGE 3)	12
SECTION F – SCHOLARSHIP/BURSARY (PAGE 4)	12
TERMS AND CONDITIONS (PAGE 5 AND 6)	12
<b>SUBMITTING YOUR APPLICATION</b>	<b>12</b>
INSTRUCTIONS	12
QUESTIONS AND ASSISTANCE	12
<b>APPENDIX – A (STUDENT LIVING ALLOWANCES)</b>	<b>13</b>

## **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.
  - In 2002, the PSOSSF was renamed to commemorate the late Constable Joe MacDonald.
- 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 August 2003, the Constable Joe MacDonald PSOSSF (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 2021** – The Ministry of the Solicitor General (the “ministry”) issues the annual call for applications.
- **May/June 2021** – 2020–21 scholarship recipients must submit their year-end reconciliation forms and corresponding receipts to the ministry.
- **June 2021** – 2021–22 applications are due.
- **June/July 2021** – The Advisory Committee convenes to review applications and make funding recommendations to the Solicitor General.
- **Mid-End of August 2021** – The ministry advises applicants of their application status and the first funding instalment is distributed to successful recipients.
- **September to December 2021** – 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 2021 – January 2022** – 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 2022** – Scholarship recipients track expenses for the year-end reconciliation and advise the ministry of any changes to their program status or contact details.
- **May 2022** – 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 or rerouting of mail);
- proof of marriage, if applicable; and
- proof of dependents, if applicable (e.g., birth certificates, 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 dependents, 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 in which he/she is enrolled), 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 or rerouting of mail); 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 or rerouting of mail); 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 cheque; 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 (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 in which 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 Loans Program (CSLP).
  - The CSLP 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 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 half of the average cost of a two-bedroom apartment, including utilities.

**b. To be considered a "Single Parent" for the purposes of the CJMPSOSSF, a scholarship recipient must be:**

- a student who has legal and/or physical custody and responsibility for supporting a child(ren) and who:
  - has never been married or in a common-law relationship;
  - is separated or divorced from a spouse/common-law partner; or
  - is 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 (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 dependent. To be considered to have a "dependent(s)" for the purposes of the CJMPSOSSF, the dependent(s) must be:**

- a pre-school child;
- a child attending elementary school; or
- a child in high school who is under the age of 18 years old.

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

**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 recipient but shall not be reduced by any other money received by the recipient, 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 Government and Consumer Services 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 (municipal or provincial) as defined in section 2 of the *Police Services Act* (PSA).
- A First Nations Constable.
- A firefighter (full-time, part-time and volunteer) as defined in subsection 1(1) of 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);
  - 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); or
  - a youth worker appointed under 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*.

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 force who, at the time of his/her death, was acting with the authority of a police officer under section 52 of the *PSA*; or
- a special constable whose appointment at the time of his/her death conferred on him/her the powers of a police officer under section 53 of the *PSA*.

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.
- Excerpt from the federal *Income Tax Act*, 1985, Subsection 118.6 (1): "designated educational institution" means:
  - (a) an educational institution in Canada that is:
    - (i) a university or 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*, designated by an appropriate authority under the *Canada Student Financial Assistance Act*, or designated, for the purposes of *An Act respecting financial assistance for education expenses*, by the Minister of the Province of Quebec responsible for the administration of that Act.
    - (ii) certified by the Minister of Employment and Social Development 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 Loans Program policies developed by Human Resources and Skills 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 Canada Student Loans 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 Loans 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 per cent 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 per cent 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 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 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; or
  - a student has been living with his/her partner in a conjugal relationship and are raising any children of whom they are 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 (Page1 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
  - local public 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 to [yoko.iwasaki@ontario.ca](mailto: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 with the required documentation: **Attention: Yoko Iwasaki, Community Safety Analyst**  
 Ministry of the Solicitor General  
 Public Safety Division, External Relations Branch  
 Program Development Section  
 25 Grosvenor Street, 12<sup>th</sup> Floor, Toronto, ON M7A 2H3  
**NOTE: Scanned copy by email will also be accepted.**

### **Questions and Assistance**

- If you have any questions or require further assistance, please contact:  
**Yoko Iwasaki, Tel: (416) 314-3085, Email: [yoko.iwasaki@ontario.ca](mailto:yoko.iwasaki@ontario.ca)**

## APPENDIX – A (STUDENT LIVING ALLOWANCES)

### Canada Student Loans Program

#### Student Living Allowances for School Year (Actual Monthly Allowance by Province/Territory)

LIVING SITUATIONS	NL	PE	NS	NB	QC	ON	MB	SK	AB	BC	YT	NT	NU
<b>SINGLE STUDENT LIVING AWAY FROM HOME</b>													
Shelter (2 bedroom apt. inc. utilities shared by two)	569	514	522	476	439	625	514	565	500	910	627	864	866
Food (purchased from stores)	278	253	256	255	282	282	263	269	293	292	318	323	323
Miscellaneous (personal & health care, clothing, H/H cleaning, communications)	244	268	258	247	330	302	315	323	351	357	332	341	342
Local public transportation	71	69	71	73	50	90	104	78	76	113	62	74	74
<b>Total Monthly Allowance (\$)</b>	<b>1,162</b>	<b>1,104</b>	<b>1,107</b>	<b>1,051</b>	<b>1,101</b>	<b>1,299</b>	<b>1,196</b>	<b>1,235</b>	<b>1,220</b>	<b>1,672</b>	<b>1,339</b>	<b>1,602</b>	<b>1,605</b>
<b>SINGLE PARENT (no dependent considered)</b>													
Shelter (1 bedroom apartment including utilities)	995	891	880	829	735	1,009	722	936	793	1,306	1,139	1,360	1,363
Food (purchased from stores)	278	253	256	255	282	282	263	269	293	268	318	323	323
Miscellaneous (personal & health care, clothing, H/H cleaning, communications)	244	268	258	247	330	302	315	323	351	374	332	341	342
Local public transportation	71	69	71	73	50	90	104	78	76	103	62	74	74
<b>Total Monthly Allowance (\$)</b>	<b>1,588</b>	<b>1,481</b>	<b>1,465</b>	<b>1,404</b>	<b>1,397</b>	<b>1,683</b>	<b>1,404</b>	<b>1,606</b>	<b>1,513</b>	<b>2,051</b>	<b>1,851</b>	<b>2,098</b>	<b>2,102</b>
<b>MARRIED STUDENT &amp; SPOUSE (no dependent considered)</b>													
Shelter (2 bedroom apartment including utilities)	1,138	1,028	1,048	941	876	1,247	938	1,129	998	1,841	1,252	1,726	1,730
Food (purchased from stores)	498	506	512	507	501	512	477	489	531	539	639	517	518
Miscellaneous (personal & health care, clothing, H/H cleaning, communications)	486	533	516	494	523	550	604	615	671	551	659	554	555
Local public transportation	144	146	142	147	98	175	208	166	155	207	124	148	148
<b>Total Monthly Allowance (\$)</b>	<b>2,266</b>	<b>2,213</b>	<b>2,218</b>	<b>2,089</b>	<b>1,998</b>	<b>2,484</b>	<b>2,227</b>	<b>2,399</b>	<b>2,355</b>	<b>3,138</b>	<b>2,674</b>	<b>2,945</b>	<b>2,951</b>
<b>EACH DEPENDENT PERSON</b>													
Shelter	177	190	216	175	160	268	201	193	178	271	189	371	373
Food (purchased from stores)	198	206	208	206	233	220	204	209	228	222	261	258	259
Miscellaneous (personal & health care, clothing)	108	79	77	73	124	113	144	147	160	131	99	118	119
Local public transportation	71	69	71	73	50	90	104	78	76	103	62	74	74
<b>Total Monthly Allowance (\$)</b>	<b>554</b>	<b>544</b>	<b>572</b>	<b>527</b>	<b>567</b>	<b>691</b>	<b>653</b>	<b>627</b>	<b>642</b>	<b>727</b>	<b>611</b>	<b>821</b>	<b>825</b>
<b>SINGLE STUDENT LIVING AT HOME</b>													
Shelter	0	0	0	0	0	0	0	0	0	0	0	0	0
Food (purchased from stores)	198	250	256	255	233	220	204	209	228	274	318	258	259
Miscellaneous (personal & health care, clothing)	209	204	189	175	233	232	252	257	281	301	219	276	277
Local public transportation	71	69	71	73	50	90	104	78	76	129	62	74	74
<b>Total Monthly Allowance (\$)</b>	<b>478</b>	<b>523</b>	<b>516</b>	<b>503</b>	<b>516</b>	<b>542</b>	<b>560</b>	<b>544</b>	<b>585</b>	<b>704</b>	<b>599</b>	<b>608</b>	<b>610</b>

**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”** for the purposes of the CJMPSOSSF, a scholarship recipient must be:
  - a student who has legal and/or physical custody and responsibility for supporting a child(ren) and who:
    - has never been married or in a common-law relationship;
    - is separated or divorced from a spouse/common-law partner; or
    - is 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 (common-law marriage), or who is married.
- d.** For scholarship purposes, a recipient may receive living allowance amounts for each eligible dependent. To be considered to have a **“dependent(s)”** for the purposes of the CJMPSOSSF, the dependent(s) must be:
  - a pre-school child;
  - a child attending elementary school; or
  - a child in high school who is under the age of 18 years old.

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

**Ministry of the Solicitor General**

Public Safety Division

25 Grosvenor St.  
12<sup>th</sup> Floor  
Toronto ON M7A 2H3Telephone: (416) 314-3377  
Facsimile: (416) 314-4037**Ministère du Solliciteur général**

Division de la sécurité publique

25 rue Grosvenor  
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**MEMORANDUM TO:** All Chiefs of Police and  
Commissioner Thomas Carrique  
Chairs, Police Services Boards

**FROM:** Richard Stubbings  
Assistant Deputy Minister  
Public Safety Division

**SUBJECT:** **Extension of Orders under the *Emergency Management and Civil Protection Act (EMCPA)***

<b>DATE OF ISSUE:</b>	<b>May 31, 2021</b>
<b>CLASSIFICATION:</b>	<b>General Information</b>
<b>RETENTION:</b>	<b>Indefinite</b>
<b>INDEX NO.:</b>	<b>21-0063</b>
<b>PRIORITY:</b>	<b>Normal</b>

I am writing today to provide you with information about extension and upcoming revocations of Orders under the *Emergency Management and Civil Protection Act (EMCPA)*.

As you are likely aware, **the provincial declaration of emergency and Stay-at-Home Order (O. Reg. 11/21) under the EMCPA are set to expire on June 2, 2021 and remain in effect until then.** Further to this, the government expects to enter Step One of the Roadmap to Reopen – a three-step plan to safely and cautiously reopen the province and gradually lift public health measures – the week of June 14, 2021.

For greater clarity, as of June 2, 2021, public health unit regions (as defined in the *Health Protection and Promotion Act*) will continue to operate in the Shutdown Zone of Stage 1 (O. Reg. 82/20), as indicated under O. Reg. 363/20 of the *Reopening Ontario (A Flexible Response to COVID-19) Act, 2020 (ROA)*.

Furthermore, the government has extended all Orders under the EMCPA, except for the following two Orders which will expire on June 2, 2021:

- O. Reg. 265/21 (Stay-at-Home Order); and
- O. Reg. 266/21 (Residential Evictions)

For your awareness, the extended Orders include *O. Reg. 293/21: Persons Entering Ontario From Manitoba or Quebec*, which will remain in effect until **June 16, 2021**.



-2-

Please note, the Lieutenant Governor in Council may further extend emergency orders under the EMCPA for up to 14 days at a time.

The full list of Orders extended under O. Reg. 25/21 of the EMCPA are as follows:

	<b>Order in Council / Date Made</b>	<b>Previously Applicable Revocation Date</b>	<b>Current Revocation Date</b>
1.	Order in Council filed as O. Reg. 8/21 (Enforcement of COVID-19 Measures), made on January 12, 2021	June 2, 2021	June 16, 2021
2.	Order in Council filed as O. Reg. 55/21 (Compliance Orders for Retirement Homes), made on February 5, 2021	June 2, 2021	June 16, 2021
3.	Order in Council filed as O. Reg. 271/21 (Work Redeployment for Local Health Integration Networks and Ontario Health), made on April 9, 2021	June 2, 2021	June 16, 2021
4.	Order in Council filed as O. Reg. 272/21 (Transfer of Hospital Patients), made on April 9, 2021	June 2, 2021	June 16, 2021
5.	Order in Council filed as O. Reg. 288/21 (Closure of Public Lands for Recreational Camping), made on April 15, 2021	June 2, 2021	June 16, 2021
6.	Order in Council filed as O. Reg. 293/21 (Persons Entering Ontario From Manitoba or Quebec), made on April 16, 2021	June 2, 2021	June 16, 2021
7.	Order in Council filed as O. Reg. 304/21 (Work Redeployment for Independent Health Facilities), made on April 21, 2021	June 2, 2021	June 16, 2021
8.	Order in Council filed as O. Reg. 305/21 (Regulated Health Professionals), made on April 21, 2021	June 2, 2021	June 16, 2021
9.	Order in Council filed as O. Reg. 317/21 (Agreements Between Health Service Providers and Retirement Homes), made on April 23, 2021	June 2, 2021	June 16, 2021

**Enforcement of Orders**

As a reminder, for offences under the ROA and EMCPA, police and other provincial offences officers, including First Nation Constables, special constables, and municipal by-law officers, have discretion to either issue tickets to individuals for set fine amounts or issue a summons under Part I of the *Provincial Offences Act* (POA) or to proceed under Part III of the POA by laying an information.

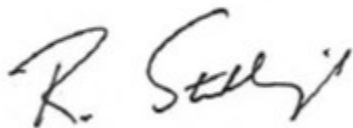
Police officers and other provincial offences officers have the authority to disperse gatherings or organized public events that are not complying with gathering/event limits, and can temporarily close premises where prohibited gatherings or organized public events are occurring and require individuals to vacate.

Further, analysis of enforcement data that your police service provides to the Ministry of the Solicitor General (ministry) continues to support data-driven decision-making.

The ministry continues to work with enforcement ministries and municipalities to collaborate and information share, including through the dedicated 1-800 Enforcement Support Line and email resource at [EssentialWorkplacesSupport.SolGen@ontario.ca](mailto:EssentialWorkplacesSupport.SolGen@ontario.ca).

In closing, I want to take this opportunity to once again thank you for your dedication and ongoing cooperative efforts to help keep our communities safe and healthy.

Sincerely,



Richard Stubbings  
Assistant Deputy Minister  
Public Safety Division

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

**Ministry of the Solicitor General**

Public Safety Division

25 Grosvenor St.  
12<sup>th</sup> Floor  
Toronto ON M7A 2H3Telephone: (416) 314-3377  
Facsimile: (416) 314-4037**Ministère du Solliciteur général**

Division de la sécurité publique

25 rue Grosvenor  
12<sup>e</sup> étage  
Toronto ON M7A 2H3Téléphone: (416) 314-3377  
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**MEMORANDUM TO:** All Chiefs of Police and  
Commissioner Thomas Carrique  
Chairs, Police Services Boards

**FROM:** Richard Stubbings  
Assistant Deputy Minister  
Public Safety Division

**SUBJECT:** **2021-22 to 2022-23 Victim Support Grant (VSG) - Call for Applications**

<b>DATE OF ISSUE:</b>	<b>June 10, 2021</b>
<b>DATE OF REISSUE:</b>	<b>June 10, 2021</b>
<b>CLASSIFICATION:</b>	<b>General Information</b>
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<b>INDEX NO.:</b>	<b>21-0066</b>
<b>PRIORITY:</b>	<b>Normal</b>

I am pleased to advise you that the Ministry of the Solicitor General (ministry) is now accepting applications for the new **Victim Support Grant (VSG) program for 2021-22 to 2022-23**.

This new grant will operate on a two-year cycle and provide funding to police services to collaborate with local organizations and/or Indigenous communities to enhance capacity to support victims and survivors of intimate partner violence and human trafficking. The grant will provide local police services with the flexibility needed to adapt to their own community's needs and fill gaps in responding to the unique needs of victims and survivors.

Funding under this grant program is available to police services in Ontario, including Municipal and First Nations police services, Ontario Provincial Police (OPP) contract locations, as well as OPP non-contract locations for projects that focus on at least one of the following two key priority areas:

- **Human Trafficking;** and/or
- **Intimate Partner Violence.**

Applicants are required to collaborate with a minimum of one other relevant agency/organization. Some examples include: Violence Against Women Services, Victim Crisis Assistance Ontario (VCAO) agencies, Sexual Assault Centres (SAC),

-2-

Indigenous Victim Services, Indigenous Healing and Wellness Strategy agencies, Indigenous communities and organizations, anti-human trafficking service providers, survivor-led human trafficking organizations, community-based agencies, etc.

Police services can submit a maximum of one application in total, with the exception of OPP non-contract locations which can submit up to two applications in total (i.e., not two per individual location). **The maximum funding for each project is \$200,000 (i.e., \$100,000 per funding year).**

Grant funding is dependent upon the ministry receiving the necessary appropriation from the Ontario Legislature and is subject to funding availability.

### **APPLICATION SUBMISSION**

**All applications must be submitted through Transfer Payment Ontario (TPON) in addition to an email to [Ramanan.Thanabalasingam@Ontario.ca](mailto:Ramanan.Thanabalasingam@Ontario.ca) and [Serena.Chan3@ontario.ca](mailto:Serena.Chan3@ontario.ca) by 4:00 p.m. Eastern Standard Time on Monday July 19<sup>th</sup>, 2021. Submissions that are late, incomplete or not accompanied by the required documents requested by the ministry will not be considered for funding; no exceptions will be permitted. More details on the application process, including accessing the application and applying through TPON, are outlined in the attached Grant Application Guidelines and Instructions document.**

Please direct all inquiries regarding the VSG and/or the application process to Ram at [Ramanan.Thanabalasingam@Ontario.ca](mailto:Ramanan.Thanabalasingam@Ontario.ca) and Serena at [Serena.Chan3@ontario.ca](mailto:Serena.Chan3@ontario.ca).

Sincerely,



Richard Stubbings  
Assistant Deputy Minister  
Public Safety Division

Attachment

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



Ministry of the Solicitor General

# **Application Guidelines and Instructions**

**Grant Program: Victim Support Grant (VSG)**

**Grant Term: Two-year grant cycle (2021-22 to 2022-23)**

## **Areas of Focus:**

- **Victims and Survivors of intimate partner violence**
- **Victims and Survivors of human trafficking**

# Table of Contents

INTRODUCTION .....	3
AREAS OF FOCUS.....	4
ELIGIBILITY CRITERIA .....	5
APPLICATION REQUIREMENTS.....	5
FUNDING & TIMELINES .....	7
OUTCOMES & PERFORMANCE INDICATORS.....	7
REVIEW PROCESS .....	9
ASSESSMENT CRITERIA .....	10
CONTRACTUAL AGREEMENT .....	13
APPLICATION SUBMISSION .....	14
MINISTRY CONTACT .....	14
APPENDIX A: Glossary of Terms.....	15
APPENDIX B: Registering your Organization in Transfer Payment Ontario.....	21

## INTRODUCTION

The Ministry of the Solicitor General (ministry) is pleased to present the 2021-22 to 2022-23 Victim Support Grant (VSG) program. This document includes important information on the eligibility criteria, assessment criteria as well as the grant process.

The new VSG program will provide funding to police services to enhance capacity to support victims and survivors of intimate partner violence and human trafficking, through increased collaboration with local organizations and communities (e.g. Violence Against Women (VAW) services, Victim Crisis Assistance Ontario (VCAO) agencies, Sexual Assault Centres (SAC), Indigenous Victim Services, Indigenous Healing and Wellness Strategy agencies, Indigenous communities and organizations, anti-human trafficking service providers, survivor-led human trafficking organizations, community-based agencies, etc.).

Ontario remains a hub for human trafficking nation-wide, while accounting for over half of police reported-incidents of human trafficking in 2019 ([Statistics Canada, June 2020](#)). Due to the nature of the crime being underreported, the actual numbers are likely much higher. Based on police-reported incidents, 3 out of 4 victims are under the age of 25, and almost all are women and girls ([Statistics Canada, October 2020](#)). Victims and survivors of human trafficking experience severe trauma and require intensive and specialized supports and services to help them recover and rebuild their lives (e.g., emergency and crisis support, wrap-around and long term supports).

In the past year, the COVID-19 has brought about unprecedented circumstances of economic precarity and isolation which have increased the vulnerability of those at risk of intimate partner violence and human trafficking. Furthermore, public health measures and social distancing have resulted in significant barriers and delays for victims' and survivors' access to critical supports and services. For individuals who are, have been or at risk of intimate partner violence and/or human trafficking, their visibility is even further diminished, and access to necessary services and supports is interrupted.

Data gathered from frontline organizations across Canada showed a 20 to 30 per cent increase in rates of gender-based violence and domestic violence in some regions in the first few months of the pandemic ([Barbra Schlifer Clinic, June 2020](#)). [Ontario's Attorney General](#) has noted a similar increase in domestic violence rates based on reports from frontline victim services organizations. About 50 per cent of VAW shelters in Ontario identified an increase in demand for services during the COVID-19 pandemic ([Ontario Association of Interval and Transition Houses, July 2020](#)).

In addition, crowdsourcing data during May 2020 found that Indigenous participants were more than twice as likely than non-Indigenous participants to report being concerned with the impact of COVID-19 on violence in their home ([Statistics Canada, August 2020](#)). Romantic partners are

overwhelmingly seen as the biggest source of violence to Indigenous women ([Native Women's Association of Canada, June 2020](#)).

To further recognize that certain people and communities may be disproportionately impacted by intimate partner violence and human trafficking, and that they may experience multiple intersectionalities and circumstances that can impact whether and how they experience and recover from intimate partner violence and human trafficking, VSG program funding will also be directed to culturally responsive services and improve access to supports for racialized individuals and newcomers who are victims or survivors of intimate partner violence and human trafficking.

The VSG program will help to increase capacity for police to better respond to the unique needs of victims and survivors of intimate partner violence and human trafficking by working with local organizations and communities.

## AREAS OF FOCUS

The new VSG program will have two (2) streams: **Intimate Partner Violence** and/or **Human Trafficking**. Police services can choose either one or both to focus on based on local community needs.

**Fund Objective:** To support victims and survivors of intimate partner violence and human trafficking who may come into contact with police, through enhanced collaboration and coordination between police and broader sectors and communities. Broader sectors may include: justice, housing, education, health/mental health, community and social services, and children and youth services.

Examples of key activities:

- Development of multisectoral teams or resources to support specialized intervention in suspected instances of intimate partner violence or human trafficking (e.g., situation tables, referral protocols).
- Collaborative community initiatives to support regional capacity building in supporting victims and survivors of intimate partner violence or human trafficking (e.g., community events, community of practice).
- Investments in collaborative resources that assist police in responding to the unique needs of victims and survivors of intimate partner violence or human trafficking (e.g., “soft” interview rooms in a community agency, victim navigation supports, language interpretation services for victims, peer support services).



## ELIGIBILITY CRITERIA

### Who is Eligible?

Funding is available to police services in Ontario who submit a proposal in collaboration with a community-based agency or Indigenous community, including:

- Municipal and First Nations Police Services as well as Ontario Provincial Police (OPP) contract locations, which are eligible to submit a maximum of one (1) application each, with the exception of Ontario Provincial Police (OPP) non-contract locations which a maximum of two (2) applications can be submitted as a whole (i.e., not two per individual location).
- OPP non-contract locations must submit their applications through OPP headquarters. All OPP non-contract location must submit their application(s) to Stacey Whaley at [Stacey.Whaley@opp.ca](mailto:Stacey.Whaley@opp.ca).

## APPLICATION REQUIREMENTS

### *a) MULTI-SECTORAL COLLABORATION AND PARTNERSHIPS*

Applicants are required to work with a minimum of one (1) other relevant agency/organization from a different sector that has proven expertise in supporting victims and survivors of intimate partner violence or human trafficking. Some examples include: VAW services, VCAO agencies, SAC, Indigenous Victim Services, Indigenous Healing and Wellness Strategy agencies, Indigenous communities and organizations, anti-human trafficking service providers, survivor-led human trafficking organizations, community-based agencies.

Applications should clearly identify how the collaboration/partnership will result in a more effective and coordinated approach to supporting victims and survivors of intimate partner violence or human trafficking. Applications should demonstrate how the project is evidence-based, victim/survivor-centered and where appropriate, includes consultation and collaboration with people with lived experiences.

The application should also clearly outline key roles and responsibilities between the police service and all partners/organizations/Indigenous communities in planning and implementing the project, as well as any accountability towards project performance and the use of project funding.

**Note:** The application should be submitted by the police service and must include a letter of support from all partners/organizations/Indigenous communities involved with the project (see (b) LETTERS OF SUPPORT, below).

*b) LETTERS OF SUPPORT*

Applicants are required to provide a letter of support that confirms the involvement of any partners/organizations/Indigenous communities. These letters should detail the nature of the collaboration and what role the organization/community will play in the development and/or delivery of your project. This must be an official letter signed by the respective organization/Indigenous community. Emails or letters that are not signed will not be accepted.

*c) PERFORMANCE MEASUREMENT*

Applicants must track and collect the required ministry-identified outcomes as well as identify individual local performance measures (see Outcomes and Performance Indicators section).

*d) DIVERSITY PRINCIPLE*

Projects should be developed through a diversity, equity and inclusion lens with consideration towards supports for communities who may be disproportionately impacted by intimate partner violence and human trafficking. This may include taking into consideration how the initiative would serve and meet the unique needs of victims and survivors who are, but not limited to:

- Indigenous\*;
- Francophone;
- racialized;
- newcomers, immigrants or refugees;
- members of specific ethno-cultural and religious backgrounds;
- children and youth;
- older adults;
- 2SLGBTQQIA+ (including: Two-Spirit, Lesbian, Gay, Bisexual, Transgender, Queer, Questioning, Intersex and Asexual, and Plus persons);
- experiencing challenges with addictions and mental health;
- persons with disabilities;
- residents of Northern, rural and remote areas; or
- experiencing economic insecurity (i.e., homeless, marginally/under-housed, living in poverty).

*\*In recognition that there is a disproportionate impact of intimate partner violence and human trafficking on Indigenous communities, specific consideration will be given for projects that are culturally responsive, specifically and respectfully designed, and developed in collaboration with Indigenous organizations and communities to meet the needs of Indigenous survivors and victims.*

## FUNDING & TIMELINES

### Funding

The ministry will provide funding over a two-year cycle for time-limited projects that improve services for victims and survivors of intimate partner violence and/or human trafficking. Applicants are eligible for a maximum budget of \$100,000 per year over the next two fiscal years, ending March 31, 2023.

All complete and eligible applications submitted by the deadline will be reviewed by an inter-ministerial Review Committee, and if successful, the ministry will provide funding to cover the actual costs of the approved projects **up to a maximum of \$100,000 per funding year over the two year grant period.**

### Timelines

The ministry must receive completed applications through both Transfer Payment Ontario (TPON) and by email by **4:00 p.m. EST on Monday July 19<sup>th</sup>, 2021.** See Application Submission section.

It is anticipated that successful applicants will be notified in Fall 2021.

Projects approved for funding under this grant must be completed no later than March 31, 2023. Any expenses incurred after this date are not permissible and will not be funded by the ministry.

## OUTCOMES & PERFORMANCE INDICATORS

Applicants must identify both local and ministry outcomes and performance indicators as part of their application.

### Local Outcomes:

Applicants will be required to identify local outcomes and performance indicators that reflect your specific initiative.

### Ministry-Identified Outcomes:

The ministry will require successful recipients to report back on **a minimum of four (4) indicators from two (2) different ministry-identified outcomes** from the list outlined below (e.g., selecting one indicator from outcome 1 in addition to three indicators from outcome 2 for a total of four indicators, or selecting two indicators from outcome 1 in addition to two indicators from outcome 3, etc.). **At least one (1) of the four indicators** must also be an outcome-focused indicator (e.g., obtained from a survey of police officers). Please ensure you

build this into your proposal and specify how this information will be collected.

**Outcome 1: Victims and survivors are accessing the services they need, when they need them**

*Indicators:*

- a. % increase of identified (including self-identified) victims and survivors accessing specialized services in the community through police referrals (metrics from organizational databases required)
- b. % of victims and survivors who report they felt comfortable making their safety concerns/needs known to police (survey of service providers required)

**Outcome 2: Increased collaboration with local agencies servicing human trafficking and/or intimate partner violence victims and survivors**

*Indicators:*

- a. # of victims and survivors of intimate partner violence and/or human trafficking who are referred by police to appropriate agencies/resources in the community
- b. # of victims and survivors of intimate partner violence and/or human trafficking identified by police services based on the tips/referrals from local agencies
- c. # of referrals between police services and local agencies/communities serving victims and survivors of human trafficking and/or intimate partner violence (including referrals from police services to local agencies/communities and referrals from local agencies/communities to police services)
- d. % of police officers who report improvement in their knowledge about resources to meet the unique needs of victims and survivors of intimate partner violence and/or human trafficking (survey of police officers is required)
- e. % of providers/agencies who report that they have the right networks in place to refer victims and survivors to appropriate services (survey of providers/agencies required)
- f. # of new formal collaboration mechanisms established between police services and local agencies and communities serving victims and survivors of human trafficking and/or intimate partner violence (e.g., committees, planning tables, info sharing systems, etc.)

*Depending on the type of collaboration mechanism(s) established for 2(f), you will be required to report on additional relevant sub-indicators. See below for examples:*

- i. multi-sector meetings/Situation Tables:
  - # of sectors/agencies represented and participating
  - # of multi-sector meetings/Situation Tables
- ii. info sharing:
  - # of sectors/agencies participating
  - # of times police officers and/or local agency/community workers accessed the info sharing system
  - # of cases of/individuals served as victims/survivors of intimate partner violence and/or human trafficking that involved

collaboration between police services and local agencies and communities

**Outcome 3: Increased ability of police officers to appropriately respond to the needs of victims and survivors of intimate partner and human trafficking violence**

*Indicators:*

- a. % of providers who have implemented new policies/programs after receiving educational opportunities regarding human trafficking and intimate partner violence
- b. % of police officers who completed specialized training sessions/courses on anti-human trafficking and/or intimate partner violence
- c. % of police officers who report improvement in their knowledge about resources to meet the unique needs of victims and survivors of intimate partner violence and human trafficking (survey of police officers is required)
- d. % of police officers who report improvement in their ability to identify/recognize signs of human trafficking (survey of police officers is required)
- e. % of police officers who report knowledge of how to apply a trauma-informed approach to working/responding to victims and survivors of human trafficking and/or intimate partner violence (survey of police officers is required)

## REVIEW PROCESS

All applications submitted by the deadline will be reviewed and assessed by a formal Review Committee, comprised of representatives from within and outside the ministry. The committee's primary mandate will be to review and evaluate applications based on the application requirements and assessment criteria and make funding recommendations to the Solicitor General.

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

- ✓ Demonstrated Need
- ✓ Work Plan and Activities
- ✓ Multi-sectoral Collaboration and Partnerships
- ✓ Outcomes and Performance Indicators
- ✓ Budget

**Note:** All applicants will receive written notification of the final decision whether their application is approved or declined.

## ASSESSMENT CRITERIA

Please review the assessment criteria outlined below. It provides important details about the components that must be addressed in your application.

### **DEMONSTRATED NEED (4 points)**

#### **1) Indicate the need for funding under this grant.**

- ✓ Provide a brief summary and overview of the proposal.
- ✓ Provide an explanation outlining the need for your project and identifying gap areas. Evidence should be provided to demonstrate the need (e.g., high rates of victimization, demographic needs, gaps in services/programs, feedback from people with lived experience etc.).
- ✓ Include current and reliable statistical data to support your rationale. Statistics/evidence may originate from reports, academia, journal/scholarly articles and publications (e.g., from Statistics Canada, police) or through local findings as a result of community consultations, a gap analysis, an environmental scan, traditional knowledge, surveys etc.

**Note:** It is important that projects build on the existing support service systems and do not duplicate services already available locally.

### **WORK PLAN and ACTIVITIES (6 points)**

#### **2) Provide a comprehensive outline of the activities and work plan that will be implemented as part of the project. Explain what work will be done, the activities associated with, who will execute the work plan and who will benefit from these activities and how.**

- ✓ Describe in detail the work plan and key activities that will be implemented during the project.
- ✓ Identify how the work plan and each of the activities relate to the stream you choose to implement (intimate partner violence or human trafficking).
- ✓ Provide an explanation of who will benefit from the activities and how.
- ✓ Explain how the proposal is responsive to any unique community needs.

### **MULTI-SECTORAL COLLABORATION AND PARTNERSHIPS (6 points)**

#### **3) List the agencies/organizations/Indigenous communities that will be involved in the project. In the table provided in the application (see below for reference), please provide applicable information to describe the organizations you will be collaborating with.**

**Note:** Applicants are required to collaborate with at least one (1) agency/organization from a different sector. All partners/organizations/Indigenous communities must provide a letter of commitment that confirms the nature of the collaboration and what role they will have in the development and/or delivery of your project.

Partner/Organization/Community	Sector	Role	Value	Contact Info

- ✓ **Partner/Organization/Community:** Indicate the name of the agency/organization(s) and/or Indigenous community that will be involved with the delivery of the project.
- ✓ **Sector:** Based on the following list of six (6) sectors, identify the sector(s) to which the partner/organization/Indigenous community has expertise in: justice, housing, education, health/mental health, community and social services, and children and youth services.
- ✓ **Role:** Outline each partner/organization/community's role in carrying out the project, including what activities they will implement (e.g., providing referrals, assisting in organizing community events).
- ✓ **Value:** Explain the value that each partner/organization/community brings to the project (e.g., expertise/resources/skills/etc.) and how they will each enhance the ability to carry out the project (e.g., why they are best positioned to fulfill their specified role).
- ✓ **Contact Information:** Provide the primary contact information for each partner/organization/community.

#### **OUTCOMES AND PERFORMANCE INDICATORS (6 points)**

- 4) In the table provided in the application (see below), please identify the expected local and ministry outcomes that will result from your project and the performance indicators that will be measured to assess achievement of outcomes, as well as baseline data, if possible, for each of those indicators. Local/ministry outcomes, as well as performance measures should be developed in collaboration with all partners/organizations/Indigenous communities. Additional qualitative information may be included to supplement the quantitative indicators.

Stream (HT or IPV)	Expected Outcomes	Performance Indicators	Baseline	Target (expected future performance)	Responsibility (who will collect the data)	Frequency (how often will data be collected)	Collection Method

- ✓ **Expected Outcomes:** Describe the expected outcomes that will result from your project.
- ✓ **Performance Indicators, Responsibility and Frequency:** Identify performance indicators (quantitative) to demonstrate that outcomes have been achieved. Identify which partner/organization/Indigenous community will report on each indicator and how often.
- ✓ **Baseline:** Indicate the baseline data from which you will be able to assess change. If baseline data is not available, please indicate that and explain why.

In addition, please include details around how outcomes/learnings from your project will be leveraged/shared, if applicable.

**TIPS:**

- **Expected Outcomes** are the positive impacts or changes your activities are expected to make in your community.
- **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.
- **Outcome-focused indicators** have meaningful changes for the population served, such as anticipated changes in knowledge, skills, attitudes, behaviour, condition, or status.
- **Output-focused indicators** are focused on numerical counts (e.g., the number of people served, the number of activities produced, the number of products delivered etc.).
- **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. If you do not have access to baseline data and are unable to collect it, please explain why.
- **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.

**BUDGET (4 points)**

5) Using the budget sheet provided, clearly itemize all expenditures associated with the project (this may include budget items to support project partners, if applicable). Eligible costs are budget items directly related to the project. All costs funded by the ministry should be reasonable and necessary for the project's successful completion and implementation.

- ✓ Clearly describe the need/use for the items that require ministry funding.
- ✓ Should you require funding for personnel, a brief description of the duties and responsibilities for the position is required.
- ✓ Budget items without an associated explanation may not be funded.
- ✓ Only 10 per cent of the funding requested from the ministry may be used to pay external consultants (see Eligible Budget Items below).

**Note:** Applicants are required to apply the Ontario Public Service's *Travel, Meal and Hospitality Expenses Directive* (last amended in 2019), for any travel related expenses.



To access the full directive, please visit - <https://www.ontario.ca/document/travel-meal-and-hospitality-expenses-directive>.

### **Eligible Budget Items:**

*\*When developing the project budget, financial support for project partners, community agencies and Indigenous communities should be integrated into the budget and clearly outlined where appropriate.*

- Project staff and contractual work, including overtime (capped at 40 per cent of overall ministry requested amount): funding for project staff, overtime and contractual work for the project and for the duration of the contract term only.
  - **Note:** The above does not apply towards consultants.
- Education/training: training of law enforcement, support personnel and community members. Examples may include costs associated with providing a trainer, meals, transportation and other travel costs, etc.
  - **Note:** This includes providing compensation for participants for their involvement with the delivery of training (e.g., providing an honorarium for facilitators and guest speakers with lived experiences)
- Equipment and other operating project costs: equipment costs may include laptop/printer/desktop, rental costs, etc.
- Administration and other: administration/other costs may include cell/monthly costs, internet, office expenses, supplies, etc.

**What is NOT Eligible** (i.e., the grant will not cover expenses related to the items outlined below):

- Funding that requests offsetting current policing operating budgets (e.g., officer salaries, officer equipment and supplies that are not related to the project).

## **CONTRACTUAL AGREEMENT**

As a requirement of providing funding, the ministry will enter into a Transfer Payment Agreement (TPA) with the respective police service boards and First Nation band councils. Once the TPA is signed, the funds will be disbursed based on the reporting/payment schedule outlined in the TPA. The project funds must be used for the purposes described in the application and according to the terms of the TPA.

Standard government procedures regarding grants (as outlined in the Treasury Board Transfer Payment Accountability Directive) will be followed. The TPA will outline:

- Purpose for which the grant will be used;
- Commitments to be undertaken or specific activities to support the proposal;
- Interim and final reporting requirements and dates;

- Performance measures & evaluation component; and
- Funding disbursement schedule.

## APPLICATION SUBMISSION

All applications must be submitted through Transfer Payment Ontario (TPON) by **4:00 p.m. Eastern Standard Time on Monday July 19<sup>th</sup>, 2021**. An electronic version of your completed and signed application form must also be submitted to the ministry in the **original format (NOT a scanned version)** by email to [Ramanan.Thanabalasingam@Ontario.ca](mailto:Ramanan.Thanabalasingam@Ontario.ca) and [Serena.Chan3@ontario.ca](mailto:Serena.Chan3@ontario.ca) by **4:00 p.m. Eastern Standard Time on Monday July 19<sup>th</sup>, 2021**.

Submissions that are late, incomplete or not accompanied by the required documents requested by the ministry will not be considered for funding; no exceptions will be permitted. **More details on the application process, including accessing the application and applying through TPON, are outlined in Appendix B.**

## MINISTRY CONTACT

If you have any questions about the application process, please contact Ram at [Ramanan.Thanabalasingam@Ontario.ca](mailto:Ramanan.Thanabalasingam@Ontario.ca) and Serena at [Serena.Chan3@ontario.ca](mailto:Serena.Chan3@ontario.ca).

## APPENDIX A: Glossary of Terms

This section includes a list of words used in the VSG guidelines. The purpose of the definitions in this section is to provide clarity in the context of the VSG guidelines only and is not meant to be all-encompassing or definitive definitions. Additional resources are provided as supplementary information.

### Agency

Community organizations (e.g., service provider, non-profit, charitable organization, social services organization) that provide a particular service or program that include servicing victims and survivors of intimate partner violence or human trafficking.

### Collaboration

[Collaboration](#) is a process where police services and agencies, communities, groups and individuals work together and share a common purpose. These relationships are mutually beneficial and involve co-development of an initiative, including design, delivery and implementation.

Collaborators generally need to gain something from the process. The intent is that through collaboration each entity will be stronger, more resilient and efficient, including:

- have a unified voice to influence policy and bring change
- have access to creative, financial, technical and human resources
- limit duplication
- share knowledge
- be able to accomplish more
- be mutually beneficial

### Diversity, Equity and Inclusion

- **Diversity:** is [the range](#) of visible and invisible qualities, experiences and identities that shape who we are, how we think and how we engage with, and are perceived by the world. For example, along the dimensions of race, ethnicity, gender, sexual orientation, socio-economic status, age, physical or mental abilities, religious/spiritual beliefs, or political ideologies. They can also include differences such as personality, style, capabilities, and thoughts/perspectives.
- **Equity:** Equity is fairness, making sure everyone has what they need to succeed and removing barriers that disadvantage some groups over others. This is different than treating people equally, which is behind the concept of “equality”.
  - Equity is not about sameness of treatment. Equitable outcomes often require differential treatment and resource redistribution to achieve a level playing field among all individuals and communities. This requires recognizing, addressing,

and removing barriers to opportunities (that disadvantage some groups over others) in an effort support and provide individuals and communities with the tools they need to succeed and to thrive in society.

- **Inclusion:** Inclusion is recognizing, welcoming and making space for diversity, such as appreciating and drawing upon the unique differences of an individual and communities – strengths, talents, weaknesses, thought, experiences, skills and frailties – in a way that shows respects for and is respectful to individuals and communities and ultimately creates a dynamic multi-dimensional organization/community.

### **Human Trafficking**

[Human trafficking](#), also referred to as trafficking in persons, can include recruiting, harbouring, or controlling a person's movements using force, physical or psychological coercion, or deception. Human trafficking takes various forms, and is often for the purposes of forced, labour or sexual services.

Human Trafficking is conduct described in sections [279.01, 279.011, 279.02 and 279.03](#) of the *Criminal Code* (Canada), without regard to the interpretive rules set out in section 279.04 of that Act, and not requiring a charge or conviction under any of those sections.

### **Intersectionality**

[Intersectionality](#) is the way in which people's lives are shaped by their multiple and overlapping identities and social locations, which, together, can produce a unique and distinct experience for that individual or group, for example, creating additional barriers, opportunities, and/or power imbalances.

In the context of race and Indigenous identity, this means recognizing the ways in which people's experiences of racism or privilege, including within any one group, may vary depending on the individual's or group's relationship to additional overlapping or intersecting social identities, like religion, ethnic origin, gender, age, disabilities or citizenship and immigration status.

An intersectional analysis enables better understanding of the impacts of any one particular systemic barrier by considering how that barrier may be interacting with other related factors.

In the case of intimate partner violence, people of [intersecting identities](#) are affected by oppression in different ways and therefore have unique experiences of IPV and we should not assume that survivors of IPV speak with only one voice.

### **Intimate Partner Violence (IPV)**

The use of physical or sexual force, actual or threatened, in an intimate relationship at any time in a relationship, including after the relationship has ended and regardless of whether the partners live together or whether they are sexual intimate with one another. These acts of violence are often committed in a context where there is a pattern of assaultive and controlling

behaviour. This violence may include physical assault, and emotional, psychological and sexual abuse. It can include threats to harm children, other family members, pets and property. The violence is used to intimidate, humiliate or frighten victims, or to make them powerless. Intimate partner abuse may include a single act of abuse. It may also include a number of acts which may appear minor or trivial when viewed in isolation, but collectively form a pattern that amounts to abuse.

Intimate relationships include those in heterosexual or 2SLGBTQQIA relationships (Two-Spirit, Lesbian, Gay, Bisexual, Transgender, Queer, Questioning, Intersex and Asexual persons). These relationships vary in duration and legal formality, and include current and former dating, common-law and married couples. See definition of 2SLGBTQQIA.

Additional resource: <https://www150.statcan.gc.ca/n1/en/pub/85-002-x/2021001/article/00003-eng.pdf?st=vBRdsmNa>

### **Partner(ship)**

For the purposes of the guidelines, “Partner” is not intended to refer to Intimate Partner Violence.

“Partners” are police services, communities and agencies that work regularly together, and have a mutually-beneficial and strong working relationship. See definition of Collaboration.

Partnership involves a respectful and mutually beneficial relationship between police services, local organizations, agencies, Indigenous-led organizations and/or Indigenous communities. A partnership should be negotiated and agreed upon with respect to every new initiative and changes that occur in any context.

### **Sector**

A distinct group of entities that provide similar services, programs, supports or have a similar mandate of serving a particular population. Six sectors identified for the purposes of the VSG, include: justice, housing, education, health/mental health, community and social services, and children and youth services.

### **Service Provider**

See definition of Agency.

### **Situation Tables**

A Situation Table consists of a regular meeting of frontline workers, from a variety of human services agencies and sectors, who work together to identify individuals, families, groups or locations that are at an acutely elevated risk of harm (as recognized across a broad range of service providers), and customize multi-disciplinary interventions which mitigate those risks. It is a type of multi-sectoral risk intervention model that consists of human service providers and workers from different sectors working together to provide an immediate, coordinated and

integrated response to address complex situations facing individuals and/or families.

Situation Tables are locally driven initiatives that adapt to the needs and assets of their own catchment area, as well as the policies, practices and preferences of its partnering agencies/organizations.

### **Survivor**

An individual who has experienced, is experiencing or at risk of experiencing intimate partner violence, human trafficking, or other forms of violence, and may have started a healing journey to recover and rebuild their lives. This term can refer to an individual who may wish to be referred to as a “person with lived experience” or “someone who has experienced violence”.

“Survivor” may be preferred to “victim” as it reflects the reality that many individuals who experience violence are able to live beyond the violence they experienced rather than permanently being defined by traumatic events in the past. The term “survivor” refers to those who have experienced violence, recognizing that using the term survivors is not a demand on people to [“hurry up and heal”](#). This assumes that the healing journey is a linear and one-way process rather than capturing the complexity of the healing process.

It is important to recognize that:

- exiting may not be a linear process and may instead take multiple attempts;
- survivorship and victimization are not mutually exclusive terms or experiences;
- individuals who have experienced abuse, violence and/or exploitation may prefer one term over another to describe their experiences;
- not all victims and survivors enter or are engaged in the legal system.

*Please note: The experience of abuse, violence and/or exploitation does not define an individual’s identity and for some, avoiding labels such as “victim” or “survivor” is important to their healing. One term may not work for everyone. See definition of Victim.*

### **Trauma-informed**

A trauma-informed framework or approach recognizes the widespread impact of trauma and understands potential paths for recovery. This can include: an awareness of the prevalence of violence and trauma; an understanding of trauma’s impact on physical, emotional, and mental health; an understanding that current programs, policies or service delivery systems can retraumatize individuals and seeks to reduce the risk of re-traumatization. It recognizes that experiences of violence can also be systemic and that for many marginalized populations, discrimination and systemic violence are everyday experiences. As such, it is essential that a trauma-informed approach or framework address: racism, colonialism, and homo/transphobia.

[Trauma-informed policies and practices](#) recognize the connections between violence, trauma, negative health outcomes and behaviours. These approaches increase safety, control and resilience for people who are seeking services in relation to experiences of violence and/or have a history of experiencing violence.

The goal of a trauma-informed approach is to support healing in a manner that is welcoming and appropriate to the needs of those affected by trauma.

### **Victim**

An individual who has suffered or is suffering physical or emotional harm, property damage, or economic loss as a result of intimate partner violence, human trafficking, or other forms of violence.

A victim can be an individual who is still in a human trafficking or intimate partner violence situation, or an individual who has exited an intimate partner violence or human trafficking situation.

It is important to recognize that:

- exiting may not be a linear process and may instead take multiple attempts;
- survivorship and victimization are not mutually exclusive terms or experiences;
- individuals who have experienced abuse, violence and/or exploitation may prefer one term over another to describe their experiences;
- not all victims and survivors enter or are engaged in the legal system.

The term “victim” is defined in certain legislation, such as the Criminal Code, the [Victims’ Bill of Rights \(Ontario\)](#) and [Canadian Victims Bill of Rights](#) and is used in relation to that legislation.

*Please note: The experience of abuse, violence and/or exploitation does not define their identity and for some, avoiding labels such as “victim” or “survivor” is important to their healing. One term may not work for everyone. See definition of Survivor.*

### **Violence Against Women (VAW)**

In addition to acts of physical violence, [this term](#) can also be used to refer to the intentional and systematic use of tactics to establish and maintain power and control over a woman’s thoughts, emotions beliefs and behaviours.

The [United Nations \(UN\)](#) defines violence against women as “any act of gender-based violence that results in, or is likely to result in, physical, sexual or psychological harm or suffering to women, including threats of such acts, coercion or arbitrary deprivations of liberty, whether occurring in public or private life.”

Examples of [VAW agencies](#) may include shelters, counselling and family services, sexual assault centres and service providers for survivors of domestic violence/human trafficking.

### **2SLGBTQIA**

Is an inclusive acronym to identify Two-Spirit, Lesbian, Gay, Bi-sexual, Transgender, Queer, Questioning, Intersex, and Asexual persons.

- *Note: This acronym was the preferred language adopted by the National Inquiry into Missing and Murdered Indigenous Women and Girls. While no acronym is perfect, best efforts should be made to ensure language is inclusive and respectful to all persons.*

It is recognized that these terms describing gender identity and gender expression do not capture the full representation of the population and continue to evolve. Individuals and communities may have broader or more specific understandings of the terms. There are multiple variations of the acronym to reflect terms defining individuals/communities' gender identity and/or gender expression which differs from what typically associated with the sex they were assigned at birth.

For additional terms, definitions and understandings, go to:

- Centre for Research & Education on Violence Against Women & Children, <http://www.vawlearningnetwork.ca/our-work/glossary/Letter-G.html>
- Rainbow Health Ontario, <https://www.rainbowhealthontario.ca/>
- 2-Spirited People of the First Nations, <http://www.2spirits.com/>



## APPENDIX B: Registering your Organization in Transfer Payment Ontario

Transfer Payment Ontario ([www.ontario.ca/GetFunding](http://www.ontario.ca/GetFunding)) 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 funding and how to track the status of your submission.

### Getting Started

- All organizations must be registered with Transfer Payment Ontario in order to submit the intake form to request funding for this program.
  - The form must be submitted online, in either English or French through Transfer Payment Ontario.
- **Existing Transfer Payment Ontario users:** If your organization is already registered with Transfer Payment Ontario, you do not need to do so again. Log in to Transfer Payment Ontario to access and submit an intake form.
- **New users to Transfer Payment (TP) Ontario:** If you are a new user of Transfer Payment Ontario, you will need to:
  1. [Create a ONE-key account](#) ;
  2. [Register your organization](#) or [Join an existing organization](#)
  3. [Request access to TP 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

For technical support related to the Transfer Payment Ontario including assistance with registration, and intake form please contact TP Ontario Client Care:

- Monday to Friday 8:30 a.m. to 5:00 p.m. Eastern Standard Time (EST).
- Toronto: 416-325-6691
- Toll Free: 1-855-216-3090
- TTY/Teletypewriter (for the hearing impaired): 416-325-3408 / Toll free: 1-800-268-7095
- Email: [TPONCC@ontario.ca](mailto:TPONCC@ontario.ca)

**Ministry of the Solicitor General**

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

**FROM:** Richard Stubbings  
Assistant Deputy Minister  
Public Safety Division

**SUBJECT:** Entering Step One of the Roadmap to Reopen

<b>DATE OF ISSUE:</b>	<b>June 10, 2021</b>
<b>CLASSIFICATION:</b>	<b>General Information</b>
<b>RETENTION:</b>	<b>Indefinite</b>
<b>INDEX NO.:</b>	<b>21-0067</b>
<b>PRIORITY:</b>	<b>Normal</b>

I am writing today to provide you with updated information about the plan to transition into Step One of the Roadmap to Reopen (the "Roadmap"), the Government of Ontario's three-step plan to safely and cautiously reopen the province and gradually lift public health measures.

As you are aware, on June 2, 2021, the Stay-at-Home Order under the *Emergency Management and Civil Protection Act* (EMCPA) expired, and public health unit regions (as defined in the *Health Protection and Promotion Act*) remained in the Shutdown Zone of Stage 1 (O. Reg. 82/20), as indicated under O. Reg. 363/20 of the *Reopening Ontario (A Flexible Response to COVID-19) Act, 2020* (ROA).

All public health and workplace safety measures under the Shutdown Zone will remain in place until Ontario enters [Step One of the Roadmap](#) on **June 11, 2021** at 12:01 a.m.

With the exception of the closure of public lands for recreational camping which will be revoked on June 11, 2021, emergency orders currently under the EMCPA will remain in effect until June 16, 2021. Please note, the Lieutenant Governor in Council may further extend emergency orders under the EMCPA for up to 14 days at a time.

As of June 11, 2021, the full list of emergency orders in effect under the EMCPA, pursuant to O. Reg. 25/21, are as follows:

	Order in Council / Date Made	Current Revocation Date
1.	Order in Council filed as O. Reg. 8/21 (Enforcement of COVID-19 Measures), made on January 12, 2021	June 16, 2021
2.	Order in Council filed as O. Reg. 55/21 (Compliance Orders for Retirement Homes), made on February 5, 2021	June 16, 2021
3.	Order in Council filed as O. Reg. 271/21 (Work Redeployment for Local Health Integration Networks and Ontario Health), made on April 9, 2021	June 16, 2021
4.	Order in Council filed as O. Reg. 272/21 (Transfer of Hospital Patients), made on April 9, 2021	June 16, 2021
5.	Order in Council filed as O. Reg. 293/21 (Persons Entering Ontario From Manitoba or Quebec), made on April 16, 2021	June 16, 2021
6.	Order in Council filed as O. Reg. 304/21 (Work Redeployment for Independent Health Facilities), made on April 21, 2021	June 16, 2021
7.	Order in Council filed as O. Reg. 305/21 (Regulated Health Professionals), made on April 21, 2021	June 16, 2021
8.	Order in Council filed as O. Reg. 317/21 (Agreements Between Health Service Providers and Retirement Homes), made on April 23, 2021	June 16, 2021

In addition, orders made under the ROA will remain in force until June 19, 2021, with the possibility of further extension if approved by the Lieutenant Governor in Council.

### **Step One of the Roadmap**

Step One will initially focus on resuming outdoor activities with smaller crowds where the risk of transmission is lower and permitting retail with restrictions.

The below breakdown is a high-level overview of Step One of the Roadmap, which includes but is not limited to the following measures. Please refer to [O Reg 82/20](#) for precise requirements:

- outdoor dining up to 4 people per table;
- outdoor fitness classes, personal training and sports training up to 10 patrons. No games or practices permitted;
- essential retail at 25% capacity and discount and big box stores can sell all goods;
- non-essential retail at 15% capacity and can sell all goods;
- retail stores in malls closed unless the stores have a street facing entrance;

- indoor religious services, rites and ceremonies including weddings and funerals at 15% capacity of the room;
- outdoors religious services, rites and ceremonies including weddings and funerals are permitted with capacity limited to permit physical distancing of 2 metres;
- horse racing, motor speedways without spectators;
- outdoor pools and wading pools with capacity limited to permit physical distancing of 2 metres;
- outdoor zoos, landmarks, historic sites, and botanical gardens with capacity limited to 15% for ticketed areas;
- day camps;
- overnight camping at campgrounds and campsites, including Ontario Parks.

### **Enforcement of Orders**

As a reminder, for offences under the ROA and EMCPA, police and other provincial offences officers, including First Nation Constables, special constables, and municipal by-law officers, have discretion to either issue tickets to individuals for set fine amounts or issue a summons under Part I of the *Provincial Offences Act* (POA) or to proceed under Part III of the POA by laying an information.

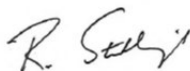
As the province cautiously moves ahead to re-open in stages, police officers and other provincial offences officers continue to have the authority to disperse gatherings or organized public events that are not complying with gathering/event limits and can temporarily close premises where prohibited gatherings or organized public events are occurring and require individuals to vacate.

Further, analysis of enforcement data that your police service provides to the Ministry of the Solicitor General (ministry) continues to support data-driven decision-making.

The ministry continues to work with enforcement ministries and municipalities to collaborate and information share, including through the dedicated 1-800 Enforcement Support Line and email resource at [EssentialWorkplacesSupport.SolGen@ontario.ca](mailto:EssentialWorkplacesSupport.SolGen@ontario.ca).

In closing, I want to take this opportunity to once again thank you for your dedication and ongoing cooperative efforts to help keep our communities safe and healthy.

Sincerely,



Richard Stubbings  
Assistant Deputy Minister  
Public Safety Division

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

**Ministry of the Solicitor General**

Public Safety Division

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

**FROM:** Richard Stubbings  
Assistant Deputy Minister  
Public Safety Division

**SUBJECT:** **Proposed Regulations under the *Community Safety and Policing Act, 2019***

<b>DATE OF ISSUE:</b>	<b>June 14, 2021</b>
<b>CLASSIFICATION:</b>	<b>General Information</b>
<b>RETENTION:</b>	<b>July 26, 2021</b>
<b>INDEX NO.:</b>	<b>21-0070</b>
<b>PRIORITY:</b>	<b>High</b>

Further to All Chiefs Memo 21-0047, the Ministry of the Solicitor General ('ministry') continues to develop regulations to bring the [Community Safety and Policing Act, 2019 \(CSPA\)](#) into force. Thank you for your continued support, advice and guidance, including your feedback on the proposals that recently closed for input on Ontario's Regulatory Registry. We are reviewing all comments received.

The ministry has posted more regulations and is now requesting public and stakeholder input related to:

1. Codes of conduct for:
  - a. [Police officers](#),
  - b. [Municipal police service board members](#), and
  - c. [Members of the Ontario Provincial Police Governance Advisory Council](#);
2. [Investigations](#);
3. [Active attacker incidents](#);
4. [Alternative provision of policing functions](#); and,
5. [The Ontario Police Arbitration and Adjudication Commission](#).

The ministry welcomes your comments and feedback which can be provided by visiting Ontario's Regulatory Registry at the above hyperlinks. Comments can be submitted by **July 26<sup>th</sup> 2021**. If it is preferred, the ministry is happy to meet to discuss your feedback on the above.

We will continue to reach out as additional regulations are posted.

Thank you, as always, for your continued efforts to help keep our communities safe and healthy.

Sincerely,

A handwritten signature in black ink, appearing to read "R. Stubbings". The signature is written in a cursive, flowing style.

Richard Stubbings  
Assistant Deputy Minister  
Public Safety Division

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

## HAMILTON POLICE SERVICES BOARD

### OUTSTANDING BUSINESS LIST AS OF JUNE 24, 2021

ITEM NUMBER	ITEM	DATE	ACTION	EXPECTED COMPLETION DATE
1.	Body-Worn Camera Report	<p>Nov 14, 2019</p> <p>June 11, 2020 Item 4.4</p> <p>Sept 3, 2020 Item 5.2</p> <p>March 26, 2021 Item 5.2</p>	<p>That an Annual report be provided to the Board with respect to Body Worn Cameras. The report is to include the following: data and status of Body Worn Cameras in other Canadian Jurisdictions; the costs associated with a Pilot Project for Body Worn Cameras; and the costs associated for the full implementation of Body Worn Cameras.</p> <p>At its meeting on June 11, 2020 the Board requested the report with respect to Body Worn Cameras be delivered in the 3<sup>rd</sup> quarter of 2020 instead of the fourth quarter of 2020.</p> <p>That the Chief of Police report back to the Board in six months with any evidence on body worn camera operations reported in other jurisdictions.</p> <p><b>That the Board recommend continued research regarding the possible implementation of body worn cameras;</b>  <b>And that the next annual body worn camera update come back to the Board for consideration in the first quarter of 2022.</b></p>	Q1 2022

2.	Police Station 40 – Waterdown	June 11, 2020 Item 5.5 PSB 20-052  July 23, 2020	That the Hamilton Police Service (HPS) review and analyze the annual operating budget impact for Station 40 and report back to the Board for review and approval.  That the expected completion date of this Outstanding Issues Item be amended to Q1 of 2021.	Q1 2021
3.	Independent Review of Hamilton Pride 2019 – Recommendations	Sept 3, 2020 Item 5.1	Steering Committee on Pride Recommendations, led by the Deputies and CAO, are to review the implementation framework of the 38 recommendations identified during the independent review of Hamilton Pride 2019 and report back to the Board on its progress.	Sep 2021  Mar 2022  Sept 2022
4.	Deputation from David Broom with regards to Care and Deaths in Long Term Care and Retirement Homes	May 21, 2021 Item 2.1	That the Board receive the deputation as information;  <b>And that the Chief report back to the Board at a future meeting to provide more fulsome comments on Care and Deaths in Long Term Care and Retirement Homes.</b>	TBD
5.	Correspondence from the City of Hamilton dated April 20, 2021 with regards to Bill 148, <i>Doored But Not Ignored Act, 2019</i>	May 21, 2021 Item 5.1	That the Board refer correspondence from the City of Hamilton dated April 20, 2021 with regards to Bill 148, Doored But Not Ignored Act, 2019 to the Chief of Police; and  <b>That the Chief of Police provide a report back to the Board after public consultation on this matter.</b>	TBD



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

**FROM:** Richard Stubbings  
Assistant Deputy Minister  
Public Safety Division and Public Safety Training Division

**SUBJECT:** **Provincial Strategies/Frameworks that align with  
Community Safety and Well-Being Planning**

<b>DATE OF ISSUE:</b>	<b>June 18, 2021</b>
<b>CLASSIFICATION:</b>	<b>General Information</b>
<b>RETENTION:</b>	<b>Indefinite</b>
<b>INDEX NO.:</b>	<b>21-0073</b>
<b>PRIORITY:</b>	<b>Normal</b>

As you know, on January 1, 2019, new legislative amendments to the *Police Services Act, 1990*, came into force which mandate municipalities to prepare and adopt a community safety and well-being (CSWB) plan, in collaboration with their multi-sectoral partners, including police services and boards. As part of the planning process, municipalities and their local partners must utilize data from multiple sources and conduct consultations with their community to identify and address local priority risks to safety and well-being.

As a reminder, the deadline to prepare and adopt a CSWB plan is July 1, 2021. This new deadline provides a six month extension from the original deadline to help ensure that municipalities and their community partners can continue to dedicate the necessary capacity and resources to respond to the COVID-19 pandemic, while also providing adequate time to meet the legislative requirements to develop meaningful and effective CSWB plans.

The Ministry of the Solicitor General (ministry) has received feedback from local communities that there is a need to better understand the various provincial strategies/frameworks across ministries that align with CSWB planning. In response to this feedback, the ministry has developed a resource document which outlines broad, overarching provincial strategies/frameworks that align with CSWB planning and can support local CSWB efforts.

-2-

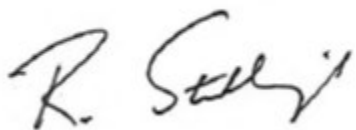
This resource document was developed in collaboration with the ministry's Inter-Ministerial Community Safety and Well-Being Working Group, which consists of representatives from nine Ontario ministries and the Federal government. Specifically, the document highlights collaborative, preventative and/or holistic approaches that aim to address local risks that lead to crime, victimization, addiction, drug overdose and/or suicide; that create protective factors in the community; and/or support vulnerable populations.

We know that communities are already doing a lot of great work to enhance the safety and well-being of Ontarians, and this resource document is meant to further support our local partners as they continue to develop and implement local CSWB plans.

I encourage you to share this resource document with your staff as well as with your municipal and community partners. As we move forward with CSWB planning in Ontario, the ministry is continuing to explore ways to support communities as they undertake the planning process and implement programs and strategies identified in their local plans.

If you have any questions regarding CSWB planning, please contact Tiana Biordi, Community Safety Analyst at [Tiana.Biordi@ontario.ca](mailto:Tiana.Biordi@ontario.ca) or Shamitha Devakandan, Community Safety Analyst at [Shamitha.Devakandan@ontario.ca](mailto:Shamitha.Devakandan@ontario.ca).

Sincerely,



Richard Stubbings  
Assistant Deputy Minister  
Public Safety Division and Public Safety Training Division

Attachment

## Provincial Strategies/Frameworks that align with CSWB Planning

**Note:** The following list represents broad, overarching provincial strategies/frameworks that align with community safety and well-being (CSWB) planning and can support local CSWB efforts. Specifically, they represent collaborative, preventative and/or holistic approaches that aim to address local risks that lead to crime, victimization, addiction, drug overdose and/or suicide; that create protective factors in the community; and/or support vulnerable populations.

**Ontario's Anti-Human Trafficking Strategy** – An investment of \$307 million over five years (2020 – 2025) on a comprehensive action plan to combat human trafficking and child sexual exploitation. The strategy takes a proactive approach with initiatives across government focused on four key areas – raising awareness of the issue, protecting victims and intervening early, supporting survivors, and holding offenders accountable.

**Website:** <https://www.ontario.ca/page/ontarios-anti-human-trafficking-strategy-2020-2025#:~:text=Ontario's%20anti%2Dhuman%20trafficking%20strategy%20will%20raise%20awareness%20of%20the,giv,e%20law%20enforcement%20the%20tools>

**Equity and Inclusive Education Strategy / Education Equity Action Plan** – The Strategy helps the education community identify and address discriminatory biases and systemic barriers in order to support the achievement and well-being of all students. The Education Equity Action Plan is a three-year strategy that involves working collaboratively with the community, to identify and eliminate discriminatory practices, systemic barriers and bias from schools and classrooms. As a result, every school board has an equity and inclusive education policy and a religious accommodation guideline in place to support student achievement and well-being.

**Website:** <http://www.edu.gov.on.ca/eng/policyfunding/equity.html>

**School Mental Health Ontario (SMH-ON) supports District School Boards' Three-Year Mental Health Strategy and Action Plan** – SMH-ON provides implementation support to all district school boards through clinical expertise, evidence-based resources/practical tools for educators, and the delivery of consistent professional learning to school-based mental health clinicians. SMH-ON works together with all 72 district school board's Mental Health Leadership teams to develop a three-year mental health and addictions strategy and one-year action plans that identify mental health priorities for the school year.

**Website:** <https://smho-smso.ca/about-us/contact-us/>

**Ontario First Nation, Métis and Inuit Education Policy Framework** – The Framework represents a collaborative approach which aims to increase the capacity of the education system to respond to the learning and cultural needs of First Nation, Métis, and Inuit students; provide quality programs, services, and resources to help create learning opportunities/support improved academic achievement and identity building; provide a curriculum that facilitates contemporary and traditional learnings among all students; and develop and implement strategies that facilitate increased participation. Through the Framework, all 72 district school boards have an Indigenous Education Lead and Board Action Plans for Indigenous education, which are specific to local needs and circumstances.

**Website:** <http://www.edu.gov.on.ca/eng/aboriginal/fnmiFramework.pdf>

**Poverty Reduction Strategy (PRS):** Launched in mid-December 2020, Ontario's new PRS 2020-2025 titled, "Building a Strong Foundation for Success: Reducing Poverty in Ontario", was developed using a whole-of-government approach, identifies and highlights new and emerging multi-ministry initiatives aligned with the PRS pillars and goals, and the government COVID-19 response. Pillars under the strategy are – encourage job creation and connect people to employment, connect people with the right supports and services, make life more affordable and build financial resiliency, and accelerate action and drive progress.

**Website:** <https://www.ontario.ca/page/building-strong-foundation-success-reducing-poverty-ontario-2020-2025>

**Child Welfare Redesign (CWR)** – Launched in 2020, the CWR focuses on strengthening families and communities through prevention and early intervention services that are culturally-appropriate, community and family-based, and responsive to the needs of children, youth and families. It encompasses five pillars – strengthening family well-being through higher quality, culturally appropriate and responsive community-based services, with a focus on prevention and early intervention; improving the quality of residential care provided to children/youth; promoting the development of stable and lifelong connections and supports for youth, with a focus on education/employment opportunities; improving the adoption experience and focusing on family-based options; and creating a more efficient, effective and financially

## Provincial Strategies/Frameworks that align with CSWB Planning

sustainable child welfare system. CWR is taking a distinct Indigenous approach as part of the **Ontario Indigenous Children and Youth Strategy (OICYS)**, the strategic framework co-developed with First Nation, Inuit, Métis, and urban Indigenous partners across Ontario to improve outcomes for Indigenous children and youth.

**Website:** <http://www.children.gov.on.ca/htdocs/English/professionals/childwelfare/redesign-strategy.aspx>

**Indigenous Healing and Wellness Strategy (IHWS)** – IHWS is a comprehensive Indigenous-led strategy to reduce family violence, violence against Indigenous women and children, and improve Indigenous health, healing and wellness through culturally appropriate programs, and ongoing collaboration between Ontario ministries and Indigenous partners. IHWS supports a continuum of health, healing and wellness programs that are designed, managed and delivered by and for Indigenous peoples. IHWS' culturally-appropriate programs support the healing and resiliency of Indigenous peoples and address the impacts of intergenerational trauma.

**Website:** <https://www.mcscs.gov.on.ca/en/mcscs/programs/community/ihws/index.aspx>

**Community Housing Renewal Strategy** – Launched in April 2019, the Strategy commits to stabilizing and growing the community housing sector including through the introduction of new legislative and regulatory framework for community housing providers. Under the Strategy, the government launched the Canada Ontario Community Housing Initiative, the Ontario Priorities Housing Initiative, and the Canada Ontario Housing Benefit. These programs leverage investments from the National Housing Strategy to support Ontario's housing priorities to sustain, repair and grow the community housing system.

**Website:** <https://www.ontario.ca/page/community-housing-renewal-strategy>

**10-Year Housing and Homelessness Plans** – As indicated under the *Housing Services Act*, 2011, Ontario's 47 Service Managers are required to have a 10-year Housing and Homelessness Plan. These Plans use an integrated, collaborative and needs-based approach to address local needs to achieve positive outcomes for individuals and families, particularly in relation to access to safe, affordable and stable housing and related support services.

**Website:** <https://www.ontario.ca/laws/statute/11h06#BK9>

**Multi-Ministry Supportive Housing Initiative (MMSHI)** – Ontario's supportive housing programs are being reviewed to identify opportunities to streamline and improve coordination so that people get the help they need. The review is focused on addressing key challenges in Ontario's supportive housing system, including lack of supply to meet demand, multiple system access points that are difficult to navigate, lack of efficiency of the complex system that includes 20 individual programs, and people with complex, cross-cutting needs not well-served by individual programs/systems.

**Contact:** [housingpolicy@ontario.ca](mailto:housingpolicy@ontario.ca)

**Roadmap to Wellness: A plan to build Ontario's Mental Health and Addictions system** – With the launch of Roadmap to Wellness, Ontario will develop a mental health and addictions system that makes high-quality services available for people throughout their lifetime, where and when they need them. The Plan includes four pillars/areas of focus – improving quality; expanding existing services; implementing innovative solutions; and improving access.

**Website:** <https://www.ontario.ca/page/roadmap-wellness-plan-build-ontarios-mental-health-and-addictions-system>

**Ontario's Response to the Opioid Crisis** – Ontario is committed to addressing the opioid crisis and to supporting people who use opioids to access the services and supports that they need. Ontario's response is focused on four key priority areas – appropriate prescribing and pain management, treatment for opioid use disorder, harm reduction services and supports, and surveillance and reporting.

**Website:** <http://health.gov.on.ca/en/pro/programs/opioids/> or [PublicDrugPrgrms.moh@ontario.ca](mailto:PublicDrugPrgrms.moh@ontario.ca)

**Ontario Provincial Police's (OPP) Opioids and Overdoses: Impacts and Strategies Report** – The Report provides an overview of the robust and balanced strategy the OPP has employed to respond to this crisis and save lives. The Report shares information and work with stakeholders in order to develop responsive, collaborative programs that meet the needs of those suffering from substance use disorders.

**Website:** [www.opp.ca/opioids](http://www.opp.ca/opioids)

## Provincial Strategies/Frameworks that align with CSWB Planning


**OPP's Countering Violent Extremism (CVE) Strategy** – The CVE Strategy, which targets risks to radicalization to violence, uses a multi-faceted approach to inform frontline members and partners of the behavioural indicators of radicalization to violence and provides risk mitigation approaches. The goal is to provide a collaborative wrap-around approach to CVE in the pre-criminal space, safeguarding those that are vulnerable to recruitment, their families and communities and those that may be victims. As part of the Strategy, the OPP launch a CVE online eLearning module, which is available publicly for community partners free of charge.

**Website/Contact:** [opp.ca/cvelearn](http://opp.ca/cvelearn) or [community.safety.services@opp.ca](mailto:community.safety.services@opp.ca)



# HAMILTON POLICE SERVICE

## INFORMATION REPORT

<b>TO:</b>	Chair and Members Hamilton Police Services Board
<b>BOARD MEETING DATE:</b>	June 24, 2021
<b>SUBJECT:</b>	Final 2020 Year-End Financial Report
<b>REPORT NUMBER:</b>	21-013a
<b>SUBMITTED BY:</b>	Frank Bergen, Chief of Police
<b>SIGNATURE:</b>	

### EXECUTIVE SUMMARY

- The Hamilton Police Service (HPS) has completed its 2020 year-end process
- Based on the final 2020 year-end financials, the HPS ended the fiscal year with a surplus of \$2,128,405 (\$2.13M), 1.24% of the total combined net budget
- In February 2021, through PSB 21-013 - 2020 Year-End Financial Projection Report, staff projected a surplus of approximately \$1.6 million
- Since February, the HPS received confirmation that we would receive \$562,077 in COVID-19 Restart funding and that those funds would be applied to the 2020 budget, thereby increasing the year-end surplus to \$2.13 million.

### INFORMATION

Based on the PSB 21-013 report presented to the Hamilton Police Service Board (Board) in February 2021, the HPS was projecting a positive year-end variance/surplus of approximately \$1.6M. It is important to note at that time the year-end process/activities had not been fully completed and were subject to the final financial audit.

Since then, the HPS has completed its 2020 year-end process. Similarly, the City of Hamilton's (City) independent external auditors, KPMG, have also completed their year-end audit on the City's consolidated financial statements as at December 31, 2020. The consolidated financial statements include operations/activities of all City departments, including the HPS. There were no issues/misstatements identified by the auditors relating to the HPS.

The final HPS surplus is \$2.13M which represents a 1.24% of the total combined net budget. The final surplus is higher than the preliminary year-end projections by \$0.56M. The surplus

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increase is due to the COVID-19 Relief funding provided to the City through the joint federal-provincial Safe Restart Agreement. This funding offsets the outlay of expenses and loss of revenue the HPS experienced as a direct result of the COVID-19 pandemic during 2020 fiscal year.

Appendix A captures the main drivers of the final 2020 year-end surplus. It consists of the items initially reported in the PSB 21-013 report with the addition of the COVID-19 Relief funding.

## **APPENDICES AND SCHEDULES ATTACHED**

Appendix A - 2020 Year-End Surplus Summary

Appendix B – PSB 21-013 - Year End Financial Projection

cc. Anna Filice, Chief Administrative Officer  
John Randazzo, Director of Finance/Chief Financial Officer

**21-013a – Appendix A – 2020 Year-End Surplus Summary**

Description	Amount
COVID-19 Relief Funding	\$562,077
Accumulated Sick Bank	\$495,389
Training	\$453,050
Fuel and Vehicle Expenses	\$323,832
Utilities, Buildings & Grounds	\$350,835
Other – Net	<u>(\$56,779)</u>
<b>2020 Net Surplus</b>	<b><u>\$2,128,404</u></b>




## 21-013a – Appendix B



# HAMILTON POLICE SERVICE

## INFORMATION REPORT

<b>TO:</b>	Chair and Members Hamilton Police Services Board
<b>BOARD MEETING DATE:</b>	February 26, 2021
<b>SUBJECT:</b>	2020 Year-End Financial Projection
<b>REPORT NUMBER:</b>	21-013
<b>SUBMITTED BY:</b>	Ryan Diodati, Acting Chief of Police
<b>SIGNATURE:</b>	

### EXECUTIVE SUMMARY

- The Hamilton Police Service (“HPS”) is currently projecting a positive year-end variance of approximately of \$1.6 million, less than 1% of the total combined net budget
- The main drivers of the surplus are lower than expected sick leave payouts (resulting from far fewer retirements/resignations in 2020 compared to past years), unspent training dollars, savings in fuel and utilities, and savings in materials and supplies
- Many variances are directly related to the COVID-19 pandemic
- The financials in this report are still preliminary. The final figures will be presented when the audited financials are available and year-end activities have all been completed

### INFORMATION

Based on the unaudited financials as at December 31, 2020 and subject to the final financial audit, the HPS is projecting to end the 2020 fiscal year with a positive variance of approximately \$1.6 million, just below 1% of the total combined net budget. It is important to note that year-end activities continue and this number is still subject to change. At this point, we have identified some key drivers of the surplus.

The largest driver is accumulated sick bank payouts, with a positive variance of approximately \$500k. Savings were realized due to fewer than anticipated member retirements/resignations. In 2020, the Service realized 25 retirements, less than half of the

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previous two years. Appendix A summarizes the accumulated sick leave budget since 2015, and highlights budget versus actuals for sick bank payouts in those years. Sick bank payouts occur at retirement or resignation and are budgeted based on the Service's historical levels and any applicable Collective Agreement adjustments. The sick bank benefit is an entitlement under the Collective Agreement. When sick bank payouts exceed the budget, the sick leave reserve can be accessed to fund the deficit. Alternatively, when sick bank payouts result in surplus, that surplus is directed to the sick leave reserve to fund future liabilities. The last contribution to this reserve was made in 2015, following a 2014 surplus. Based on current data, the benefit obligation and liability associated with the sick leave program is approximately \$24 million. The current sick leave reserve balance is approximately \$6.7 million. The sick leave reserve is an important tool in managing future liability for the HPS and so continuing to direct funds towards it is prudent and necessary to address long term financial sustainability of the Service.

A surplus in the Service's training budgets represents the second largest favourable variance of \$450k. As a result of the COVID-19 Pandemic, annual training and conferences were postponed or cancelled. While the Service was hopeful to conduct some of its training in the fourth quarter, COVID-19 lockdowns did not allow for this to occur.

The Service also experienced savings in fuel and utilities. The Service adopts fuel rates as set by the City of Hamilton. Decreasing fuel costs and slightly lower consumption resulted over \$300k in savings in 2020. Additional savings of approximately \$350k were realized in utilities, mostly attributed to the delay in opening the new Investigative Services Building.

The Service suspended most civilian recruitment efforts for several months beginning in March 2020 due to the COVID-19 pandemic. As a result, a favourable variance of approximately \$300k in employee related costs (gapping/wages) was realized. The Service has since resumed recruitment of all civilian roles.

Materials, supplies and contractual services also contributed to savings of approximately \$460k (net of unbudgeted/unforeseen COVID-19 Pandemic costs). These savings are mainly attributed to unspent contractual services and investigative operational expenses.

The above favourable variances are offset by deficits of approximately (\$370k) resulting from higher than anticipated expenditures in legal expenses, hearings and arbitrations. On the revenue side, the HPS also experienced a reduction in revenue from Police Clearances due to the COVID-19 Pandemic, resulting in a net loss of approximately (\$440k).

The Hamilton Police Services Board has committed \$580k in revenue to the 2021 budget. The potential to access Restart funding to off-set HPS COVID-19 related costs will be assessed in the coming weeks as City staff prepare the required Corporate COVID-19 Impact reporting to the Province by March 31, 2021. If the HPS is unable to access these Restart funds, the Board may direct that the \$580k be recovered from surplus, resulting in a new balance of approximately \$1 million.

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**APPENDICES AND SCHEDULES ATTACHED**


Appendix A – Accumulated Sick Leave Budget Versus Actuals

cc. Anna Filice, Chief Administrative Officer  
John Randazzo, Director of Finance/CFO



# HAMILTON POLICE SERVICE

## RECOMMENDATION REPORT

<b>TO:</b>	Chair and Members Hamilton Police Services Board
<b>BOARD MEETING DATE:</b>	June 2021
<b>SUBJECT:</b>	2020 Year-End Surplus Allocation Plan
<b>REPORT NUMBER:</b>	PSB 21-063
<b>SUBMITTED BY:</b>	Frank Bergen, Chief of Police
<b>SIGNATURE:</b>	

### RECOMMENDATION

That the Hamilton Police Service Board (Board) approve the allocation plan for the 2020 year-end surplus of \$2,128,405.

### EXECUTIVE SUMMARY

The City of Hamilton (City) allocated the 2020 Hamilton Police Service (HPS) year-end surplus to the Police Tax Stabilization Reserve.

The following represents a summary of the recommended allocation:

- Maintain \$576,867 in the Police Tax Stabilization Reserve to offset the 2021 budgetary pressures, as approved in PSB 20-112.
- Transfer \$495,390 to the Police Sick Leave Reserve.
- Transfer \$150,000 to the 2021 Police Capital Reserve – Diesel Fuel Tank.
- Transfer \$150,000 to the 2021 Police Capital Budget – Ice Rescue/Hovercraft.
- Transfer \$158,000 to 2021 Police Operating Budget – breakdown outlined in the information section.
- Transfer \$299,074 (50% of the remaining balance) to the Police Capital Reserve, with the remainder to the Police Tax Stabilization Reserve.

### FINANCIAL – STAFFING – LEGAL IMPLICATIONS

Financial: See the details below.

Staffing: n/a

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Legal Implications: n/a

## **INFORMATION**

The purpose of this report is to provide the Board with information and obtain the approval for the re-allocation and transfer of the 2020 year-end surplus as detailed below.

In accordance with the "Operating Budget Surplus/Deficit Policy", the City's Finance Department closed the 2020 HPS year-end surplus of \$2,128,405 to the Police Tax Stabilization Reserve; a standard operating procedure at year-end.

Based on operational requirements, the following allocation plan is proposed:

### **1) Maintain \$576,867 in the Police Tax Stabilization Reserve**

Based on the PSB 20-112, the Board approved a total of \$576,867 to be applied to 2021 Budget to offset some of the 2021 budgetary pressures. The approved amount represented the estimated COVID-19 cost recovery for 2020 fiscal year. The actual 2020 COVID-19 Relief funding received through the joint federal-provincial Safe Restart Agreement amounted to \$562,077. However, a total of \$576,867 is recommended to be maintained in the Police Tax Stabilization Reserve in order to repress some of 2021 budgetary pressures.

### **2) Transfer \$495,390 to the Police Sick Leave Reserve**

The Police Sick Leave Reserve was established to provide a source of funding to members that are entitled to a payout of vested sick leave/credits that they have earned prior to retirement/resignations. When sick bank payouts exceed the annual budget, the sick leave reserve may be accessed to fund the deficit. Alternatively, when sick bank payout result in a surplus, it is directed to the sick leave reserve to fund future liabilities.

During 2020 fiscal year, the HPS realized a positive variance of \$495,390 due to fewer than anticipated member retirements/resignations. The last contribution to this reserve was made in 2015, following a 2014 surplus. Therefore, it is recommended that this amount be transferred to the Police Sick Leave reserve in order to effectively manage future liabilities and address long-term financial sustainability of the Service.

### **3) Transfer \$150,000 to the 2021 Police Capital Reserve – Diesel Fuel Tank Replacement**

Through PSB 21-012, the Board approved a total of \$150,000 to be used towards the cost for the necessary work on the Standby Generator Diesel Fuel Tank System at Division 20. The cost is to be funded from the Police Capital Reserve. The Police Capital Reserve would be replenished from the HPS 2020 year-end surplus in the amount equivalent to \$150,000. This will ensure sustainability of the reserve and assist in meeting future annual obligations.

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**4) Transfer \$150,000 to the 2021 Police Capital Budget – Ice Rescue/Hovercraft**

The City has a unique combination of bodies of water within and in close proximity to its borders that are used for commercial, recreational, agricultural and environmental protection purposes. These bodies of water include, but are not limited to, Lake Ontario, Hamilton Harbour, Cootes Paradise, various Conservation Areas in Stoney Creek, Glanbrook and Flamborough, small lakes and ponds, many creeks and various water retention ponds across the City. With the use of these waterfront areas and Conservation properties during the winter months, there is a greater probability of incidents to occur due to the increased level of popularity of outdoor activities. The current and anticipated future increase in the use of the bay front areas adds to this probability. Ice water rescue responses are a low frequency call, however, the consequences and risks associated with these calls is extremely high and critical when dealing with victims that may be suffering from hypothermia.

An ice rescue/hovercraft vessel has the capability to deploy safely on ice and water with a payload that can transport the required number of rescuers and victims. Rescuers may include members from any or all of the agencies of the tri-service response model. The acquisition of an ice rescue/hovercraft will include a trailer for transportation and appropriate training for operators. The HPS will assume primary responsibility for the operation, maintenance and deployment of the vessel. In addition, it would be a valuable tool for ground search and rescue. This item has been contained in the Service's ten year capital projections and, if funded through surplus, would be removed from the ten year capital plan

**5) Transfer \$60,000 to the 2021 HPS Operating Budget – PRIDE Recommendations**

The Independent Review into the events surrounding Hamilton Pride call for a number of actions by the Service. These include but are not limited to policy review, engagement/consultation with Community via a third party facilitator, and targeted training initiatives. The requested funds will be used to continue the implementation of the recommendations by Mr. Bergman.

**6) Transfer \$48,000 to the 2021 HPS Operating Budget – ISD Building Upgrades**

Following the opening of the ISD building, staff noted the below items which were either not budgeted or included in the equipment and construction of the ISD building, or that require upgrading:

- a. The evidence closets and bay doors are equipped with key access only and HPS is requesting to install Chubb card readers (\$28,000) to ensure chain of evidence via electronic card system.
- b. The installation of interior signage (\$6,000) throughout the facility (offices, washrooms, locker rooms, etc.).
- c. The Rebecca street man door requires upgrades (\$5,000) to the existing hardware and design to ensure consistent, secured user access point for entry and exit.

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- d. The current ISD key-box (recycled EKMS) is non-operational and requires the replacement of the cabinet and motherboard (\$9,000).

#### **7) Transfer \$35,000 to the 2021 HPS Operating Budget – IT Professional Services**

The HPS IT department is currently undergoing a number of initiatives to upgrade and modernize our systems. These include upgrading to windows 10, transitioning to Microsoft Office 365 and transitioning from our existing First Class email system to Outlook. The COVID pandemic and staffing challenges have required the department to redeploy staff to helpdesk, resulting in a delay in the windows 10 upgrade which will eventually delay all other initiatives. Staff are requesting funds to access support for professional services to assist with this transition.

#### **8) Transfer \$15,000 to the 2021 HPS Operating Budget – Electronic Key Management System**

With the creation of the new Traffic Safety Unit (TSU), a need for an electronic key management system (EKMS) for its fleet was identified. The EKMS is similar to the ones used at all three Divisions of the Service.

The system is designed to manage, track and secure keys throughout day-to-day operations. It is a quick and easy method of issuing and controlling keys, restricting who can access them, where they are taken and when. The EKMS has the ability to track keys in real time. It can also prevent unauthorized access and have full accountability of keys with a complete audit trail of every key transaction.

#### **9) Transfer \$299,074 to Police Capital Reserve**

Should the Board approve the allocation plan recommendation 1 through 8 inclusive, the HPS recommends the remaining balance of \$598,148 be evenly distributed between the Police Tax Stabilization and Police Capital Reserves. Therefore, a transfer of \$299,074 be made to the Police Capital reserve, with the remainder to the Police Tax Stabilization Reserve.

The Police Capital Reserve was established to provide a source of funding for any major future capital expenditures, including major repairs and building improvements. All HPS reserves are managed and analyzed continuously to ensure any future annual obligations are met. The HPS continues to undertake significant ongoing mitigating efforts in order to manage all costs within its control. Contributions to these reserves are only made through annual year-end surplus funds of the Service. Thus, it is recommended that \$299,074 be transferred and used to replenish this reserve in order to alleviate financial pressures in the current and future budget years.

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The year-end operating surplus represents funding that cannot be relied to recur on an ongoing basis. Actual financial results vary from year-to-year based on various external and internal factors. Therefore, it is recommended that the allocation plan be approved as it will provide the HPS with the opportunity to strategically allocate funds to address current and future policing needs.

In addition, this allocation plan will streamline the budget process for the Board in being able to fund expenses with their own reserves rather than requesting funds from City reserves and/or tax levy.

#### **ALTERNATIVES FOR CONSIDERATION – n/a**

#### **APPENDICES AND SCHEDULES ATTACHED:**

Appendix A – Summary of Proposed Allocation Plan

Appendix B – HPS Summary of Reserve Balances

FB/J.Randazzo



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**21-063 Appendix A – Summary of Proposed Allocation Plan**

<b>2020 Year-End Surplus</b>		<b>\$2,128,405</b>
<b>Allocation:</b>		
<i><b>Police Tax Stabilization Reserve</b></i>		
2021 Approved Budget Funding	\$576,867	
<i><b>Police Sick Leave Reserve</b></i>	495,390	
<i><b>Police Capital Reserve</b></i>		
Diesel Fuel Tank Replacement	150,000	
<i><b>Police Capital Budget</b></i>		
Ice Rescue/Hovercraft	150,000	
<i><b>2021 HPS Operating Budget</b></i>		
PRIDE Recommendations	60,000	
ISD Building Upgrades	48,000	
IT Professional Services	35,000	
Electronic Key Management System	15,000	
		<b>1,530,257</b>
<b>Remaining Unallocated Balance</b>		<b>\$598,148</b>

<i><b>To be evenly distributed between:</b></i>		
Police Capital Reserve	299,074	
Police Tax Stabilization Reserve	299,074	
		<b>\$598,148</b>

**21-063 Appendix B - HPS Summary of Reserve Balances****2020 Reserve Activity**


<b>Reserve Number</b>	<b>Reserve Name</b>	<b>Balance December 31/19</b>	<b>Transfers To (+)</b>		<b>Interest Earned (+)</b>	<b>Transfers From (-)</b>		<b>Balance December 31/20</b>
<b>104055</b>	Tax Stabilization- Police	1,801,516	2,158,405	(1)	31,694	(1,015,551)	(4)	2,976,064
<b>110020</b>	Police Vehicle Replacement	1,285,564	2,489,172	(2)	57,191	(533,147)	(6)	3,278,781
<b>110065</b>	Police Capital Expenses	1,183,569	355,230	(3)	25,786	(232,187)	(5)	1,332,398
<b>112029</b>	Vacation Liability Reserve	1,577,086			32,441			1,609,527
<b>112030</b>	Sick Leave Police	6,568,378			135,112			6,703,490
<b>112225</b>	Rewards - Police Board	205,415			3,814	(30,000)	(1)	179,229
<b>22218-000100</b>	OMERS Type III	600,682			14,295			615,157
	<b>TOTAL RESERVES</b>	<b>\$13,222,392</b>	<b>\$5,002,807</b>		<b>\$300,332</b>	<b>\$(1,830,884)</b>		<b>\$16,694,647</b>

- (1) 2020 year-end surplus and transfer from Rewards reserve for inactive rewards (PSB 20-004a)
- (2) Transfer as per Board approved 2020 vehicles – pre-budget approval for police vehicle purchases and up-fitting (PSB 19-101), transfer from the Tax Stabilization reserve as per Board approved 2019 year-end surplus allocation plan (PSB 20-049), along with transfer of savings from the Marine Vessel capital project.
- (3) Transfer from Tax Stabilization reserve as per Board approved 2019 year-end surplus allocation plan (PSB 20-049), plus transfer of savings realized from police capital projects of drug detection device and ISD-compellent storage
- (4) Transfer as per Board approved 2019 year-end surplus allocation plan (PSB 20-049), which includes the Pride Independent Audit Review
- (5) Transfer as per Board approved 2019 year-end surplus allocation plan (PSB 20-049) for remote piloted aircraft system, ISD moving costs, CCDI survey, carbines and UPS battery.
- (6) Transfer to police vehicle capital projects to fund purchases and up-fitting of police vehicles.



# HAMILTON POLICE SERVICE

## INFORMATION REPORT

<b>TO:</b>	Chair and Members Hamilton Police Services Board
<b>BOARD MEETING DATE:</b>	June 24, 2021
<b>SUBJECT:</b>	Hamilton Police Service Community Safety and Wellbeing Realignment
<b>REPORT NUMBER:</b>	21-058
<b>SUBMITTED BY:</b>	Frank Bergen, Chief of Police
<b>SIGNATURE:</b>	

### EXECUTIVE SUMMARY

In June 2021, the Hamilton Police Service will move forward with realignment of staffing to support the spirit of the Community Safety and Wellbeing Plan, working in partnership with community agencies to address issues of concern within the community.

The realization of the HPS involvement in the CSWB Plan will take part in three phases, with an expansion of the Social Navigator Program (SNP) in June 2021, expansion of the Mobile Crisis and Rapid Response Team in the fall of 2021 and the participation in a proposed Rapid Intervention Support Team (RIST).

### INFORMATION

#### PHASE 1 HPS SNP Staffing Expansion

Currently, the HPS has one Sergeant, one Coordinator and two Constables working in the Social Navigator Program. In June of 2021, three Constables will be reassigned from the School Liaison Officer program to work with the SNP to better serve the community.

Officer scheduling will be extended to seven days a week from 8:00 am through 8:00 pm. This will ensure that four teams are deployed regularly. Additionally, there will be an identified position working Monday to Friday from 8:00 am until 4:00 pm, who will serve as liaison with the City's Housing Encampment Team, ensuring consistent messaging and service.

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### PHASE 2 Future MCRRT Expansion

Come fall of 2021, two of the three Constables that came from the SLO program would move from SNP to MCRRT, pending funding from St. Joseph's for additional Mental Health workers. This would further increase our commitment to mental health coverage and further demonstrate our commitment to the Community Safety and Wellbeing Plan.

### PHASE 3 Rapid Intervention and Support Team (RIST)

The Hamilton Police Service recognizes that the goal of the Community Safety and Wellbeing Plan is to foster coordination and cooperation between community agencies and the HPS in dealing with areas affecting at risk communities. To that end, we are endorsing and moving towards the creation of the Rapid Intervention and Support Team, which is a proposed model that would provide support to the most marginalized and vulnerable people in our community.

Using a multi-disciplinary team of staff from the community who specialize in the fields of homelessness, addictions and mental health, Intensive Case Workers (ICW) and members of our Social Navigator Program will work together to provide resources, referrals and support to the more complex and marginalized individuals in the City.

### RIST Goals

In line with the underlying premise of the CSWB Plan, the RIST would put the "right people, with the right training, in the right place" by coordinating and streamlining efforts to support individuals who are the most at-risk. RIST uses a public health approach, recognizing social determinants of health to identify areas of need, and utilize a holistic approach to provide wraparound supports to marginalized individuals who are disconnected from many community services. The project uses a collaborative approach among participant services providers to ensure that proper case management is done, identifying the appropriate resource for the client and consolidating the silos to ensure appropriate client care.

The stakeholders' targeted benefit would be the ability to engage in a team lead setting, allowing for more critical engagement with those most marginalized. By working together, agencies will be able to provide more thorough and successful client care, ensuring that needs are addressed in totality and not individually. Costs savings may also be realized through the reduction of duplicate services and most importantly, by addressing the needs of the client in advance of problems that would divert and put strains on agency resources, including those of the HPS, if not addressed in a timely manner.

### Community Buy-in

Wesley Urban Ministries, a non-profit community-based organization in Hamilton, has committed to serve as lead agency for this pilot project, pending funding for staffing. Numerous other community agencies have demonstrated their commitment to being involved with RIST by providing letters of support, with the understanding that this pilot project will be a success. Community buy-in is the most critical element to this pilot project, and presently the right stakeholders are at the table.

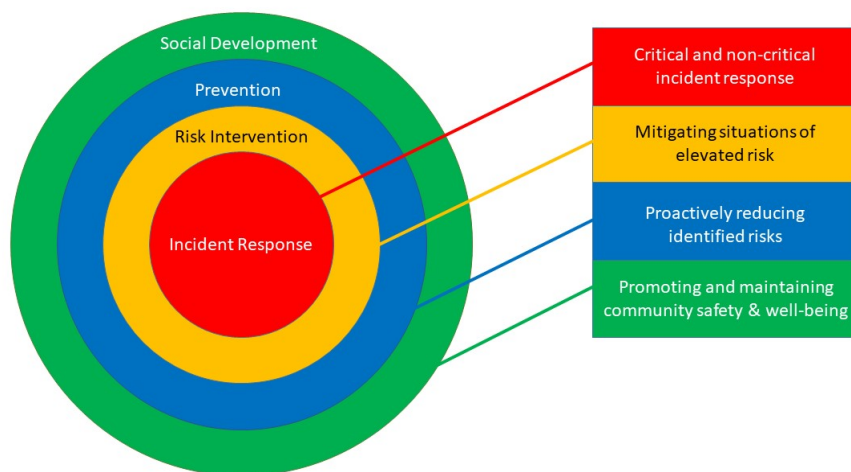
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This move to a more collaborative model of client care will bring agencies with expertise in addiction services, homelessness, mental health, social justice and indigenous services together, ensuring the individual is taken care of in a more inclusive and thorough manner.



### Agency Involvement

Upon start-up of the RIST pilot project, the following agencies have provided letters of commitment, confirming their immediate involvement:

- Hamilton Police Service
- Hamilton Paramedic Service
- Wesley Urban Ministries
- St. Joseph's Healthcare Hamilton
- Canadian Mental Health Association
- Living Rock
- YMCA – housing assistance
- Provincial Crown Attorneys Office – mental health court
- Hamilton-Wentworth Detention Centre – social workers
- Hamilton Defence Attorneys – Court Mandated clients
- Shelter Health Network
- Mission Services of Hamilton
- Hamilton Regional Indian Centre

### Future Considerations

Once participant agencies are able to secure appropriate funding streams, the RIST will evaluate its trends and goals regularly, ensuring that captured information is driving the program in a direction that continues to benefit the community and is reflective of the Community Safety and Wellbeing Plan.

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To ensure the program works towards common goals, best practice suggests that there is a need to locate a centralized facility for the agencies to work in a group setting. It will also serve as a community hub, where clients are able to access multiple resources easily.

#### HPS Financial Commitment

With the immediate realignment of three Constables to the Social Navigator Program, the Hamilton Police Service is committing to use currently existing budget dollars to expand its commitment to assisting those people in the community most at risk. This means an additional \$378,000 to our current Crisis Response Branch budget of \$1,657,635 to address mental health.

This advancement of the Community Safety and Wellbeing Plan can be done initially with no impact on the HPS budget and with proper funding for partner agencies, will not require increase in our budget requests.

#### Conclusion

The Hamilton Police Service is committed to the fundamental goals of the Community Safety and Wellbeing Plan. By realigning staff and expanding our Community Resource Branch, we are taking that first step. With appropriate and adequate funding for partner agencies, we will continue that expansion to participate in RIST, a first of its kind concept of community partnership for those most at risk.

The RIST model is an example of what Community Safety and Wellbeing Plans can do. It will use trauma-informed, housing-focused engagement in order to ensure that the co-response model supporting individuals is effective. Our community will greatly benefit from the collaborating agencies providing care to those most marginalized and vulnerable individuals within the community, who need different levels of support.

FB/T.MacSween

cc: Frank Bergen, Chief of Police  
Paul Hamilton, Acting Deputy Chief Support  
Anna Filice, Chief Administrative Officer  
Treena MacSween, Superintendent – Community Mobilization Division  
Michelle Wiley, Acting Inspector – Community Mobilization Division

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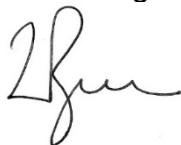
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# HAMILTON POLICE SERVICE

## INFORMATION REPORT

<b>TO:</b>	Chair and Members Hamilton Police Services Board
<b>BOARD MEETING DATE:</b>	June 24, 2021
<b>SUBJECT:</b>	Diversity & Inclusion Survey
<b>REPORT NUMBER:</b>	21-064
<b>SUBMITTED BY:</b>	Frank Bergen, Chief of Police
<b>SIGNATURE:</b>	

### EXECUTIVE SUMMARY

- In June 2020, the Hamilton Police Services Board (HPSB) approved that the Hamilton Police Service (HPS) enter into a partnership with the Canadian Centre for Diversity and Inclusion (CCDI)
- As detailed in PSB #20-060, HPS formally entered into a partnership with CCDI in 2020 and began work on a diversity and inclusion survey to measure the diversity of our workplace and, to identify any gaps and barriers to achieving an inclusive workplace
- Since then, the survey was launched and plans have been put in place to review, analyze and communicate results with all members of the Service
- Following the communication of survey results to HPS members, staff will bring back a report containing outcomes to the HPSB

### INFORMATION

The HPS entered into a formal partnership with CCDI in 2020. As part of our partnership agreement, CCDI launched a Service-wide survey to our Members to measure the diversity of our workplace and, to identify any gaps and barriers to achieving an inclusive workplace. The survey launched in January 2021 and closed in March 2021. Since then, CCDI has been analyzing and compiling the results to present to the leadership team, and eventually, to all members of the Service.

CCDI is scheduled to present the results of the survey to the leadership team at the end of June. Following that presentation, staff have developed a plan to share the results of the

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survey with all members throughout July and August. Staff will prepare a report for September 2021 to inform the HPSB of the outcomes and next steps.

The survey results will help us to identify important diversity and inclusion opportunities within the Service and will help us make informed decisions on how to best develop programs and improve policies that will lead to a more diverse and inclusive workplace.

## **APPENDICES AND SCHEDULES ATTACHED**

Not Applicable


FB/A.Filice

cc. Anna Filice, Chief Administrative Officer  
Paola Jani, Equity, Diversity & Inclusion Specialist  
Leanne Sneddon, Director of Human Resources



# HAMILTON POLICE SERVICE

## INFORMATION REPORT

<b>TO:</b>	Chair and Members Hamilton Police Services Board
<b>BOARD MEETING DATE:</b>	June 24, 2021
<b>SUBJECT:</b>	Year End Report: Use of Force 2020
<b>REPORT NUMBER:</b>	PSB 21-066
<b>SUBMITTED BY:</b>	Frank Bergen, Chief of Police
<b>SIGNATURE:</b>	

### EXECUTIVE SUMMARY

Attached you will find the annual Use of Force Report for 2020. This report is completed to capture information forwarded to the Service Armourer/Use of Force Training Sergeant by members who have completed a Use of Force Report.

### INFORMATION

#### BACKGROUND:

As per the *Police Services Act* Regulation 926 Sec. 14.5(1) Reports on Use of Force: A member shall submit a report to the Chief of Police or Commissioner whenever the member,

- (a) draws a handgun in the presence of a member of the public, excluding a member of the police force while on duty, or points a firearm, or discharges a firearm;
- (b) uses a weapon other than a firearm on another person; or
- (c) uses physical force on another person that results in an injury requiring medical attention.

Policy and Procedure 1.02 *Use of Force* addresses the member requirements for submitting Use of Force Reports at the Hamilton Police Service.

The data used to prepare this report is compiled from Use of Force data submitted to the Ministry of the Solicitor General.

Beginning January 1, 2020, the Ministry introduced new reporting requirements that include:

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- the submission of a Use of Force Report when a Conductive Energy Weapon (CEW) is removed from its holster in the presence of the public
- the collection of race-based data
- the way Use of Force data is counted.

FB/N. Goodes-Ritchie

cc: Paul Hamilton, Acting Deputy Chief – Support  
Will Mason, Superintendent – Professional Development Division  
Marco Visentini, Legal Counsel

## **APPENDICES AND SCHEDULES ATTACHED**

Use of Force Report 2020

# 2020 UOF Statistical Report

Prepared by Sergeants Andrew Poustie  
and Gino Ciarmoli

A statistical summary of reported Use of Force Incidents by the  
Hamilton Police Service



**HAMILTON  
POLICE SERVICE**  
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**Training Branch  
Use of Force Section**

## Table of Contents

<b>Introduction</b> .....	2
<b>Statistical Summary</b> .....	4
<b>Firearm Discharged</b> .....	6
<b>Firearm Pointed</b> .....	6
<b>Handgun Drawn</b> .....	6
<b>Aerosol Weapon</b> .....	7
<b>Empty Hands Soft</b> .....	7
<b>Empty Hands Hard</b> .....	7
<b>Impact Weapon Soft</b> .....	7
<b>Impact Weapon Hard</b> .....	8
<b>Conducted Energy Weapon</b> .....	8
<b>Use of Force by Incident Type</b> .....	10
<b>Use of Force by Branch</b> .....	11
<b>Use of Force by Years of Service</b> .....	12
<b>Use of Force by Incidents per Month</b> .....	13
<b>Use of Force by Day of the Week</b> .....	13
<b>Use of Force by Time of Day</b> .....	14
<b>Suspects/Police Officers Injured/Require Medical Attention</b> .....	15
<b>Use of Force by Subjects Weapon</b> .....	15
<b>Use of Force by Subjects Race</b> .....	16
<b>Use of Force in Relation to Public Contacts</b> .....	17
<b>Conclusion/Trends</b> .....	18



## 2020 Use of Force Statistical Report

### Introduction

Police officers may be required to use force to protect the public and themselves. Under the Criminal Code of Canada, police officers are granted authority to use reasonable force when necessary to carry out their duties.

This report provides a statistical summary of the 2020 Use of Force (UOF) reports, where Hamilton Police Service (HPS) members used a particular UOF option. This report also compares a number of factors, such as:

- a) The number of 2020 UOF reports compared to the number of incidents from 2011-2020.
- b) The total number of UOF in 2020 compared to the total UOF from 2011-2020.
- c) UOF incidents by Unit/Branch and years of service
- d) Breakdown of 2020 incidents by month, days of the week and time of day.

The data used to prepare this report is compiled from UOF data submitted to the Ministry of the Solicitor General. Beginning January 1, 2020, the Ministry introduced new reporting requirements that include the addition of Conductive Energy Weapon (CEW) displays, race-based data as well as the way UOF report data is counted. Officers must now submit a full UOF report anytime a CEW is removed from its holster in public.

Based on direction from the Ministry of the Solicitor General, data from previous UOF reports has been adjusted to include the new CEW display category.

As identified in the Police Services Act and Hamilton Police Service policy and procedure, HPS members shall complete and submit the Ministry's UOF report prior to the completion of their shift under the following circumstances:

- A. Draws a handgun in the presence of a member of the public, excluding a Member of the Police Service while on duty, points a firearm at a person, or discharges a firearm other than on a Police Range; in the course of a training exercise, target practice or ordinary firearm maintenance, in accordance with Service Policies and Procedures
- B. Uses a weapon other than a firearm on another person, with the exception of a weapon other than a firearm used on another Member of a Police Service in the course of a training exercise in accordance with Service Policies and Procedures
- C. Uses physical force on another person that results in an injury requiring medical attention, with the exception of physical force used on another Member of a Police Service in the course of a training exercise in accordance with Service Policies and Procedures
- D. Handles a Police Service Dog where the dog bites a suspect or any member of the public as the result of the involvement of the Canine Branch
- E. While operational as a Mounted Unit Officer, uses the equine to apply force to a member of the public that results in an injury requiring medical attention
- F. Draws or deploys a Conducted Energy Weapon (CEW) in the presence of a member of the public

This report summarizes those incidents in which a UOF report was submitted.

The UOF options tracked by UOF reports are as follows:

- Firearm Discharged
- Firearm Pointed
- Handgun Drawn

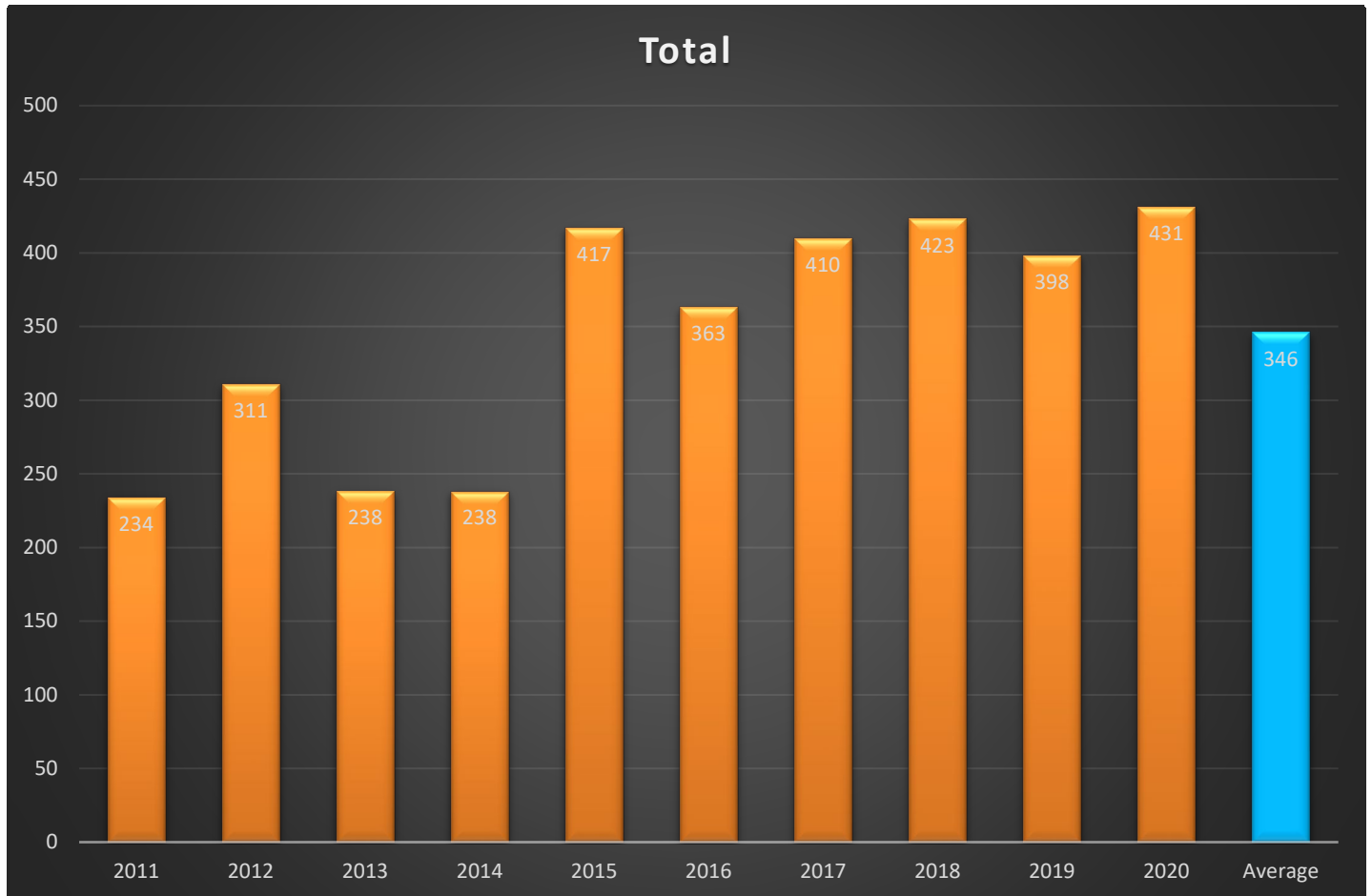


- Aerosol Weapon (Oleo capsicum (O/C) spray or foam)
- Impact Weapon Hard (ASP Baton)
- Impact Weapon Soft (ASP Baton)
- Empty Hands Hard
- Empty Hands Soft
- Other (K9 bites, Mounted Patrol Unit, weapons of opportunity)
- CEW display
- CEW deployed



## Statistical Summary of Incidents

During the ten year period from 2011– 2020, the average number of incidents reported was **346** incidents per year, with a low of **234** incidents in 2011 and a high of **431** incidents in 2020. The total number of UOF incidents in 2020 is **431**, which is above the 10-year average.



In 2020, our officers submitted 431 UOF reports. In 25 incidents, more than one UOF option was used by an individual officer. This number decreased from 59 incidents in 2019. For example, an officer(s) may use more than one option to resolve an encounter, such as initially attempting empty hands soft and then deploying an aerosol weapon.





## Total Use of Force Options

	Firearm Discharge	Firearm Pointed	Handgun Drawn	Aerosol Weapon	Impact Hard	Impact Soft	Empty Hands Hard	Empty Hands Soft	K9 Bite / Misc	CEW *	Total Incidents
2011	43	110	13	21	6	1	19	31	4	22	234
2012	46	145	52	22	7	2	35	39	5	49	311
2013	62	99	22	13	7	4	32	21	0	41	238
2014	47	100	23	14	3	1	15	18	2	64	238
2015	30	145	59	9	4	0	13	12	0	145	417
2016	18	98	40	7	1	1	26	25	4	143	363
2017	24	125	19	3	3	0	22	44	1	169	410
2018	28	125	39	2	3	1	23	36	2	164	423
2019	28	128	29	2	4	1	16	23	1	166	398
2020	<b>27</b>	<b>185</b>	<b>42</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>17</b>	<b>14</b>	<b>3</b>	139	<b>431</b>
Avg	35	126	34	9	4	1	22	26	2	110	346

\*Based on direction from the Ministry of the Solicitor General, data from previous UOF reports has been adjusted to include the new CEW display category.

## 2019 vs 2020 Options Used / Total Incidents

	2019	2020	Percentage increase or decrease
Firearm Discharged	28	27	-4
Firearm Pointed	128	185	44
Handgun Drawn	29	42	45
Aerosol Weapon	2	1	-50
Impact Hard	4	3	-25
Impact Soft	1	0	-100
Empty Hand Hard	16	17	6
Empty Hand Soft	23	14	-39
K9 Bite/Other	1	3	200
CEW (both modes)*	166	139	-16
<b>Total Options</b>	<b>398</b>	<b>431</b>	<b>9</b>

\*Based on direction from the Ministry of the Solicitor General, data from previous UOF reports has been adjusted to include the new CEW display category.



## Firearm Discharged

The discharging of a service pistol, carbine, or one of the tactical firearms is a serious but uncommon occurrence. Officers are taught through the Ontario UOF Model and Police Services Act Regulation 926, Sections 9 and 10: “that they shall not draw a handgun, point a firearm or discharge a firearm unless he or she believes, on reasonable grounds, that to do so is necessary to protect against loss of life or serious bodily harm,” or “to call for assistance in a critical situation, if there is no reasonable alternative; or to destroy an animal that is potentially dangerous or is so badly injured that humanity dictates that its suffering be ended.”

There were **27** incidents in 2020 where Hamilton officers discharged a firearm. This is a 4% decrease compared to the **28** incidents in 2019. The ten-year average for discharge firearms is **35** incidents per year. The most common use of service firearms is to euthanize injured animals. In 2020, 25 firearm discharge incidents were for this purpose. In these instances, pistols were used 13 times and carbines were used 12 times. During one incident, two police officers discharged their firearm at a person.

## Firearm Pointed

The ten-year average for firearm pointed is **126** incidents per year. In 2020, there were **185** firearm pointed incidents. Of the 185 incidents, 81 were as a result of a high-risk search warrant or arrests conducted by the Emergency Response Unit (ERU). In 2019, there were **128** incidents indicating a 44% increase. Of note, there was also a 170% increase in the number of firearms recovered by HPS officers, which may account for the higher number. The increase can also be attributed in part to the new Ministry reporting system in which every incident where a firearm is pointed generates a separate UOF report. For example, there could be five officers at a gun call and they all draw their firearms resulting in five UOF reports for firearm drawn for one incident.

## Handgun Drawn

The drawing of a member’s handgun from its holster is different than the pointing of a firearm. As per Regulation 926 s. 14.5(1)(a), a UOF Report is only submitted when a handgun is drawn in the presence of a member of the public. Officers are taught they can only draw their handgun if “he or she believes, on reasonable grounds, that to do so is necessary to protect against loss of life or serious bodily harm.” There were **42** incidents in 2020 where an officer drew their handgun in front of a member of the public. This is above the ten-year average of **34** incidents per year and a 45% increase from 29 incidents in 2019. Increases in the handgun drawn and firearm pointed categories are in part a result of increased UOF incidents where subjects carried weapons (p. 16).

## Aerosol Weapon (Oleo Capsicum – (O/C)

O/C is classified as an “intermediate weapon” and a subject/threat must exhibit at minimum, “actively resistant”<sup>1</sup> behaviour before its use can be considered. There was **one** O/C incident in 2020, which is below the ten-year average of nine incidents per year and a 50% decrease from **two** incidents in 2019.

The use of O/C significantly decreased with the introduction of the CEW in 2005. In 2004, O/C was deployed 68 times but its use plummeted to 39 incidents in 2005 when CEWs were introduced. It was anticipated that O/C use would continue to decline or plateau as CEW use became more widespread. Overall, O/C use has generally declined since 2005.

<sup>1</sup> The subject uses non-assaultive physical action to resist, or while resisting an officer’s lawful direction.



### Empty Hands Hard

The use of empty hands “hard” refers to the striking of an assaultive person. This would include punches, kicks, elbow strikes, knee strikes and grounding techniques. As per Reg. 926 s.14(c), an officer is only required to submit a report for Empty Hands Hard if they “use physical force on another person that results in an injury requiring medical attention.” However, an officer is also required to submit a report if they use another force option that requires a report in conjunction with Empty Hands Hard even though medical attention was not required.

There were **17** reported incidents in 2020 of Empty Hands Hard. This is below the ten-year average of **22** incidents per year and an increase of 6% when compared to 16 incidents in 2019.

### Empty Hands Soft

The use of empty hands “soft” refers to the application of joint locks, some grounding techniques and/or pressure points to a person. As per Reg. 926 s.14(c), an officer is only required to submit a report for Empty Hands Soft if they “use physical force on another person that results in an injury requiring medical attention” or if they use this option in conjunction with another option that requires mandatory reporting. In 2020, there were **14** reported incidents of Empty Hands Soft. This is below the ten-year average of **26** incidents per year and a decrease of 39% compared to 23 incidents in 2019.

### Impact Weapon Soft

Impact weapons “soft” refers to using the ASP Baton as a point of leverage while depressing a pressure point on a subject. This option would generally be applied to suspects displaying passive resistant to active resistant behaviour and historically this option is rarely utilized. There were **0** reported incidents of Impact Weapon Soft in 2020, a 100% decrease from one incident in 2019 and below the ten-year average of one incident per year.

### Impact Weapon Hard

Impact weapons “hard” refers to using the ASP Baton to strike an “assaultive” subject. The ASP Baton was used **three** times in 2020 to strike a subject displaying assaultive behaviour, which is below the ten-year average of **four** incidents per year and a 25% decrease from the **four** incidents in 2019.



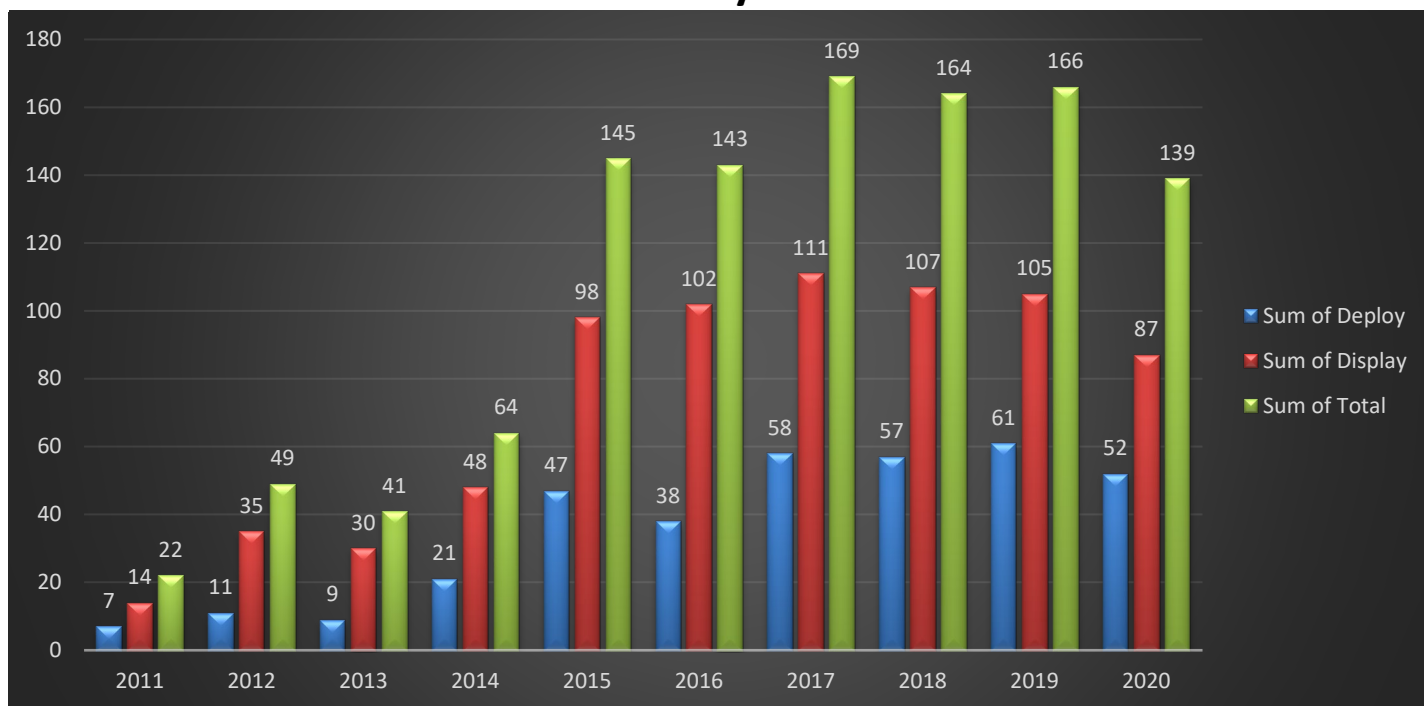
## Conducted Energy Weapon (CEW)

CEWs, also known as TASERS, were authorized for limited police use in Ontario in late 2004. The program was expanded in 2014 to include all active police officers. Currently, there are approximately 800 HPS officers qualified in CEW. Beginning January 2020, all officers must now submit a full UOF report anytime a CEW is removed from its holster in public.

As identified in the Ontario UOF Model, the CEW is an “intermediate weapon” which police can consider to use when a subject exhibits assaultive and/or imminent need to take control of a person before CEW use can be considered. This is a reflection of current national and provincial best practices.

The CEW was used **139** times in 2020. This is a decrease of 16% from the **166** incidents in 2019. In 52 incidents, the CEW was deployed meaning probes were fired from the cartridge. In 87 incidents, the CEW was used in display mode meaning it was a show of force/de-escalation tool and no probes were fired from the cartridge. As per the below chart, the majority of CEW use is in the display mode.

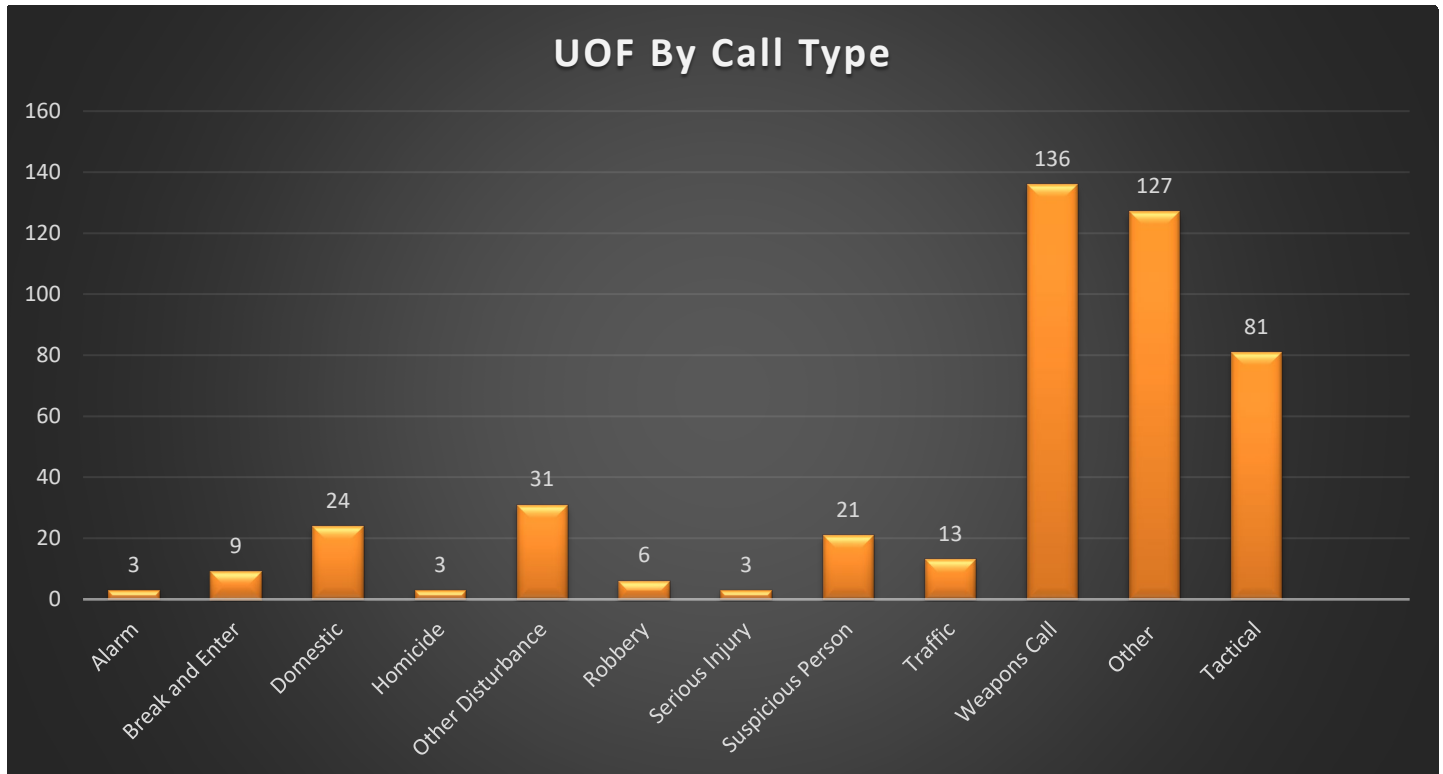
**CEW by Use**



## Use of Force by Incident Type

On the 2020 UOF Reports, UOF incidents were grouped into the following call types:

- |                                     |  |
|-------------------------------------|--|
| 1. Alarm (Robbery or Home Security) | 7. Serious Injury                                      |
| 2. Break and Enter                  | 8. Suspicious Person                                   |
| 3. Domestic Disturbance             | 9. Traffic   |
| 4. Homicide                         | 10. Weapons Call                                       |
| 5. Other Disturbance                | 11. Tactical   |
| 6. Robbery                          | 12. Other (includes PIC, Criminal Code investigations) |

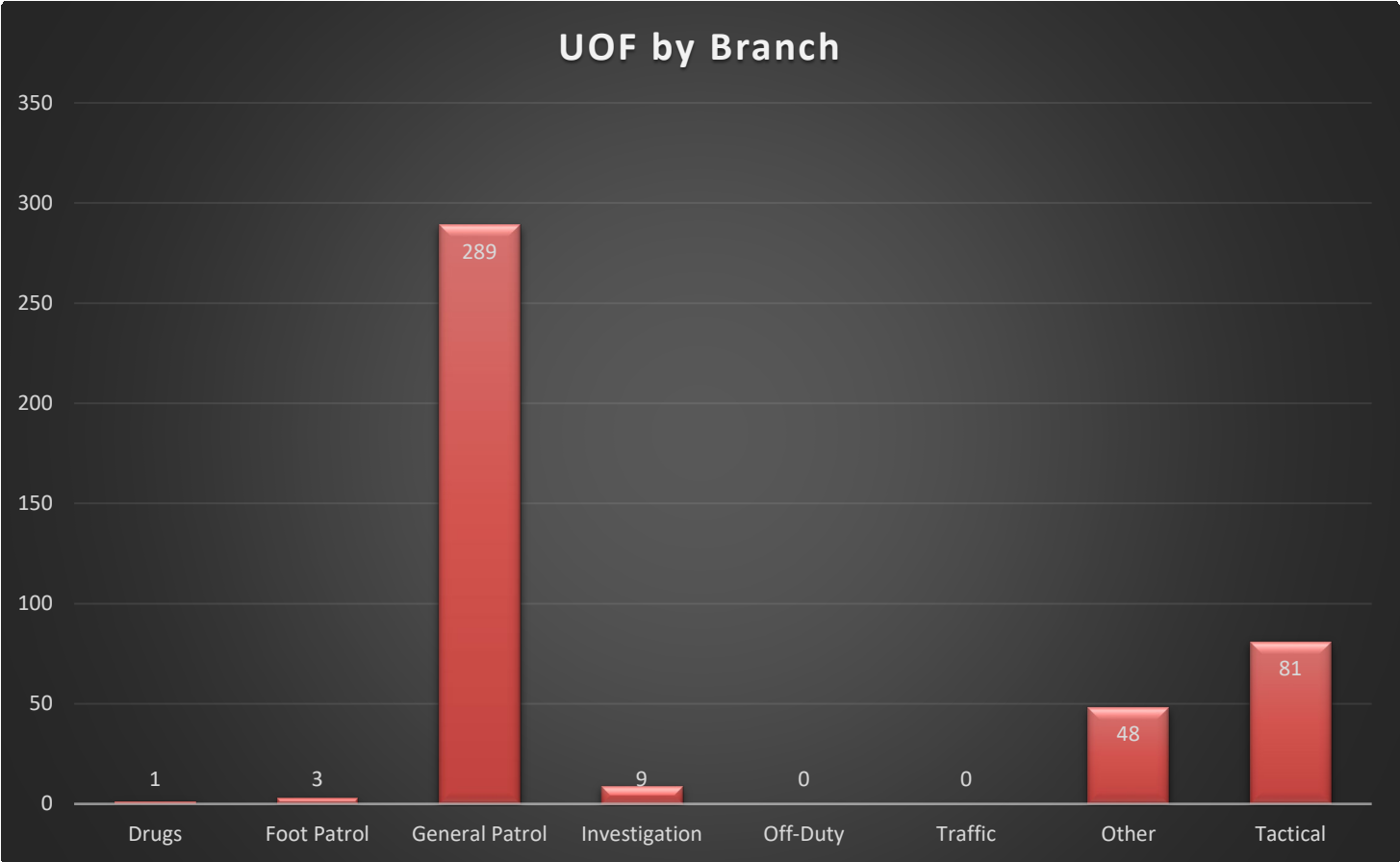


NOTE \*these chart totals do not equal the number of UOF Reports submitted, as officers have the option of identifying more than one call type. For example, Officers could respond to a disturbance which could also be a weapons call. "Other" can denote multiple types of calls, as it is the responsibility of the officers on scene to determine the call type. Disturbance can be any number of types of calls. The column marked as Tactical are reports submitted by the ERU and include high risk search warrants, vehicle stops and arrests.



Use of Force by Branch

Under the new UOF report, the Ministry of the Solicitor General has identified seven separate types of assignments, which include Drugs, Foot Patrol, General Patrol (Uniform Patrol), Investigation, Off Duty, Traffic, and Other (such as Coast, ACTION, Mounted, Marine). For the purposes of this report, ERU has been captured under Tactical. This portion is filled out by the officers at the time of the incident.

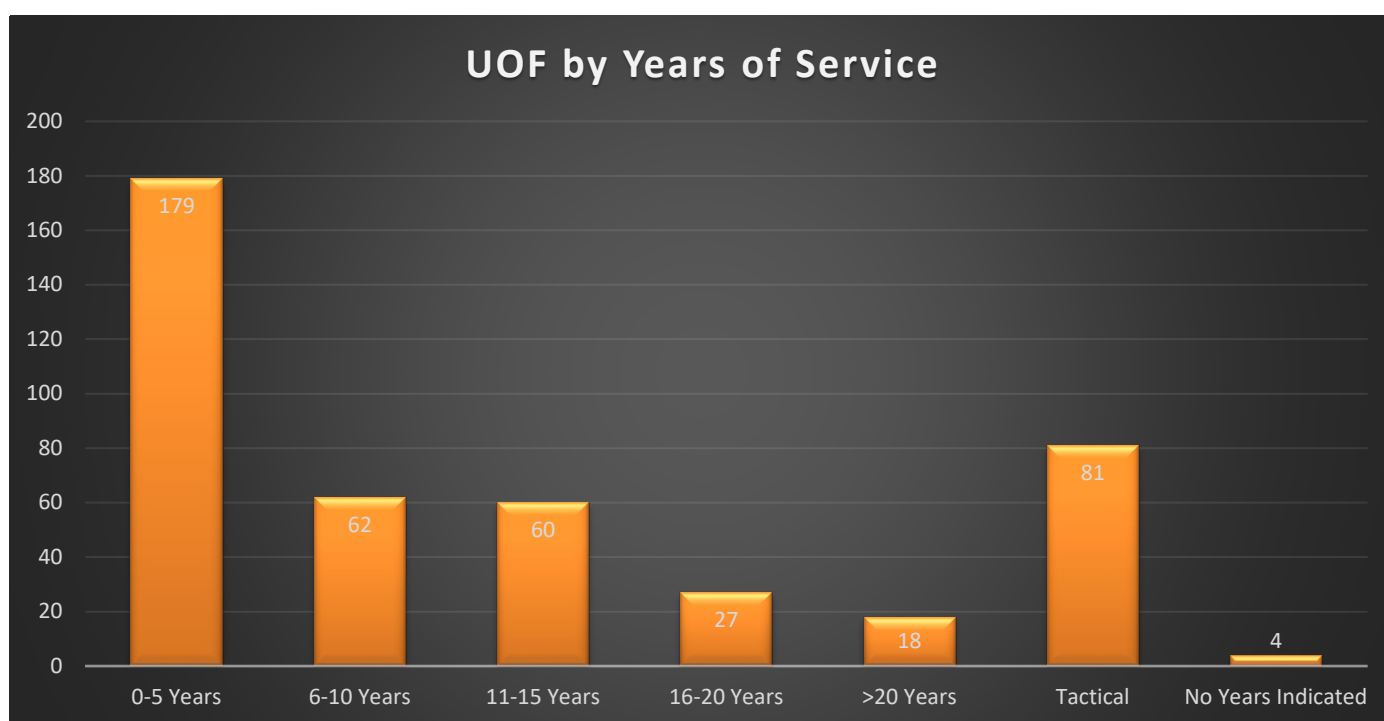


## Use of Force by Years of Service

The UOF report has a *Length of Service* section to be completed by the submitting officer. In certain circumstances, this section is not completed. The most common reason for this area not being completed is when the ERU files a "team" report and the Years of Service area is not completed.

A risk reduction strategy has been developed in relation to the UOF Reporting Policy revised in 2012. If a UOF report is required as a result of the actions of several officers in a common incident, each officer shall submit their own UOF report. The ERU shall be the only unit permitted to submit a 'team' report. As of 2021, this policy is currently in the process of being updated.

For statistical purposes officers were grouped into the following *Years of Service* categories: 0-5 years, 6-10 years, 11-15 years, 16-20 years, >20 years, Tactical (team report), and No Years indicated.



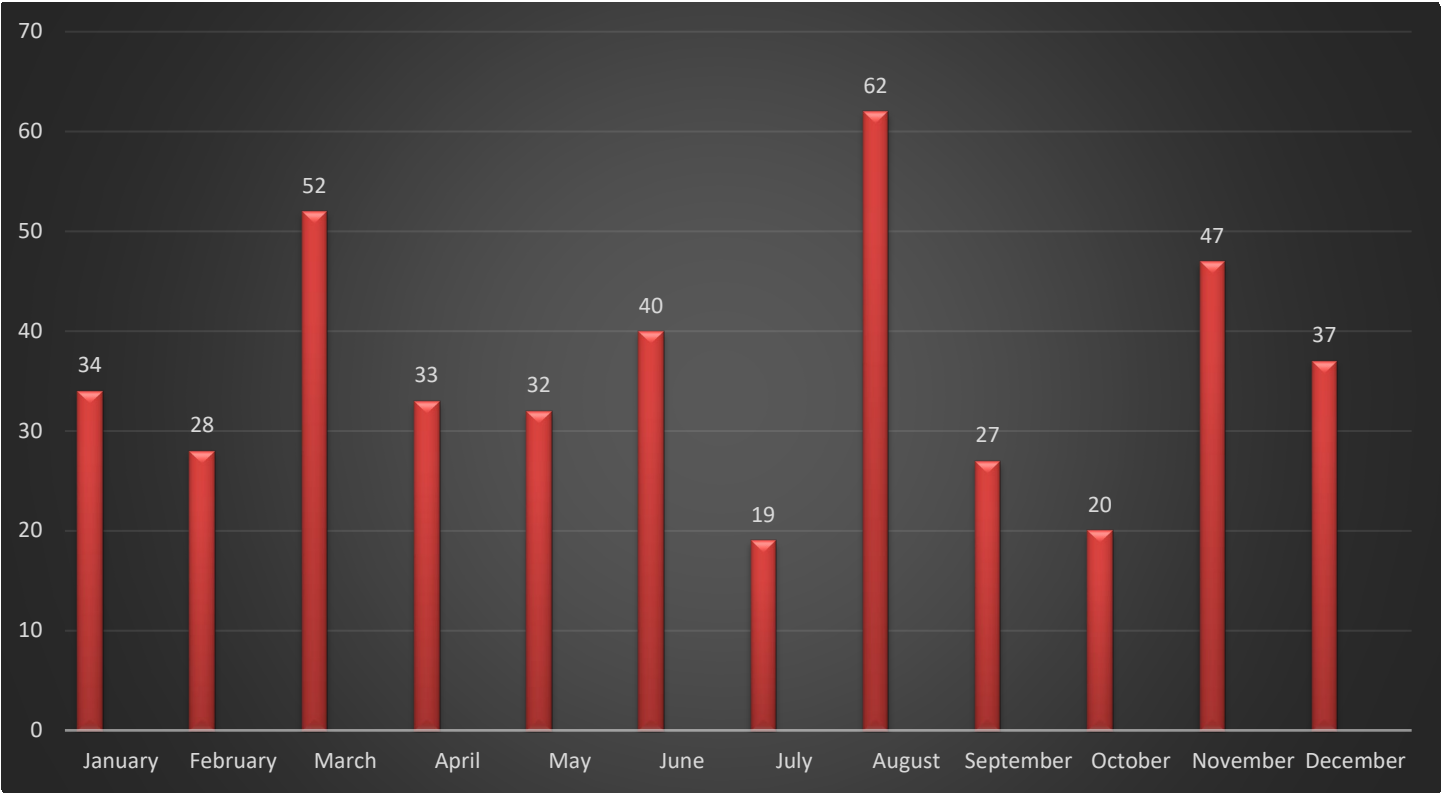
As per the Incidents by Branch and Incidents by *Years of Service* charts, Uniform Patrol is involved in the majority of the 2020 UOF Incidents (67%). The 0-10 *Years of Service* group accounts for approximately 69% of the officers who completed the Years of Service section. Approximately 37% of officers assigned to Uniform Patrol have less than 10 years of service, so the involvement in UOF incidents is proportional to their numbers.

NOTE \*Uniform Patrol and Years of Service data supplied by Human Resources.



Use of Force by Incidents per Month

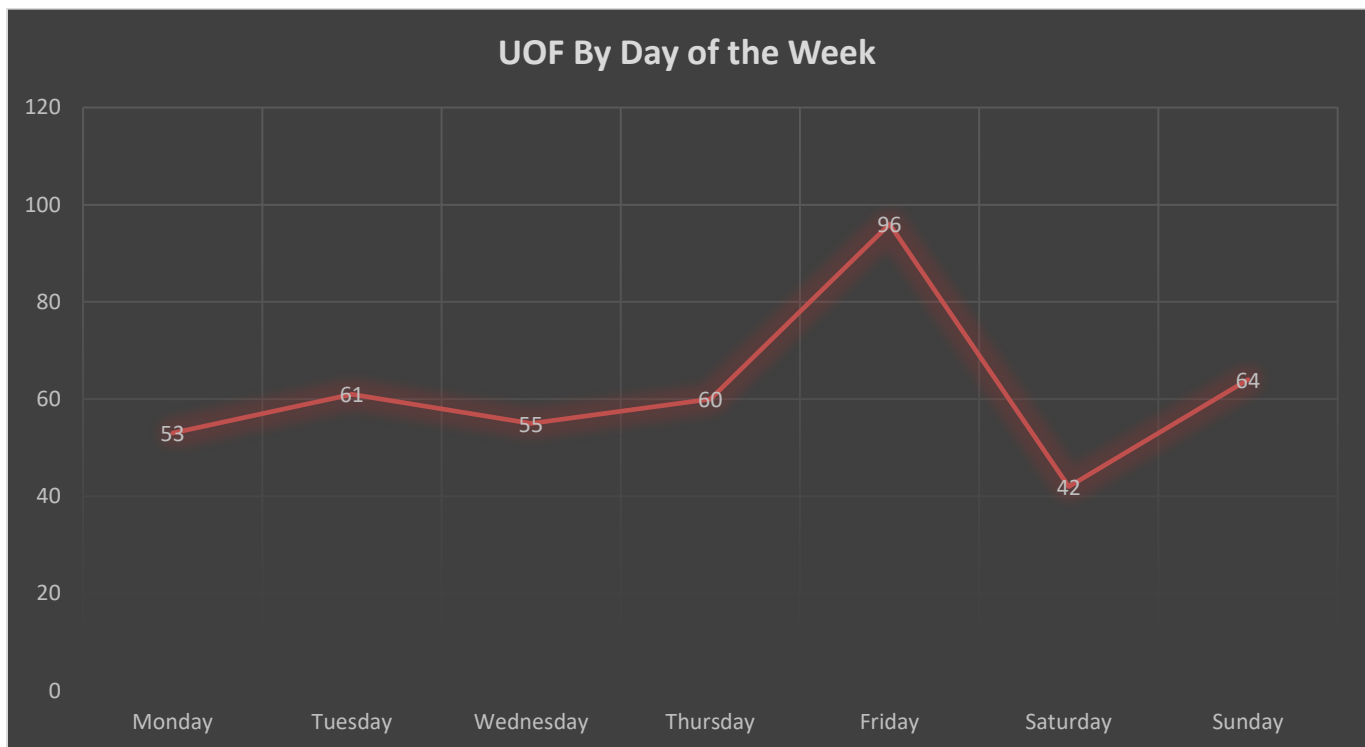
There were **431** UOF reports submitted in 2020 for an average 35.9 incidents per month, with a high of **62** incidents in August and a low of **19** in July. The number of UOF incidents changes significantly from month to month, with no apparent pattern, with March, June, August and November all higher than average.





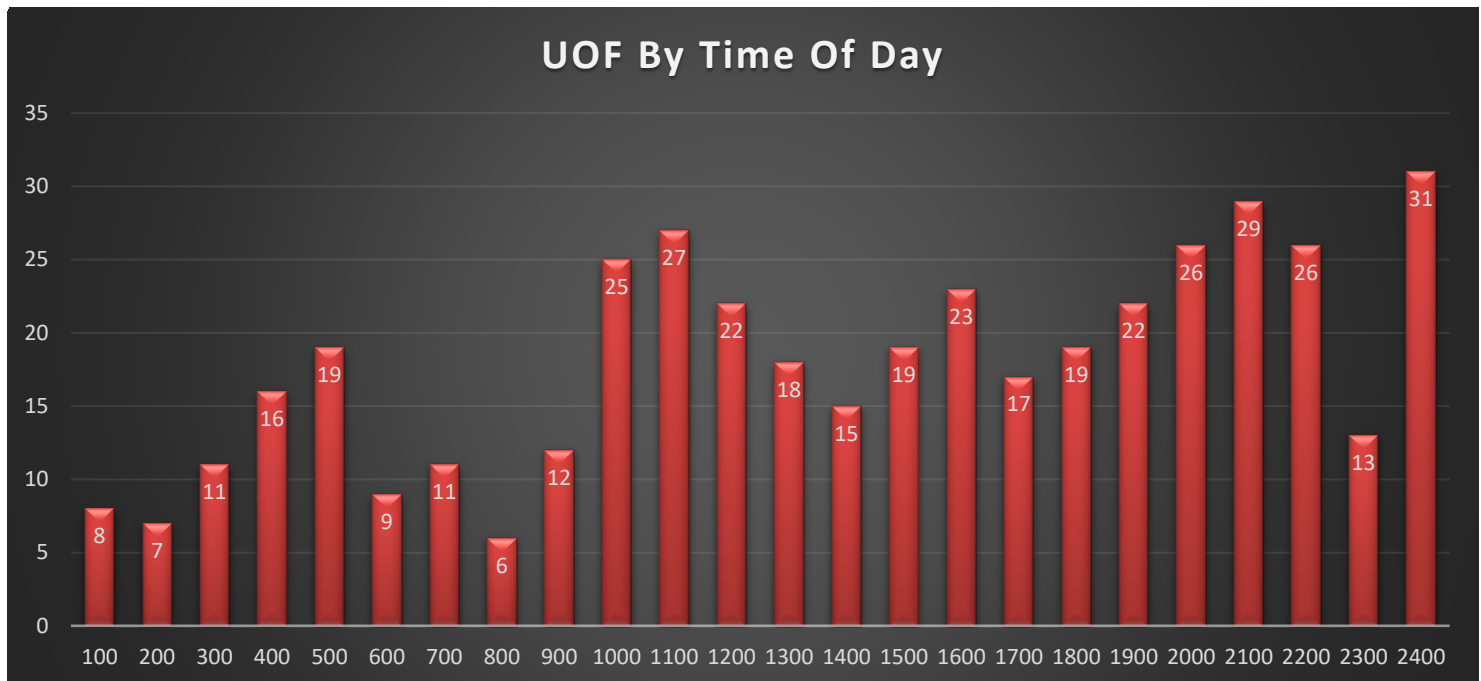
## Use of Force Incidents per Day of the Week

In 2020, the day with the highest number of UOF incidents was Friday with **96** incidents and the lowest was Saturday with **42** incidents. Data from recent years (2009-2019) shows the incident rates go down slightly on Mondays, begins to rise and peak during the mid-week, and then lower again over the weekend. In 2020, the number from Monday to Thursday are relatively even, with a large spike on Fridays, sudden drop on Saturdays then returning to the average on Sunday. There is no obvious explanation for this pattern.



## Use of Force Incidents by Time of Day

A review of the 10-year average data (2010 -2019) indicates that the bulk of UOF incidents occur in the twelve hour period between 1600 to 0400 hours. In 2020, the least amount of incidents occur in the eight hour period between 0100 to 0900hrs. The number of incidents begins to rise steadily beginning at 1000hrs and peaks between 2001 and 0400 hrs. The 2020 data below indicates that higher amounts of UOF incidents occurred between the hours of 1800 to 0100hrs. UOF incidents declined between 0300 and 0800 hours. The hours between 1000 hours and 1500 hours remain relatively consistent.



## Suspects/Police Officers Injured/Require Medical Attention

In 2020, there were **140** incidents in which a subject, a police officer, or both, were reportedly injured.

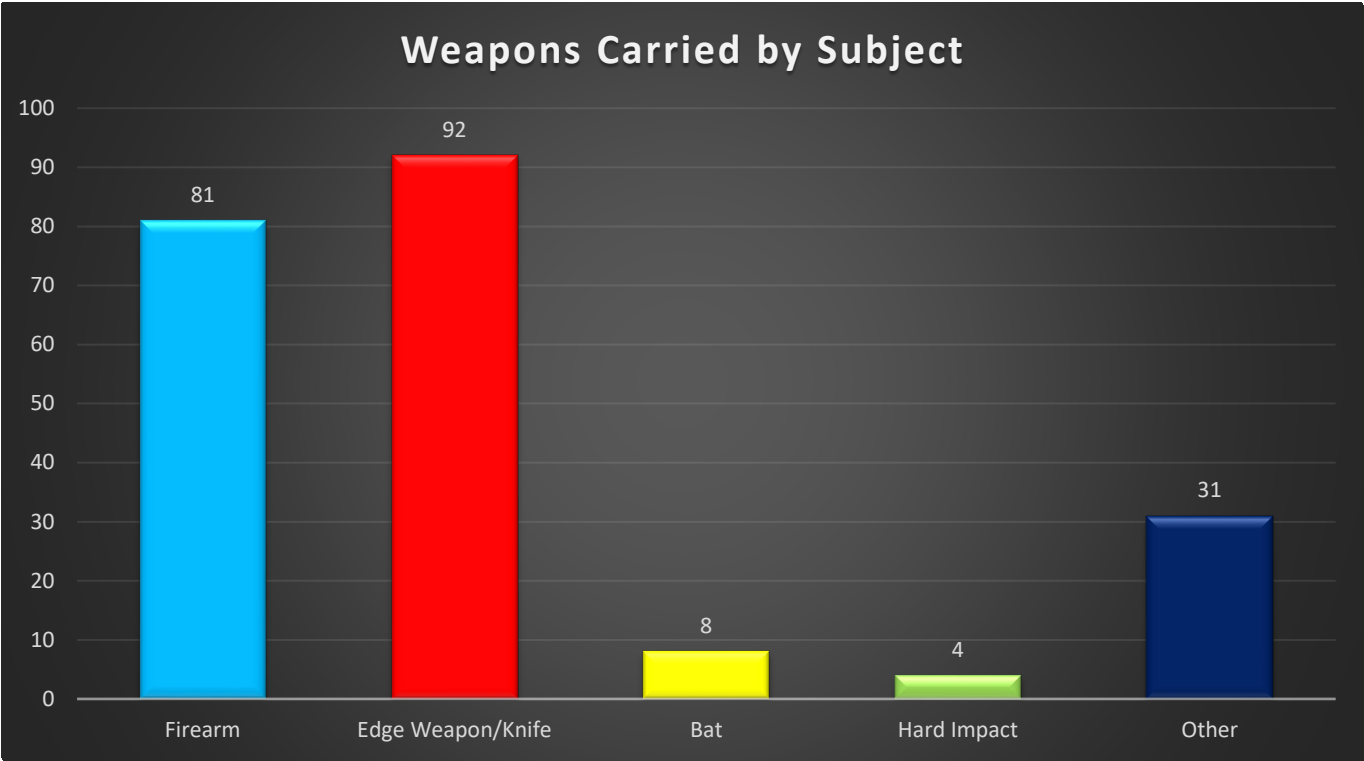
With the new UOF reporting system, officers are unable to identify causes of the injury and can include incidents in which the subject was injured prior to police arrival. Of the 140 Incidents, 108 identified incidents in which the subject was injured or required medical attention. When an individual is apprehended under the Mental Health Act this would also be counted as medical attention. There were also 32 incidents where officers were injured.



Use of Force Incidents and Suspect Weapons

In 2020, there were **216** incidents reported where the suspect was actually carrying or had access to a weapon. An edged weapon of some type was the most frequently reported involving **92** incidents. There were **81** incidents where a firearm (57) or replica/toy gun (24) was used. This is a **170%** increase from 2019. In eight incidents, a bat was identified as the weapon, four in which a hard impact weapon (crowbar, pole) and 31 in which other weapons including an axe, hammer and shovels were identified weapons. This trend would have a direct correlation to the increase seen in firearms pointed and handgun drawn by officer statistics (as per p. 6).

In 2019, there were a total of **99** incidents involving weapons. Knives were the dominant weapon (32) carried by subjects.

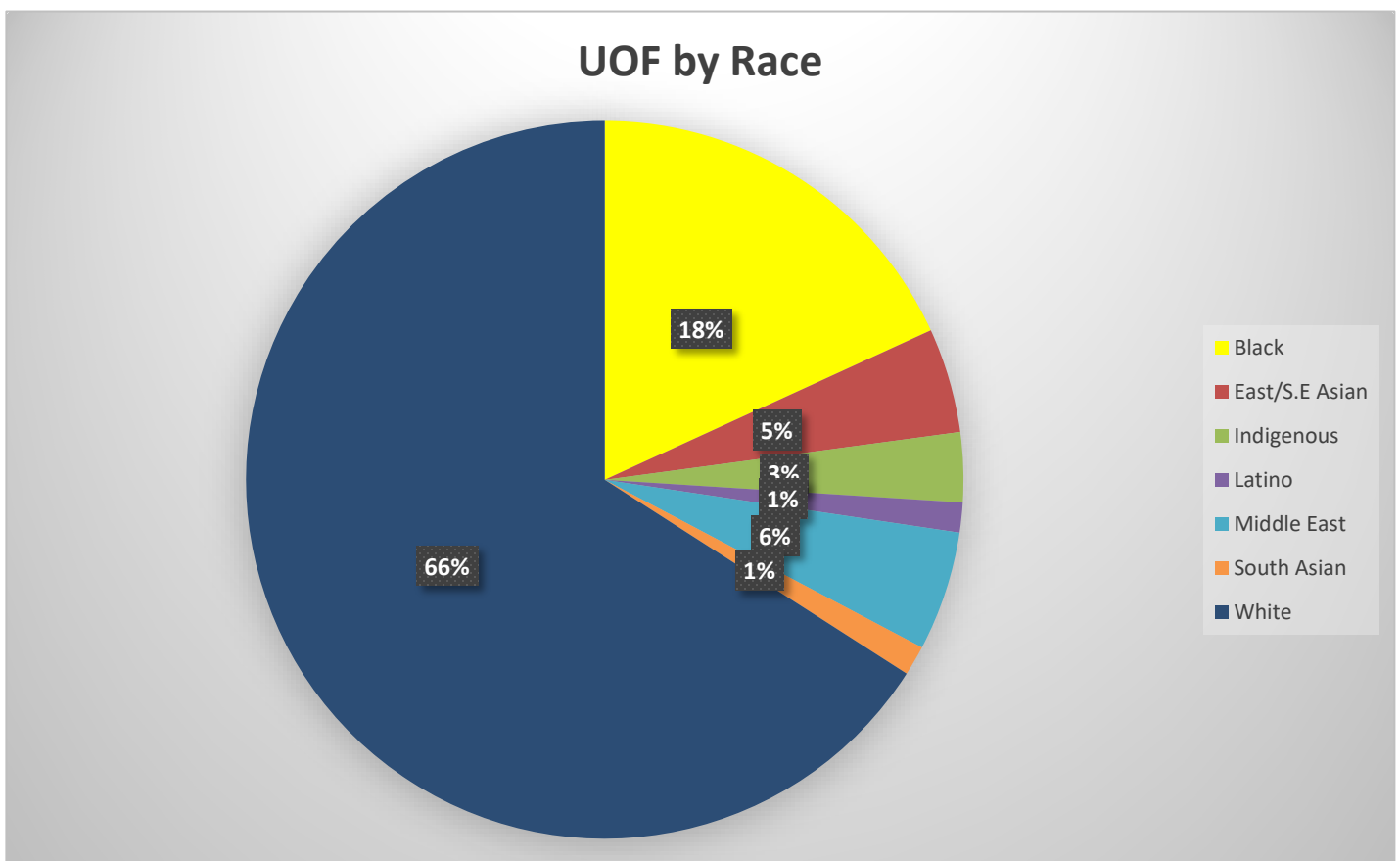


## Use of Force By Subject Race

In 2020, a new way of tracking UOF encounters was introduced by the Ministry of the Solicitor General. In response to the Ontario Anti-Racism Act, police services are now required to track the race of individuals involved in UOF encounters with police. The information is based on the perception of the officer involved in an encounter. Officers do not ask the race of the individual or find alternate ways to determine the race of the individual or individuals involved. The determination is based solely on the officer's perception of race at the time of the UOF incident.

The Ministry of the Solicitor General has identified the following race groups for officers to select from; Black, East/Southeast Asian, Indigenous, Latino, Middle Eastern, South Asian, White. There is no option for officers to select unknown. Officers must identify a race unless the incident involves an animal.

The information below is a total of race based on the 431 UOF reports submitted by HPS members.



In 2020, HPS members submitted **431** UOF reports, in which a total of **557** subjects were identified. In order to provide a clear accounting, and for the purposes of this report, when multiple officers responded to a scene and identified the subject as a particular race, this statistic was captured once. For example, if eight officers conducted a high risk arrest on a single subject in which firearms were drawn and pointed, and all the officers identified the subject as the same race, this was captured as one individual and not eight. If multiple officers responded to a call and officers identified the subject's race differently, this report captures each race identified, therefore resulting in the appearance of multiple subjects for a single incident.



After analyzing the UOF reports, the number of subjects was reduced from 557 to a total of **446** subjects as being involved in a UOF incident. The 446 subjects were identified in the following manner; Black – 81 subjects (18%), East Southeast Asian – 21 subjects (5%), Indigenous – 14 subjects (3%), Latino – 6 subjects (1%), Middle Eastern – 24 Subjects (6%), South Asian – 6 subjects (1%), White – 294 subjects (66%).

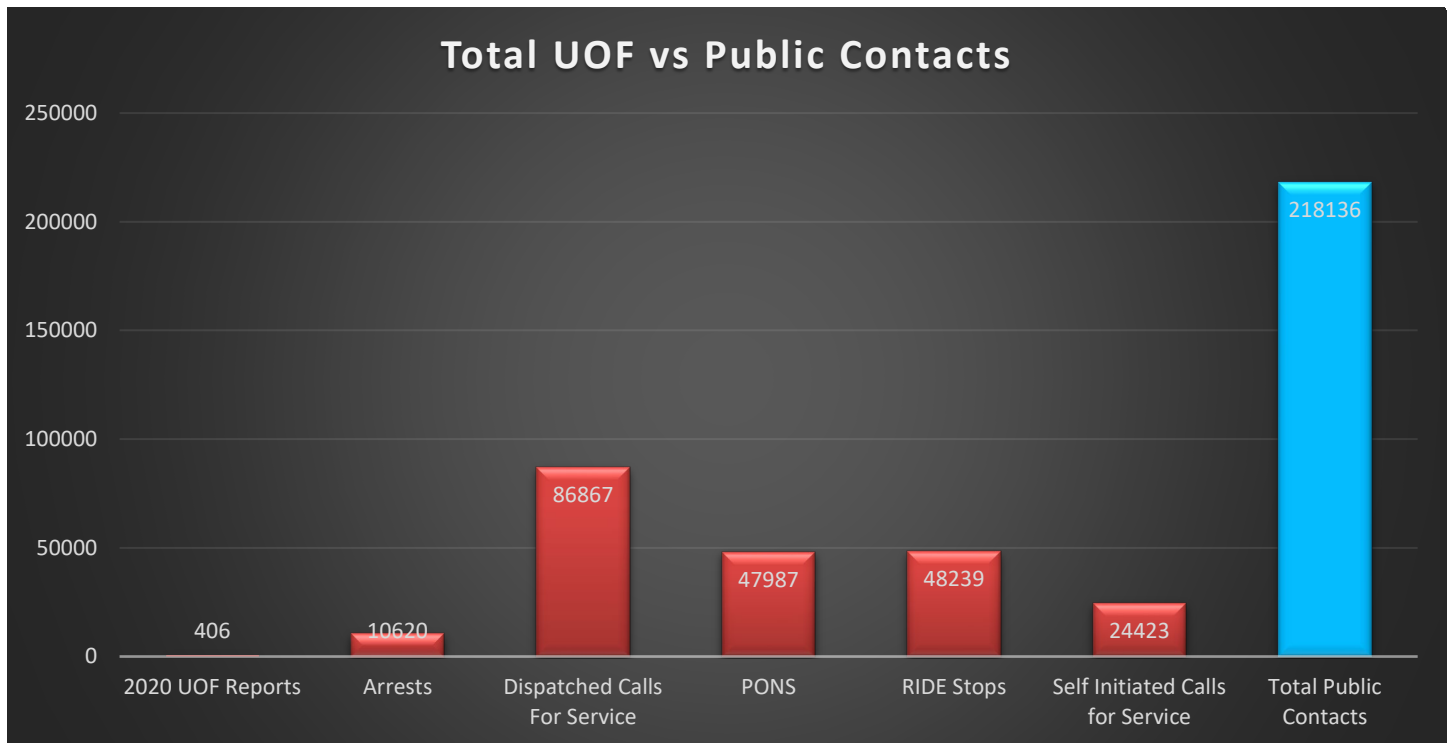
The numbers in this report are based on UOF reports and do not represent the number of people police officers interacted with in 2020. For example, if four officers respond to an incident and force is used by all the officers, this event would count as four separate incidents. This would be reported to the Ministry that the police used force on four separate subjects despite it being a single incident. As this statistic is captured from the police officer's perception of the individual's race, it could impact the accuracy of the statistic, as two officers at the same call could identify the same individual as two different races.



## Use of Force in Relation to Public Contacts

In 2020, HPS members submitted 431 UOF Reports, which includes 25 animals that were euthanized. This ultimately means that there were 406 incidents where force was used in relation to a member of the public. Compared to the total number of contacts police had with the public, **.18%** of contacts resulted in a UOF incident.

In comparison, UOF incidents vs. public contacts rose slightly in 2020 (**0.18%**) compared to 2019 (**0.12%**) and 2018 (**0.1%**).



NOTE \*Public Contact data supplied by the Crime Information Analysis Unit and the Traffic Unit.

## Conclusions / Trends

With the inclusion of CEW displays, the 10-year average is **346** UOF incidents per year. There was a low of **363** incidents reported in 2014 and a high of **431** incidents in 2020. This information is based on the number of UOF Reports submitted by HPS members.

In 2020, officers discharged a firearm 27 times, which is less than the 28 incidents in 2019. Since 2011, HPS has averaged 35 discharges per year. The majority of discharges are for euthanizing injured animals. Last year, two officers discharged their firearm at an individual.

Uniform Patrol is most likely to encounter incidents requiring an application of force and therefore submit the most UOF reports.



Police are most likely to encounter suspects brandishing an edged weapon but there has been a **170%** increase in incidents involving a gun or replica firearm over 2019. This trend is concerning and most likely a contributing factor to the increase in the number of times police pointed or drew a firearm.

This year's report also captures the first year of tracking race in UOF encounters. At this time, it is too early to identify trends as there is not enough data to analyze.

The UOF incident rate for 2020 remains low at **.18%** when compared to the number of times police came into contact with the public. In 2020, HPS members had **218,136** public contacts and used force **406** times (431 incidents minus the 25 animals euthanized).





## Hamilton Police Services Board Deputation Request Form

(Request to appear before the Police Services Board)

**PLEASE NOTE: The information on this form will be published on a public agenda and therefore released to the public and media.**

Your Name: Kojo Dampitey

Firm / Organization: Hamilton Centre for Civic Inclusion  
(if applicable)

E-mail Address: kdampitey@hcci.ca

Home Phone: \_\_\_\_\_

Fax No.: \_\_\_\_\_

Business Phone: \_\_\_\_\_

Mailing Address: 423 King Street East

Details of Deputation to be discussed including a **summary** and the **objective(s)** of your deputation:

I would like to submit a request to delegate at the next Hamilton Police Board meeting on June 24th, 2021.

I would like to talk about the recent news articles on racial profiling and the use of deadly force.

Will you be providing a presentation? ☐ Yes ☒ No

Have discussions or correspondence taken place with a member of the Hamilton Police Services Board or the Administrator? If so, with whom and when?

There has not been any correspondence with an member of the Hamilton police service Board.

Please submit the completed form either in person, via fax or e-mail to:

Administrator  
Hamilton Police Services Board  
155 King William Street  
P.O. Box 1060, LCD1  
Hamilton, ON  
L8N 4C1

Fax: 905-546-4720

E-Mail: [kirsten.stevenson@hamilton.ca](mailto:kirsten.stevenson@hamilton.ca)