

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

FROM: Richard Stubbings
Assistant Deputy Minister
Public Safety Division

SUBJECT: *Missing Persons Act – 2022 Annual Report and
Training Supports*

DATE OF ISSUE:	March 7, 2023
CLASSIFICATION:	For Action
RETENTION:	June 1, 2023
INDEX NO.:	23-0016
PRIORITY:	Normal

I am writing to provide a reminder related to the annual reporting requirements under the *Missing Persons Act*, as well as a reminder regarding available training supports.

Annual Report

Under Section 8 of the *Missing Persons Act* (“the Act”), police services are required to report annually on their use of urgent demands under the Act, and police services boards are required to make this report available the public. The 2022 annual report must include urgent demands made during the period of January 1, 2022 to December 31, 2022. The annual report must be completed using Form 7: Annual Report Template which can be found on the [Ontario Central Forms Repository Website](#).

The general regulation under the Act ([O. Reg. 182/19](#)) sets out the specific timelines for meeting this requirement. Municipal and First Nations Chiefs of Police are required to provide an annual report to their police service boards by April 1, 2023. Police services boards must make the annual report public on a website by June 1, 2023 and must provide a copy to the Ministry of the Solicitor General (ministry). Which website the annual report is posted on (e.g., the police service board’s website or the police service’s website) and the format of the public posting is up to the discretion of the police services board. Similar requirements apply to the Ontario Provincial Police.

Please submit the annual report to the ministry by email at MPreporting@ontario.ca by June 1, 2023. In the submission email, please also include:

- The contact information (i.e., first name, surname, and email address) of a lead contact in the police service for the annual report; and,
- A link to where the annual report has been posted on the police service board's or police service's website.

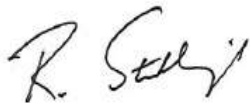
Training

Basic training outlining the key elements of the Act, developed by the Ontario Police College, in collaboration with the ministry, can be found on the Ontario Police College's Virtual Academy (OPCVA) at <https://www.opcva.ca/content/missing-persons-act>. It can also be accessed via the main OPCVA page under the 'Resources' drop-down list at the top of the page.

A supplementary training video is also available on the OPCVA and can be accessed at: <https://www.opcva.ca/content/missing-persons-act-disclaimer>. This training video, created by the Ontario Provincial Police's Ontario Centre for Missing Persons and Unidentified Remains, is approximately 13 minutes in length and provides additional guidance and situational examples for officers regarding the application and use of the Act.

Should you have any questions or concerns, please feel free to send an email to MPreporting@ontario.ca.

Sincerely,



Richard Stubbings
Assistant Deputy Minister
Public Safety Division

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