



GREATER SUDBURY POLICE SERVICES BOARD
Wednesday June 10, 2020 10:00 A.M.
Webex

PUBLIC AGENDA

| Item # | | Motion | Page (s) |
|---------------|--|---------------|-----------------------|
| 1 | Motion to Meet IN CAMERA | | |
| 2 | Matters Arising from In Camera Session | | |
| 3 | Roll Call | | |
| 4 | Declarations of Conflict of Interest | | |
| 5 | Presentation 2019 Year End Crime Profile | | |
| 6 | Adoption of Minutes - May20, 2020 | Motion | |
| 7 | Accept Consent and Discussion Agenda - June 10, 2020 | Motion | |
| | DISCUSSION AGENDA | | |
| 8 | Board Reports 2020 Board Meeting Schedule - Virtual Sep to Dec | Motion | 1 - 3 |
| 9 | Staffing Reports Appointment of Special Constables | Motion | 4 - 5 |
| 10 | Agreements Human Resources Clerk Internship Program | Motion | 6 - 7 |
| | 2020 Canada Summer Student Jobs | Motion | 8 - 9 |
| | 2020 CAD Refresh - Hexagon Service Quote | Motion | 10 - 12 |
| 11 | Reports 2020 Missing Persons Annual Report | Motion | 13 - 17 |
| | Board Retention and Destruction of Records Bylaw | Motion | 18 - 25 |
| 12 | Chief's Report | | 26 - 57 60 |

Continued Next Page

13 **New Business**

14 **Next Meeting Date**

Next meeting Wednesday September 16, 2020

15 **Adjournment**

Motion



GREATER SUDBURY POLICE SERVICE BOARD REPORT

| | |
|--|---------------------------|
| ACTION: FOR INFORMATION | DATE: June 3, 2020 |
| PUBLIC | |
| SUBJECT: 2020 POLICE SERVICES BOARD MEETING SCHEDULE | |
| STRATEGIC DIRECTION 2019-2021 Strategic Theme: Policing with Excellence and Professionalism Goal: Best Practices in Core Police Functions | |
| Prepared by: Michael Vagnini Chair | |

A handwritten signature in black ink that reads "Michael Vagnini".

RECOMMENDATION:

THAT the Board continues with virtual meetings on the same schedule until such time gathering for meeting purposes is deemed appropriate.

BACKGROUND:

For the first six months of 2020, Greater Sudbury Police Services Board meetings were scheduled on the third Wednesday of each month with the Public session starting at 10:00 a.m.

Since the COVID-19 Pandemic, meetings have been held virtually for the months of April, May, and June. This has facilitated the requirements of social distancing and protecting the safety of Board members and staff.

Regular Meetings of the Board are not convened in the months of July and August. Should business arise requiring that meetings be scheduled, with the consent of the Board, same will proceed.

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| SUBJECT: 2020 POLICE SERVICES BOARD MEETING SCHEDULE | Page 3 |
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CURRENT SITUATION:

Until such time as the requirement for social distancing has been lifted, it is suggested that the Board continue with meetings in a virtual form. Attached is the schedule which has been previously sent.

Please advise the Board Chair and copy the Board Executive Assistant if you are unable to participate in any meeting.



GREATER SUDBURY POLICE SERVICES BOARD SCHEDULE OF MEETINGS 2020



| | | |
|-----------|---------------------|-------------------|
| Wednesday | JANUARY 15 | |
| Wednesday | FEBRUARY 19 | |
| Wednesday | MARCH 18 | NO MEETING |
| Wednesday | APRIL 15 | VIRTUAL |
| Wednesday | MAY 20 | VIRTUAL |
| Wednesday | JUNE 10 | VIRTUAL |

MEETINGS IN JULY AND AUGUST SCHEDULED AS REQUIRED

| | | |
|-----------|--------------|--|
| Wednesday | SEPTEMBER 16 | |
| Wednesday | OCTOBER 21 | |
| Wednesday | NOVEMBER 18 | |
| Wednesday | DECEMBER 9 | |



GREATER SUDBURY POLICE SERVICE BOARD REPORT

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| ACTION: FOR APPROVAL | DATE: June 3, 2020 |
| PUBLIC | |
| SUBJECT: APPOINTMENT OF SPECIAL CONSTABLES | |
| STRATEGIC DIRECTION 2019-2021 Strategic Theme: Our Members Goal: Succession Planning | |
| Recommended by:  Sharon Baiden Chief Administrative Officer | Approved by:  Paul Pedersen Chief of Police |

RECOMMENDATION:

THAT the Board approves the appointment of the following Special Constables effective April 16, 2020 pursuant to Section 53 of the *Police Services Act* in accordance with the terms and conditions set forth in the Approval of Appointment form:

**Mathieu HUNEAULT
Cory MENARD**

BACKGROUND:

The *Ministry of the Solicitor General* is responsible for processing and approving the appointments and reappointments of Special Constables.

To ensure that these members can carry out their assigned duties as Special Constables, application is made to the *Ministry of the Solicitor General* to have them appointed as Special Constables pursuant to Section 53 of the *Police Services Act*. The Police Services Board appoints the employees as Special Constables upon approval by the *Ministry*.

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| SUBJECT: APPOINTMENT OF SPECIAL CONSTABLES | Page 2 |
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Once the *Ministry of the Solicitor General* approves the appointment and a Police Services Board appoints an individual as a Special Constable, the appointment is valid for five years or until the appointee is no longer an employee of the Greater Sudbury Police Service.

CURRENT SITUATION:



The Board is asked to appoint the employees as Special Constables for five years in accordance with the above-noted process. These employees are current members of the Service and will be employed in the Courts Branch as Special Constables.

Pursuant to Section 53 of the *Police Services Act*, approval has been obtained from the *Ministry of the Solicitor General* pending confirmation that the Board has appointed them as a Special Constables.

These members started their employment with training and orientation underway just prior to COVID-19. Their training and continued work had been temporarily suspended and has now been reactivated.



GREATER SUDBURY POLICE SERVICE BOARD REPORT

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| ACTION: FOR APPROVAL | DATE: June 3, 2020 |
| PUBLIC | |
| SUBJECT: HUMAN RESOURCES CLERK INTERNSHIP PROGRAM | |
| STRATEGIC DIRECTION 2019-2021 Strategic Theme: Collaborative Community Goal: Strengthen Partnerships | |
| Recommended by:  Sharon Baiden Chief Administrative Officer | Approved by:  Paul Pedersen Chief of Police |

RECOMMENDATION:

THAT the Board enters into an Agreement with the Northern Ontario Heritage Fund Corporation for funding in the amount of \$31,122 to offset costs associated with employing a Human Resources Clerk Intern for a period of one year with start date to be determined.

BACKGROUND:

The Northern Ontario Heritage Fund offers post-secondary graduates from an accredited college/university, first time employment in their chosen field or a work placement and internship through the Northern Ontario Youth Internship Program. This program serves to assist youth on the path to a rewarding and successful career.

Private and public sector employers located in Northern Ontario involved in the areas that will result in an economic or social development advantage for Northern Ontario are eligible to apply. For a number of years now the Service has availed this funding opportunity and have provided significant work experiences to young graduates.

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This year, an application for a Human Resources Clerk Intern was submitted to the Northern Ontario Heritage Fund Corporation and approved. The purpose of this internship is to assist with the research, development and implementation of new and innovative strategies and best practices in several areas of Human Resources. These areas include the development of a diversity recruitment strategy, applicant tracking, screening, selection and document management. This internship will also assist with the planning and execution of recruitment initiatives, events and various forms of professional development for members.



CURRENT SITUATION:

NOHFC has recently advised that they have approved the funding of the Human Resources Clerk internship for the amount of \$31,122 to defray salary costs associated with the position. Costs associated with the position are approximately \$45,000.

This is a highly successful partnership the Service enjoys with NOHFC and has provided many new graduates with valuable on-the-job learning.



GREATER SUDBURY POLICE SERVICE BOARD REPORT

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| ACTION: FOR APPROVAL | DATE: June 3, 2020 |
| PUBLIC | |
| SUBJECT: 2020 CANADA SUMMER STUDENT JOBS AGREEMENT | |
| STRATEGIC DIRECTION 2019-2021 Strategic Theme: Collaborative Community Goal: Strengthen Partnerships | |
| Recommended by:  Sharon Baiden Chief Administrative Officer | Approved by:  Paul Pedersen Chief of Police |

RECOMMENDATION:

THAT the Greater Sudbury Police Services Board enters into an Agreement with Employment and Social Development Canada for funding in the amount of \$3,920 to offset costs associated with the hiring of a Health and Wellness Coordinator student for the summer employment program.

BACKGROUND:

The Greater Sudbury Police Service provides an innovative summer employment opportunity through the Summer Student Employment Program.

Generally, the Service employs a number of students throughout various sections which in partnership with Employment and Social Development Canada. This initiative is intended to support youth to gain valuable employment experience, exposure to general life skills, and develop a mentorship relationship with local police staff. This initiative also supports positive relationships between diverse communities and police.

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| SUBJECT: 2020 CANADA SUMMER JOBS AGREEMENT | Page 2 |
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Students must be registered full-time in school with intention to return to school.

The Greater Sudbury Police Services had submitted an application to Employment and Social Development Canada for financial assistance under their Youth Employment Strategy towards the cost of the summer employment program.



CURRENT SITUATION:

Funding for students was approved for the 2020 summer session was confirmed. The Service is in the position to bring on only one student this summer under this program due to COVID-19. Funding in the amount of \$3,920 has been allocated for this purpose to offset summer student wages in the amount of approximately \$6,800.

A student who will be assigned to our Health and Wellness section has been hired and will be assisting in the development of a Health and Wellness Strategy. This is important work and aligns with our number one Strategic Direction of Our Members and Our Inclusive Workplace which commits to the health, safety and well-being of our members being the first consideration in all that we do. Important work is well underway and the Strategy will be presented at a later date.



GREATER SUDBURY POLICE SERVICE BOARD REPORT

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| ACTION: FOR APPROVAL | DATE: June 3, 2020 |
| PUBLIC | |
| SUBJECT: 2020 CAD REFRESH – HEXAGON SERVICE QUOTE | |
| STRATEGIC DIRECTION 2019-2021 Strategic Theme: Policing with Excellence and Professionalism Goal: Best Practices in Core Police Functions | |
| Recommended by:  Sharon Baiden Chief Administrative Officer | Approved by:  Paul Pedersen Chief of Police |

RECOMMENDATION:

THAT the Board engages Hexagon Safety and Infrastructure to perform the MPS 9.4 upgrade for both Police and Fire Services in accordance with the Master Service Agreement as follows:

Police MPS 9.4 Upgrade at a cost of \$68,637 with funds to be drawn from the 2020 Capital Envelope; and

City of Greater Sudbury Fire Services MPS 9.4 Upgrade at a cost of \$79,871 with funds to be recovered through the City of Greater Sudbury Fire Services.

BACKGROUND:

As a member of the Ontario Police Technology Information Cooperative (OPTIC), police services benefit from a shared environment for the provision of Computer Aided Dispatch and Records Management Services. The Service benefits from the cost sharing and economies of scale that can be garnered when enhancements are required and the ability to move ideas and projects forward collectively based on common needs among member agencies is available.

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| SUBJECT: 2020 CAD REFRESH – HEXAGON SERVICE QUOTE | Page 2 |
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In addition, the Greater Sudbury Police Service also dispatches for the City of Greater Sudbury Fire Services as part of the services of our 911 Emergency Communications Centre.

The Ontario Police Information Technology Cooperative (OPTIC) has engaged Hexagon Public Safety to provide Computer Aided Dispatch (CAD) to all OPTIC agencies based on the specifications provided in the Ministry of the Solicitor General MOU.

Those specifications provide for each OPTIC agency to have:

- A Primary CAD Server
- A Secondary CAD Server
- An Information CAD server that provides access to CPIC
- One Oracle Database that is used by all servers

CURRENT SITUATION:

On a regular and prescribed basis, OPTIC carries out a complete hardware and software refresh of CAD for all Municipal OPTIC communications centers. The GSPS currently operates under a Master Service Agreement with Hexagon that covers all areas of this project. As part of the OPTIC CAD Upgrade Project through the Ministry of Community Safety and Correctional Services, the I/CAD system will be installed and configured.

The objective of this project is to provide upgrade services for the existing I/CAD system from version 9.3 to 9.4 in a test environment onsite and to provide services to install and configure Mobile for Public Safety (MPS) in a test environment, all of which will become the production environment once the OPTIC I/CAD goes live. This will also include setting up a backup environment.

Hexagon's Intergraph-CAD 9.4 for Public Safety (CAD) and Oracle Database Application Software will be installed by Justice Technology Services CAD 9.4 Refresh Project under the supervision of the our Police Service Implementation Coordinator. Upgrades will be made to both police and fire MPS systems.

In addition to the items provided for in the Ministry MOU which was recently accepted by the Board, the GSPS also requires the following work to be completed by Hexagon for our specific needs:

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- Upgrade of our CAD Mobile Server for MPS (In Car) access
- Upgrade of our Tertiary Server at LEL for Backup
- Upgrade of our CAD Test Environment for our CAD Training Centre
- Upgrade of all 50 MPS units in vehicles
- Additional work for CITY FIRE services



All of this work is to be completed during the CAD refresh scheduled for a date in the near future. It was delayed due to the current COVID-19 pandemic but has since moved forward. The quote for Hexagon is based on the current environment and is being billed for the hours estimated to complete the work.

As Police and Fire are responsible for their own costs, the work has been quoted as two separate projects under the same Master Agreement. Fire Services are responsible for their portion of cost and will transfer a reimbursement for all work performed.

Any hours not used for the respective parties will be credited back accordingly for use on future projects.



GREATER SUDBURY POLICE SERVICE BOARD REPORT

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| ACTION: FOR INFORMATION | DATE: June 3, 2020 |
| PUBLIC | |
| SUBJECT: 2020 MISSING PERSONS ANNUAL REPORT | |
| STRATEGIC DIRECTION 2019-2021 Strategic Theme: Policing with Excellence and Professionalism Goal: Best Practices in Core Police Functions | |
| Recommended by: Sheilah Weber Deputy Chief of Police  | Approved by: Paul Pedersen Chief of Police  |

RECOMMENDATION:

THAT the Board receives this Missing Persons Annual Report in accordance with the requirement of the *Missing Persons Act, 2018* Section 8.

BACKGROUND:

The *Missing Persons Act, 2018* came into force on **July 1, 2019**.

The *Act* assists police officers responding to missing persons occurrences by providing them with the ability, in certain circumstances, to:

- Obtain a court order for a person or entity to produce records that would assist in locating a missing person;
- Obtain a search warrant to allow entry onto a premises to locate a missing person; and
- Make an urgent demand for records without judicial authorization.

The *Act* also sets out tests to obtain judicial authorization to access records, search premises, and to execute urgent demands for records.

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The regulation provides operational clarity regarding urgent demands for records and annual reports.

Urgent Demands for Records

Under section 5 of the *Act*, an officer who makes an urgent demand for records is required to provide a written report which outlines the records that were demanded and how the urgent demand for records were met. They must also make reasonable efforts to provide notice to a person whose information has been produced from an urgent demand for records.

The regulation specifies the officer has to provide a written report within 30 days of making an urgent demand for records and the protocol for providing notice to a person including a description of the information the officer accessed contact information. The notice may be provided verbally or in writing.

Annual Reports

Under section 8 of the *Act*, police services are required to report annually on the use of urgent demands for records by members of the police service. This includes:

- The total number of urgent demands made that year and the number of missing persons investigations to which they related; and,
- A description of the types of records specified in the urgent demands for records made in that year.

The regulation also specifies that a copy provided to the appropriate entity (police services board, entity, or Minister), and that the report be made available to the public by posting it on a website by June 1 in the year the report is received.

In addition to the contents required under subsection 8(4) of the *Act*, the annual report must also contain the total number of times that different types of records listed in subsection 4(2) of the *Act* were specified in the urgent demands made in that year and if applicable, a description of any types of records not listed in subsection 4(2) of the *Act*.

The *Ministry* has developed forms to access the powers afforded by the *Act* and to assist in meeting reporting requirements. The forms include:

- Information to Obtain a Warrant Authorizing Entry
- Warrant Authorizing Entry, issued by the Justice
- Information to Obtain an Order for the Production of Records
- Order for the Production of Records, issued by the Justice
- Urgent Demands for Records, issued by the officer to demand records from a person or entity

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| SUBJECT: 2020 MISSING PERSONS ANNUAL REPORT | Page 3 |
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CURRENT SITUATION:

The 2019 *Missing Persons Act* Report on Urgent Demands for Records for July 1 to December 31, 2019 has been completed with the following results:

| <i>MISSING PERSON ACT URGENT DEMANDS FOR RECORDS</i> | |
|---|----------|
| Total Number of Urgent Demands | 3 |
| Records containing contact information or other identifying information – SUBSCRIBER INFORMATION BASED ON IP ADDRESSES | 3 |
| Number of Missing Persons Investigations – Demands | 1 |

In this instance in a period of 24 hours, three Urgent Demands for information were made. The information that was received directly correlated to the location of the missing person.

A copy of the full report is attached and will be posted publicly.

In accordance with O.Reg.182/19 under the *Missing Persons Act, 2018* the contents included in this report must be prepared by April 1 of each year, and made publicly available by June 1 of each year.

Data Collection
Period of data collection

 Start Date (yyyy/mm/dd)
 2019/07/01

 End Date (yyyy/mm/dd)
 2019/12/31

 Name of Police Force
 GREATER SUDBURY POLICE SERVICE

Detachment Location (if applicable)

| | | | |
|-------------|---------------|-------------|--------|
| Unit Number | Street Number | Street Name | PO Box |
| | 190 | BRADY ST. | |

| | | |
|-----------|----------|-------------|
| City/Town | Province | Postal Code |
| SUDBURY | ONTARIO | P3E 1C7 |

| | |
|-------------------------------------|---|
| Total Number of Urgent Demands made | Number of Missing Persons Investigations in which a demand was made |
| 3 | 1 |



Types of records specified in the urgent demands and total number of times that each type of record was included in the urgent demands

| Records | Description | Total number of times demanded |
|---|--|--------------------------------|
| Records containing contact information or other identifying information | SUBSCRIBER INFORMATION BASED ON IP ADDRESSES | 3 |
| Photos, videos, or other records containing visual representation | | |
| Records of telecommunications or records that contain other electronic communications information, including information about signals related to a person's location | | |
| Records of employment information | | |
| Records of personal health information within the meaning of the <i>Personal Health Information Protection Act, 2004</i> | | |
| Records related to services received from a service provider as defined in subsection 2(1) of the <i>Child, Youth and Family Services Act, 2017</i> | | |
| Records that related to a student of an educational institution | | |
| Records containing travel and accommodation information | | |

| Records | Description | Total number of times demanded |
|----------------------------------|--------------------|---------------------------------------|
| Records of financial information | | |
| Other records | | |



GREATER SUDBURY POLICE SERVICE BOARD REPORT

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|---|--|
| ACTION: FOR APPROVAL | DATE: June 3, 2020 |
| PUBLIC | |
| SUBJECT: BOARD RETENTION AND DESTRUCTION OF RECORDS BYLAW | |
| STRATEGIC DIRECTION 2019-2021 Strategic Theme: Policing with Excellence and Professionalism Goal: Best Practices in Core Police Functions | |
| Recommended by: <div style="text-align: center;"></div> Sharon Baiden Chief Administrative Officer | Approved by: <div style="text-align: center;"></div> Paul Pedersen Chief of Police |

RECOMMENDATION:

THAT the Board repeals Bylaw 2019-1, a Bylaw to regulate the Retention and Destruction of Records; and further

THAT the Board adopts Bylaw 2020-1, a Bylaw to Regulate the Retention and Destruction of Records Greater Sudbury Police Services Board and the Greater Sudbury Police Service.

BACKGROUND:

The Greater Sudbury Police Services Board deems it prudent as a matter of best practices and in accordance with the *Police Services Act* and the *Policing Standards Manual*, that a Records Retention and Destruction Schedule be maintained to address the records of the Greater Sudbury Police Service that directly relate to law enforcement activity with respect to a person or a body.

In accordance with Section 31(6) of the *Police Services Act*, the Board may by bylaw make rules for the effective management of the police service.

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| SUBJECT: BOARD RETENTION AND DESTRUCTION OF RECORDS BYLAW | Page 2 |
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The Service is also guided by a number of regulatory and legislative requirements with regards to records as follows:

- The Greater Sudbury Police Services Board is governed by the *Ontario Municipal Act*, S.O. 2001. Specifically Section 254 (1) of the *Act*, states that *a municipality shall retain and preserve the records of the municipality and its local boards in a secure and accessible manner.* Further Section 255 (1) of the *Act* states that “*except as otherwise provided, a record of a municipality or local board may only be destroyed in accordance with this section.*” And, Section 255 (6) of the *Act* states that “*In this section “record” does not include a record of a police services board that is directly related to any law enforcement activity with respect to a person or a body.*”
- Section 30 of the *Municipal Freedom of Information and Protection of Privacy Act* requires that Personal Information be retained by the Board for a period prescribed by the Regulation.
- The *Violent Crime Linkage Analysis Systems Regulation* requires the submission and updating of ViCLAS crime analysis reports.
- The *Equipment and Use of Force Regulation* requires the retention of Use of Force Reports for a period prescribed by the Regulation.
- The Ministry’s designated Ontario Major Case Management Manual establishes procedures for the management of records relating to major case investigations.

The Retention and Destruction of Records Bylaw sets out how long records will be retained, based on legal and professional obligations, as well as each organization’s own specific needs. The Bylaw details security, retention and destruction of records. Methods of documenting and destroying records is also detailed. The policies also need to provide a method of documenting which records have been archived, and those which have been destroyed. Having strong records management policies and procedures will also enable good data security, as it allows for records to be classified and managed according to their sensitivity, and it minimizes the amount of information being retained with no ongoing value. Information will be easily located and accessed, and filing cabinets, storage rooms, computers and servers will not become encumbered with unnecessary records. There is a return on investment for both the organization and the staff members of space savings, time savings, and legal compliance when following a well-structured records retention policy.

By way of history, on August 12, 1985 the Sudbury Regional Board of Commissioners of Police passed Bylaw 1-85, a bylaw to establish a procedure for the retention and destruction of the records of the Sudbury Regional Police Force. Over the years due to changes in records and particularly in relation to automation, the Service has revised and updated this bylaw. The last revision was made in 2019 with a new bylaw adopted.

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CURRENT SITUATION:

In December 2019, the Law Enforcement and Records (Managers) Network (LEARN) released a Records Retention Toolkit. Training was scheduled for 2020 which has all been suspended as a result of COVID-19. LEARN is a valuable network that promotes the sharing of information, discussion of ideas for the benefit of the police community around records management. Since the passage of Bylaw 2019-1, staff have reviewed the bylaw and associated schedules.

A comprehensive review of Bylaw 2019-1, and in particular associated schedules was undertaken through the Records Branch in consultation with various branches within the Service. Additionally, a comparative analysis was undertaken with other police Services in order to determine best and usual practices in this area.

Once the training on the new Toolkit has been done, the schedules will be reviewed again.

Records maintained on the Niche Records Management System through OPTIC (Ontario Police Technology Information Cooperative) will have retention periods as set out in the OPTIC retention and destruction Bylaw which has not yet been enacted. At this time, such records are retained in accordance with the former OMPPAC Bylaw and no such records are being destroyed.

Once enacted, the Chief shall ensure that Schedules are maintained on an annual basis so as to ensure time periods remain valid and appropriate.

In addition, the previous Bylaw referenced three schedules:

- Schedule “1” - Records Retention Periods
- Schedule “2” - Records Responsibility
- Schedule “3” - Governing Authorities for Groups of Records

The new 2020-1 Bylaw combines schedules 1 and 2, now referred to as Schedule 1 for ease of reference, and the old Schedule 3 will now be renamed and referred to as Schedule 2.

Another significant change to 2020-1, is the introduction to the definition “Current Year”. This will enable all records to have a December 31 expiry date making purging time for all records more efficient. For example a record created in June 2020, that has a two year retention, would now be retained for the balance of 2020 plus an additional two years and expire December 31, 2022.

GREATER SUDBURY POLICE SERVICES BOARD

BYLAW NO. 2020 - 1

A Bylaw to establish governance standards relating to the retention and destruction of records directly related to any law enforcement activity with respect to a person or body and those other records that come into the possession and use of the Greater Sudbury Police Service.

WHEREAS Section 254 (1) of the *Ontario Municipal Act*, S.O. 2001, c. 25 states that;

“A municipality shall retain and preserve the records of the municipality and its local boards in a secure and accessible manner...”

AND WHEREAS Section 255 (1) of the *Ontario Municipal Act*, S.O. 2001, c. 25 states that;

“Except as otherwise provided, a record of a municipality or local board may only be destroyed in accordance with this section.”

AND WHEREAS Section 255 (6) of the *Ontario Municipal Act*, S.O. 2001, c. 25 states that;

“In this section “record” does not include a record of a police services board that is directly related to any law enforcement activity with respect to a person or a body.”

AND WHEREAS the Board is authorized by Section 31 (6) of the *Police Services Act*, R.S.O. 1990 c. P.15 as amended, to create Bylaws so as to make rules for the effective management of the police force,

AND WHEREAS the Greater Sudbury Police Service (the “Service”) has been retaining and destroying records in accordance with Greater Sudbury Police Services Board Bylaw 2019-1

AND WHEREAS Section 30 of the *Municipal Freedom of Information and Protection of Privacy Act* requires that Personal Information be retained by the Board for a period prescribed by the Regulation;

AND WHEREAS the *Violent Crime Linkage Analysis Systems Regulation* requires the submission and updating of ViCLAS crime analysis reports;

AND WHEREAS the *Equipment and Use of Force Regulation* requires the retention of Use of Force Reports for a period prescribed by the Regulation;

AND WHEREAS the Ministry’s designated Ontario Major Case Management Manual establishes procedures for the management of records relating to major case investigations;

AND WHEREAS Section 31(6) of the *Police Services Act* authorizes the Board, by bylaw, to make rules for the effective management of the police service;

AND FURTHER WHEREAS the Greater Sudbury Police Services Board deems it prudent as a matter of best practices and in accordance with the *Police Services Act*, and the *Policing Standards Manual* that a Records Retention and Destruction Schedule be maintained to address the records

of the Greater Sudbury Police Service that directly relate to law enforcement activity with respect to a person or a body;

NOW THEREFORE, the Greater Sudbury Police Services Board hereby enacts as follows:

1. **Definitions:**

In this Bylaw and the attached Schedules:

- (a) "Act" means the *Police Services Act, R.S.O. 1990, c. P.15* as amended.
- (b) "Active" or "A" means retained until the end of event, investigation, employment
- (c) "Board" means the Greater Sudbury Police Services Board.
- (d) "Chief of Police" means the Chief of the Greater Sudbury Police Service.
- (e) "Current" means records in general circulation or use.
- (f) "Current Year" or "CY" means until December 31 of the current year
- (g) "Dormant" means records that are no longer current, but have not reached their destruction date.
- (h) "Historical Record" means records of historical or noteworthy value after their administrative value expires. A record is of historical value if it concerns:
 - (i) The policies followed by the Greater Sudbury Police Service, and the various reasons for their adoption;
 - (ii) The organization and administrative history of the Greater Sudbury Police Service;
 - (iii) A specific individual transaction which established a legal status of any kind;
 - (iv) Documents that may be presume to have a general or continuing interest;
 - (v) Major changes concerning the issuing of clothing, equipment, or the opening of new buildings;
 - (vi) Major criminal cases which may be of interest in the future.
- (i) "Indefinite" means records with unlimited retention subject to disposal when no longer required.
- (j) "Member" means an employee of the Greater Sudbury Police Service.
- (k) "Permanent" means records that are to be retained as long as possible in the format used.
- (l) "Records" means any record of information however recorded, whether in printed form, on film, by electronic means or otherwise, and includes:

- (i) Correspondence, memorandum, book, plan, map, drawing, diagram, pictorial or graphic work, photograph, film, microfilm, sound recording, video tape, machine readable record, electronic messages any other documentary material, regardless of physical form or characteristics, and any copy thereof;
 - (ii) Any record that is capable of being produced from a machine readable record under the control of the Service, by means of computer hardware and software, or any other information storage equipment and technical expertise normally used by the Service; and
 - (iii) Records that are maintained in the computerized Records Management System utilized by the Greater Sudbury Police Service which shall be retained and destroyed in accordance with the retention periods as established by the Ontario Police Technology Information Cooperative.
- (m) “Record of Destruction” means a schedule that is maintained for each record series that is destroyed which shall include:
- (i) Brief description of records;
 - (ii) Period of time the records span;
 - (iii) Date, location and method of destruction;
 - (iv) Signature of individual authorizing destruction; and
 - (v) A notation of any transfer of historical records.
- (n) “Records Grouping” means when a record is attached or grouped together to form an information bank, file or dossier whereas the retention period for the group is ascertained by the longer period scheduled for any of the contents the grouping contains.
- (o) “Service” means the Greater Sudbury Police Service.
- (p) “Selective Purging” means no legal requirement to retain, keep until of no further use
- (q) “Transitory Records” are records including e-mail, voice mail, text messages and working papers etc. that have temporary usefulness and are not required to meet statutory obligations, set policy, establish guidelines or procedures, certify a transaction, become a receipt or provide evidence of a legal, financial or operational decision. Could also include administrative documents including rough notes, preliminary drafts, calculations, etc. used in the preparation of other records.
- (r) “Until Superseded” means until a newer version is created replacing older version
- (s) “ViCLAS Reportable Offence” means any offence that is reportable under the *ViClas Regulation*.
- (t) “Working Papers” included in “Transitory Records”

2. **Security, Retention and Destruction of Records:**

- (a) All documents that come into the possession of the Greater Sudbury Police Service that are directly related to a law enforcement activity with respect to a person or a body, while in the possession of this Service shall be retained in a secure and accessible manner at all times.
- (b) All documents referred to in Section 2(a) shall be retained by the Greater Sudbury Police Service for a period of no less than those retention periods set out in Schedule “1” to this Bylaw, and thereafter those documents shall be destroyed in accordance with Schedule “1”.
- (c) The responsibility to ensure the retention and destruction of records shall be in accordance with Schedule “1” to this Bylaw.
- (d) The Chief of Police shall ensure that the Governing Authority Tables contained in Schedule “2” to this Bylaw is maintained on an annual basis to ensure those time periods set out in Schedule “1” remain valid and appropriate.
- (e) The Chief of Police is hereby authorized to make appropriate updates and changes to Schedules “1” as required by Schedule “2” or otherwise and is directed to report any such changes to the Board to ensure this Bylaw is properly updated on an annual basis or more frequently as the case might be.
- (f) Copies of all documents that do not fall within the description set out in Section 2(a) but which come into the possession of the Service be retained in accordance Schedule “1”.
- (g) All original documents describe in Article 2(f) shall be retained and destroyed in accordance with the retention periods set out in Schedule “1”.

3. **Method of Destruction:**

- (a) Records of the Greater Sudbury Police Service that are to be destroyed shall be destroyed by means of shredding, burning or erasure.
- (b) All destroyed records shall be reduced to such a state as to be deemed totally destroyed.
- (c) Records shall not be disposed of by sale as waste or salvage.
- (d) The Chief of Police shall ensure the destruction of records is adequately supervised.
- (e) Personal information shall be disposed of in accordance with regulations of the *Municipal Freedom of Information and Protection of Privacy Act* and in accordance with any directions or guidelines issued by the Ministry responsible for the *Municipal Freedom of Information and Protection of Privacy Act*.

(f) Outside suppliers of transportation and disposal services shall be bonded with security provisions included in the service contract.

4. **Schedules:**

The Schedules attached and entitled as follows, form part of this bylaw:

Schedule “1” - Records Retention Periods/Records Responsibility

Schedule “2” - Governing Authorities for Groups of Records

5. In this Bylaw and the attached Schedules words imparting singular include the plural and vice versa.

6. This Bylaw repeals Bylaw 2019-1 being a Bylaw to Regulate the Retention and Destruction of Records in the Greater Sudbury Police Service passed on January 17, 2019

7. **Effective Date:**

This Bylaw shall come into effect on passage.

BYLAW passed by the Greater Sudbury Police Services Board, this 10th day of June 2020.

Chair

Executive Assistant



**GREATER SUDBURY
POLICE SERVICES BOARD**

**REPORT FROM THE
CHIEF OF POLICE**

June 2020

GREATER SUDBURY POLICE SERVICES BOARD CHIEF'S REPORT

The COVID-19 outbreak remains a top priority. All levels of government and communities at large have been actively engaged in responding to what has been an unprecedented health crisis worldwide.

The health and safety of citizens remains a major concern for everyone including Police Services.

MINISTRY UPDATES (*excerpts from All Chiefs of Police Memorandum*)

Since the last Board update, there have been several Ministry Updates and Bulletins issued as summarized below:

TEMPORARY eHUB FOR ELECTRONIC INTAKE

As a result of the need to contain the spread of COVID-19, the Ministry of the Solicitor General (Ministry) is implementing a temporary eHub that will allow policing personnel to send documents electronically for judicial review. The transmission of e-Telewarrant files between police and the judiciary have been in place for several years. The temporary eHub uses processes similar to e-Telewarrant to allow police personnel to email documents to a Justice of the Peace for review. Once reviewed, the Justice of the Peace will digitally sign the documents, make them available to the Ministry of the Attorney General (Court Services Division) staff, and reply to the initial email to outline their decision. Feedback from consultations has been positive. The temporary eHub includes excellent built-in support and self-serve training options. The Ministry will continue to work collaboratively with the police, the Ontario Court of Justice, and Ministry of the Attorney General (Court Services Division) on post-COVID-19 plans for long-term, sustainable products to enable digital processes. This will include planning how services can transition from the temporary eHub to the Ministry's longer-term solution, Criminal e-Intake.

This temporary eHub will go live within the next few weeks and phased in across the province. The go-live dates are being approved by the Ontario Court of Justice and the Ministry of the Attorney General (Court Services Division). It is anticipated that police services will be contacted by Regional Senior Justices to coordinate adoption of the temporary eHub.

GOLF COURSES, MARINAS, CAMPGROUNDS, KENNELS/STABLES

The government launched Stage 1 of *A Framework for Reopening Our Province*, starting on Tuesday, May 19, 2020 at 12:01 a.m. The first stage of reopening will focus on workplaces that are well-positioned to follow public health advice and consider workplace safety measures (see <https://news.ontario.ca/opo/en/2020/05/ontario-announces-additional-workplaces-that-can-reopen>).

GREATER SUDBURY POLICE SERVICES BOARD CHIEF'S REPORT

Golf courses, and outdoor golf driving ranges, marinas, boating clubs and other organizations that maintain docking facilities for members or patrons are able to open their places of business subject to the following restrictions:

- Every person who operates the place of business shall ensure that any clubhouse, restaurant, pool, meeting room, fitness centre, or other recreational facility on the premises remains closed to the public unless it is a portion of the building that is used to provide first aid services or contains a washroom or provides access to these areas.
- Restaurants located on the premises are able to operate only for take-out or delivery service.

The order has also been amended to clarify that it does not prohibit a person who operates 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 providing fuel supply, watercraft repair and servicing, watercraft docking and launching services.

Campsites are made available only for trailers and recreational vehicles that, are used by individuals who do not have another residence in Canada and are in need of housing during the emergency period, or are permitted to be there by the terms of a full season contract; Only campsites with electricity, water service, and facilities for sewage disposal are provided for use:

- All recreational facilities in the campground, and all other shared facilities in the campground such as washrooms, are closed; and
- Other areas of the seasonal campground are closed to the general public and are only opened for the purpose of preparing the seasonal campground for reopening.

Persons who operate a boarding kennel or stable can allow an animal's owner to visit the animal, assist in the care or feeding of the animal or ride the animal.

RELIGIOUS GATHERINGS

Under the EMCPA, persons are prohibited from attending an organized public event of more than five people including a parade, social gathering of more than five people, or a gathering of more than five people for the purposes of conducting religious services, rites, or ceremonies. This order applies to events and gatherings even if they are held at a private dwelling.

The prohibitions don't apply to:

- A gathering of members of a single household.
- A gathering for the purposes of a funeral service that is attended by not more than 10 persons.

GREATER SUDBURY POLICE SERVICES BOARD CHIEF'S REPORT

Vehicle Gatherings for Religious Purposes

On May 16, 2020, the government amended [O. Reg. 52/20](#) to allow persons to gather for the purposes of a religious service, rite, or ceremony provided that persons are following all of the following precautions:

Subject to the exception below, each person attending the gathering, other than the persons conducting the service, rite or ceremony, must remain within a motor vehicle that is designed to be closed to the elements.

- A person must not be in a motor vehicle that contains members of more than one household.
- The driver of a motor vehicle must ensure that it is positioned at least two metres away from other motor vehicles.
- No more than five persons may conduct the service, rite or ceremony from outside a motor vehicle, and the persons conducting the service, rite or ceremony must remain at least two metres apart from each other and from other persons attending the gathering.
- The persons conducting the service, rite or ceremony must ensure that any building that is intended for such activities and that is located at the place where the gathering is occurring remains closed during the gathering except for any access the persons conducting the service, rite or ceremony may reasonably require.
- No materials must be exchanged between a person conducting the service, rite, or ceremony and the occupant of a motor vehicle, or between the occupant of one motor vehicle and the occupant of any other motor vehicle.

This regulation enables a person to attend a religious gathering using a non-motorized vehicle if the person ordinarily uses the vehicle due to religious belief. If persons attend the religious gathering, they must remain within their non-motorized vehicle(s). The required precautions mentioned above apply with necessary modification to the persons in the non-motorized vehicle(s).

These restrictions are aimed at safeguarding the health and wellbeing of Ontarians while allowing individuals to practice their faith in congregate settings.

In addition to the provincial emergency orders, there may be other municipal or First Nation by-laws that apply to various types of events and gatherings. There could be additional local prohibitions on social gatherings or restrictions on the sale of fireworks. Policing personnel should work with local by-law enforcement personnel on these issues, where they arise.

GREATER SUDBURY POLICE SERVICES BOARD CHIEF'S REPORT

OUTDOOR RECREATIONAL AMENITIES

Under the EMCPA, persons are prohibited from attending an organized public event of more than five people including a parade, social gathering of more than five people, or a gathering of more than five people for the purposes of conducting religious services, rites, or ceremonies. This order applies to events and gatherings even if they are held at a private dwelling.

Stage 1 changes to O. Reg. 82/20 (Closure of Places of Non-Essential Businesses) that came into effect Tuesday May 19 at 12:01 a.m. are as follows:

Consumer Products

Businesses that sell motor vehicles, recreational vehicles, trailers, boats or other watercraft; or other motorized vehicles including power-assisted bicycles, golf carts, scooters, snowmobiles and all-terrain vehicles are able to open without being required to restrict public access to the place of business. These businesses are no longer required to ensure members of the public only enter the area where vehicles are sold or displayed for sale by appointment. Businesses that engage in retail sales or rentals to the public and have a public entrance that opens onto a street or exterior sidewalk can open their place of business. However, those businesses must ensure that persons in the place of business can maintain physical distancing of at least two metres from each other at all times, by using alternative methods of sale such as curbside pickup or delivery, operating by appointment, or limiting the number of people who may be in the place of business at any one time. A person responsible for a place of business described above that has fitting rooms shall ensure that the fitting rooms remain closed, unless the fitting room stalls have a non-fabric door that may be closed. Customers are not permitted to occupy adjacent fitting room stalls at the same time, and the fitting room stalls must be cleaned and disinfected after each use.

Services and Construction

Businesses that provide the following services are permitted to open their place of business:

- Domestic services that support the operation of households including housekeeping, cooking, indoor and outdoor cleaning, and maintenance services.
- Pet services including pet grooming services, pet sitting services, pet walking services, and pet training services including services for the training and provision of service animals. In addition, places of business that provide veterinary services are no longer restricted to only being open to provide essential services.
- Maintenance, repair and property management services that manage and maintain the safety, security, sanitation and operation of institutional, commercial, industrial and residential properties and buildings. Previously only such businesses providing “strictly necessary services” were allowed to remain open.
- Construction activities or projects and related services that support construction projects, including demolition services. Previously only specified construction projects and activities were allowed to proceed.

GREATER SUDBURY POLICE SERVICES BOARD CHIEF'S REPORT

Sports and Activities

In addition to permitting training facilities for certain professional sports leagues, the order now permits the following facilities to open:

- Outdoor sports and activities:
 - Baseball diamonds;
 - Soccer fields;
 - Tennis, platform tennis, table tennis and pickle ball courts;
 - Basketball courts;
 - BMX parks;
 - Skate parks;
 - Motorsport tracks;
 - Frisbee golf locations;
 - Cycling tracks and bike trails;
 - Horse riding facilities; and,
 - Shooting ranges.

- Indoor sports and activities:
 - Indoor golf driving ranges;
 - Indoor horse-riding facilities; and,
 - Indoor shooting ranges.

The person who operates one of the above facilities shall ensure that:

- Any person stays at least two metres away from any other person using the facility;
- Team sports are not practiced or played within the facility;
- Other sports or games that are likely to result in individuals coming within two metres of each other are not practiced or played within the facility; and,
- Any locker rooms or clubhouses remain closed except to provide access to a washroom or portion of the facility used for first aid.

Facilities, other than pools, used by the following sports organizations to train or run competitions for professional or amateur athletes are permitted to open:

- A national organization funded by Sport Canada or a member club; and/or,
- A provincial organization recognized by the Ministry of Heritage, Sport, Tourism and Culture Industries or a member club.

The person who operates one of the above facilities shall ensure that:

- The general rules regarding sports facilities (above) are complied with;
- Only athletes who are members of the sports organization use the facility;
- All sport activities are conducted in accordance with the rules and policies of the sports organization; and,
- No spectators are permitted, other than one parent for an athlete under the age of 18.

Horse racing tracks are also permitted to open. The person responsible for the track shall ensure that it is closed to spectators.

GREATER SUDBURY POLICE SERVICES BOARD CHIEF'S REPORT

Health Care and Social Services

The following businesses may open their place of business:

- Regulated health professionals. Previously such places of business could open for urgent care only;
- Professionals or organizations that provide-in person counselling services; and,
- Organizations that provide critical personal support services in home or residential services for individuals with physical disabilities are permitted to operate. Previously such places of business could open only if they were non-profit organizations.

Media Industries

The following media industries are permitted to open:

- Sound recording, production and distribution businesses;
- Film and television post-production, visual effects and animation studios;
- Book and periodical production and distribution; and,
- Interactive digital media businesses, including computer system software or application developers and publishers, and video game developers and publishers.

The person responsible for any place of business that is open shall ensure that the business operates in accordance with all applicable laws, including the *Occupational Health and Safety Act* and its regulations. They shall also ensure the business operates in compliance with the advice, recommendations and instructions of public health officials, including any advice, recommendations or instructions on physical distancing, cleaning or disinfecting.

Note that this requirement applies to “the person responsible for a place of business”, not the people who happen to be in the place of business, whether employees or customers. Also note this requirement applies with respect to all places of business that are open including retail businesses permitted to open.

Outdoor Recreational Amenities

Additional changes that came into effect **Tuesday May 19 at 12:01 a.m.** allow the following outdoor recreational amenities to reopen:

- Outdoor picnic sites, benches, and shelters in park and recreational areas;
- Off-leash dog areas; and
- Outdoor multi-use fields and sports facilities (including baseball diamonds, soccer fields, Frisbee golf locations, tennis, platform tennis, table tennis and Pickle ball courts, basketball courts, BMX parks, and skate parks.

Any person who uses one of the above outdoor recreational amenities shall, unless they are part of the same household, maintain a physical distance of two metres from any other person using the amenity.

GREATER SUDBURY POLICE SERVICES BOARD CHIEF'S REPORT

A person who uses an allotment garden or community garden shall do so in compliance with the advice, recommendations and instructions of public health officials, including any advice, recommendations or instructions on physical distancing, cleaning or disinfecting.

The following outdoor recreational amenities are required to be closed if they are intended to be used by more than one household, regardless of whether they are publicly or privately owned and whether they are attached to a park system:

- All outdoor playgrounds, play structures, and equipment;
- All outdoor pools, whirlpools and spas, splash pads, spray pads, wading pools, and water slides;
- All communal facilities intended to be used by persons using outdoor recreational amenities (except facilities included in the list of essential businesses under the Closure of Places of Non-Essential Business order, for example, facilities used by recognized sports associations);
- All portions of parks and recreation areas containing outdoor fitness equipment.

Public health officials will carefully monitor each stage of the framework for reopening to be able to manage outbreaks and surges that may occur.

TRAINING ON POLICING FUNCTIONS UNDER THE POLICE SERVICES ACT

Under the PSA, training obligations for specialized policing functions are imposed.

Initial Training

Initial training under the PSA is an important requirement that ensures policing personnel have basic training for the performance of policing functions. The following specialized policing functions require initial training for policing personnel pursuant to one of the above-named regulations:

- Suspect Apprehension Pursuit;
- Certain functions identified in the Major Case Management Manual;
- Communication and dispatch, including supervisory roles;
- Criminal Investigations;
- Forensic Identification;
- Scenes of Crime Analysis;
- Hostage Rescue Team;
- Containment Team;
- Tactical Units;
- Major Incident Command;
- Crisis Negotiations; and
- Collection of Identifying Information in Certain Circumstances.

O. Reg. 3/99 also requires those performing some other specialized policing functions to have the knowledge, skills and abilities to perform the function (e.g., public order units, explosive forced entry technicians and explosive disposal technicians).

GREATER SUDBURY POLICE SERVICES BOARD CHIEF'S REPORT

Furthermore, if a police services board is responsible for court security, court security personnel are also required to have the knowledge, skills and abilities to perform this function. It is important that policing personnel gain the necessary skills to perform the functions in a safe and appropriate manner.

Ongoing Training Requirements

The determination with respect to requalification is, generally, a decision left up to the discretion of police services board and chiefs of police. The Ministry recommends different time periods for requalification training through various guidelines under the Policing Standards Manual (e.g., ER-002 – Tactical Units).

Police services boards and chiefs of police should evaluate the feasibility of adhering to those best practice guidelines based on several factors, including the declared provincial emergency for COVID-19, requirements in collective agreements, occupational health and safety, and the period in which academic research shows unused skills diminish.

The Ministry recommends the continuation of ongoing training requirement given that this training is delivered virtually by the Ontario Police College. The Ministry believes that such refresher training will enhance the skills of policing personnel and support outcomes that improve interactions between policing personnel and members of the public.

The Ministry also recommends that at the conclusion of the provincial emergency all policing personnel update any of their expired training and continue to undergo professional development at a frequency that enables them to perform policing functions competently.

Training Requirements under the *Criminal Code* (Canada) and the *Occupational Health and Safety Act*

The requirements for training for some policing functions are mandated through federal law and cannot be modified by the province. For example, section 1 of the *Evaluation of Impaired Operation (Drugs and Alcohol) Regulations* (SOR/2008-196) under the *Criminal Code* provides that an evaluating officer must be a certified drug recognition expert accredited by the International Association of Chiefs of Police (IACP). As a result, training modules and frequency established by the IACP govern whether policing personnel are qualified to perform the function. Any changes to this requirement would have to be done by either the federal government or the IACP.

The Ontario Provincial Police is the provincial coordinator for the Drug Recognition Evaluation and Classification Program and is currently working with the Royal Canadian Mounted Police to address training and certification issues associated with this program.

The *Occupational Health and Safety Act* also requires training for particular marine operations including up-to-date training certification in cardio-pulmonary resuscitation, oxygen administration, and first aid.

GREATER SUDBURY POLICE SERVICES BOARD CHIEF'S REPORT

The required training has to meet certain standards (e.g., certification for oxygen administration for S.C.U.B.A. diving injuries is required to be from the Divers Alert Network or an organization that offers equivalent training).

NEW STANDARDS FOR REPORTING COLLISIONS ON ONTARIO'S ROADS INVOLVING ELECTRIC KICK-STYLE SCOOTERS (E-SCOOTERS)

Effective January 1, 2020, a new regulation was made under the *Highway Traffic Act* (HTA), [O.Reg.389/19: Pilot Project - Electric Kick-Scooters](#) paving the way for a 5-year pilot program allowing the use of electric kick-style scooters (e-scooters) on Ontario's roads.

A municipal bylaw must be enacted before e-scooters are permitted on any roads within the municipality during the term of the pilot. The Ministry of Transportation will be evaluating the road safety impact of the pilot program and will require accurate and reliable data on e-scooter collisions to do this effectively. Accordingly, it is crucial that all police services adopt a standardized approach to recording collisions involving e-scooters.

The same standards apply whether collisions are reported using the Motor Vehicle Collision Report ("MVCR") form (SR-LD-401) or an electronic collision data system. Please follow the collision reporting approach (i.e., form or electronic system) used by police services and associated instructions.

What needs to be reported

The current requirements for reporting collisions will remain unchanged. The MVCR form must be completed by police in the event of a collision on a public road that involves at least one motor vehicle that is in motion at the time of a collision, and where the collision falls within at least one of the following scenarios:

- results in a fatality within 30 days;
- results in injury to one or more persons; and/or
- results in property damage exceeding \$2000 in total.

How to report collisions involving e-scooters on the MVCR form

E-scooters are *not* considered motor vehicles and will not be added as a new vehicle type on the MVCR. Where an e-scooter is involved in a collision with at least one *other moving vehicle*, which must be a *motor* vehicle, the vehicle types (e.g., V1 as the motor vehicle and V2 as the e-scooter) are to be recorded using a specific format.

Incidents involving e-scooters that do not meet the criteria of a reportable collision should be documented using your jurisdictions incident reporting procedures.

GREATER SUDBURY POLICE SERVICES BOARD CHIEF'S REPORT

Importance of recording complete information on the location of e-scooter collisions

Information on collision location recorded by the reporting officer is vital for collision data systems and to evaluate the pilot program. At a minimum, municipality/regional municipality should be identified.

DISTRACTED DRIVING EXEMPTIONS: HIGHWAY TRAFFIC ACT ONTARIO (DISPLAY SCREENS AND HAND-HELD DEVICES)

Two recent amendments have been made to Regulation 366/09 (Display Screens and hand-held Devices) made under the *Highway Traffic Act* (HTA), effective February 14, 2020.

1. Commercial Drivers - Hand-held two-way radios exemption:

The current exemption from the prohibition on the use of a hand-held two-way radio by commercial, public transit, and public function drivers, and licensed amateur radio operators was set to expire on January 1, 2021. That expiry date has been removed from the regulation in sections 11 to 13. This exemption is now permanent.

2. Canadian Security Intelligence Service (CSIS) Officers – Handheld communications device and display screen exemptions:

The regulation has been amended to exempt CSIS officers from the prohibitions on the use of a hand-held wireless communications device and a display screen.

SERIOUS FRAUD OFFICE

In September 2018, the Ministry of the Attorney General and the Ministry of the Solicitor General collaborated on the creation of the Serious Fraud Office (SFO). The SFO is an integrated and coordinated model where police and prosecutorial services work collaboratively in their approach to investigating and prosecuting large scale, complex frauds in Ontario. The SFO is a joint forces operation led by the Ontario Provincial Police (OPP).

The mandate of the SFO is to:

- Protect the citizens of Ontario;
- Limit losses suffered by victims of serious fraud; and
- Recover fraudulently stolen assets.

A “serious fraud” is defined as a fraud that has significant impact on society or significant financial loss in total. Mechanisms for committing fraud can incorporate corruption, collusion, money-laundering, multiple jurisdictions, and/or elements of organized crime. Consequences of fraud have serious impacts on victims and erode public confidence in democratic processes, government integrity and financial stability. While all fraud is potentially devastating, the SFO’s focus is primarily on particularly complex and/or egregious offences.

GREATER SUDBURY POLICE SERVICES BOARD CHIEF'S REPORT

SFO Structure – the teamwork principle is the backbone of the SFO, providing an integrated and coordinated approach to serious fraud investigations, prosecutions, crime prevention, training, education, and victim support. The SFO has incorporated many specialized skill-sets to effectively and efficiently investigate cases involving serious fraud. This specialized expertise is also an important resource to train others in the law enforcement community to better identify and combat fraud. It is equally vital to engage relevant stakeholders who are also combatting fraud, including regulators, banks, auto insurers, and all government agencies. The SFO brings awareness to those at greater risk of being victimized by fraud and plays a leadership role in both fraud prevention and fraud detection.

The SFO has the capacity to locate, seize and forfeit the proceeds of fraud in Ontario. It has an asset recovery capacity that can be engaged early, in tandem with serious fraud investigations, preventing the potential disappearance of the proceeds from criminal activity.

The SFO's victim support strategy includes a tiered police, prosecution, and community based response to mass victimization. All submissions are assessed by the Intake Coordinator/Analyst and evaluated.

FUNERAL SERVICES DURING THE COVID-19 PANDEMIC

An Interpretive Bulletin has been issued to provide guidance on gathering for a funeral service during the COVID-19 pandemic. Currently gathering for the purpose of a funeral service is restricted to no more than 10 people. This includes services, rites, or ceremonies related to **burial traditions** and also includes services, rites, and ceremonies associated with a funeral, performed at any time, in connection with **religious observances** (e.g. unveilings of monuments). The aim is to assist individuals and businesses with questions related to organized events and certain gatherings.

DRIVE-IN CINEMAS AND BATTING CAGES

Regulations have been amended to authorize drive-in cinemas that were in existence as of May 29, 2020 to operate, in compliance with certain requirements. These amendments were effective as of **12:01 a.m. on Sunday, May 31, 2020.**

The amendments provide that every person responsible for a drive-in cinema must ensure the following:

- Each person in attendance at the drive-in cinema, other than persons working at the drive-in cinema, must remain within a motor vehicle designed to be closed to the elements except:
 - Where necessary to purchase admission to the drive-in cinema;
 - Where necessary to use a washroom; or,
 - As may otherwise be required for the purposes of health and safety.

GREATER SUDBURY POLICE SERVICES BOARD CHIEF'S REPORT

BASIC CONSTABLE TRAINING

The Ministry confirmed that the next intake of the Basic Constable Training (BCT) program will commence at the Ontario Police College (OPC) on June 24, 2020 for municipal and First Nation police services and the Ontario Provincial Police. All police services have been granted their full request for seats on the BCT program and allocations will be communicated to training bureaus. Training bureaus will also be asked to update the request for seats (as required) and commence with submitting applications for recruits starting immediately.

The Ministry has been closely monitoring the COVID-19 outbreak as it continues to evolve. To ensure that OPC can conduct a BCT intake in a safe and efficient manner, a mitigation strategy has been developed to mitigate the risk of a COVID-19 outbreak at OPC including:

Moving to a six (6) day per week training program from a five (5) day per week program to reduce the intake length from 12 weeks to 10 weeks;

- Recruits will be asked to engage in a two-week isolation prior to attending the program and will be screened upon arrival at the College by health centre staff;
- Temperature checks will be performed twice daily with touchless thermometers to ensure the health of recruits and staff;
- Recruits will be required to follow physical distancing protocols and wear personal protective equipment (PPE) when physical distancing is not possible (e.g., in Defensive Tactics and Police Vehicle Operations training);
- Staff not directly involved with the delivery of the BCT program will limit all interaction with recruits and instructional staff;
- All non-essential lessons (e.g., guest speakers) and events (e.g., March Past Ceremony and Banquet) will be cancelled;
- Recruits will be required to eat all three meals with their class at their designated table and time; and
- Significantly increased cleaning protocols have been implemented using a Health Canada-approved COVID-19 disinfectant for touch points including doorknobs, railings, and handles, common area couches and seating areas, bathrooms, and food services areas.

OPC has consulted with the Southwestern Public Health Unit, the Office of the Chief Medical Officer of Ontario, and the Ministry of Labour, Training and Skills Development to ensure that the mitigation strategy includes their recommendations and all relevant and current guidance available.

In addition to the BCT program being delivered onsite at the OPC Aylmer campus, OPC will also be delivering a satellite BCT program using facilities at the Toronto Police College for 60 Toronto Police Service recruits.

GREATER SUDBURY POLICE SERVICES BOARD CHIEF'S REPORT

This training will be delivered by OPC as a pilot project due to the current COVID-19 outbreak and will be overseen and evaluated by OPC to ensure the requirements of the BCT program are satisfied and to determine feasibility of satellite delivery of the BCT program moving forward. The Toronto Police College has developed a COVID-19 mitigation strategy based on consultations with public health officials and internal occupational health and safety staff.

GSPS has six recruits attending this in-take. In order to oblige the majority of the fourteen day requirement for self-isolation, the recruits will have two in-class days to have their Pre-OPC defensive tactics and firearms exposure, following which they will continue with the orientation through virtual means. The six days per week compressed training program will be addressed by way of time off on their return.

OPERATIONAL UPDATES:

WEAPONS COMPLAINT on CHRISTAKOS STREET LEADS to ARRESTS

On the May 24, police received information from anonymous source that two males were observed in the backyard of 130 Christakos Street, City of Greater Sudbury and were in possession of an AK-47 rifle and a 12 gauge shotgun. Detectives from our Criminal Investigation Division executed a Search Warrant at the residence on Christakos Street after an incident that extended close to 20 hours, ending with seizure of firearms from the residence.

As a result of the Search Warrant a firearm, various ammunitions, and a quantity of Methamphetamine were located and seized.

23 year old male was charged with the following offences;

- Unauthorized Possession of a Firearm x2
- Possession of a Weapon for a Dangerous Purpose x2
- Utter Threat
- Possession of a Firearm/Weapon Contrary to a Prohibition Order
- Possession of a Schedule I Substance
- Unauthorized Possession of a Prohibited Device

30 year old male was charged with the following offences;

- Unauthorized Possession of a Firearm x2
- Possession of a Weapon for a Dangerous Purpose x2
- Possession of a Firearm/Weapon Contrary to a Prohibition Order
- Possession of a Schedule I Substance
- Unauthorized Possession of a Prohibited Device

**GREATER SUDBURY POLICE SERVICES BOARD
CHIEF'S REPORT**

DOMESTIC DISTURBANCE – ATTEMPT MURDER

In May 2020, a 31 year old female and a 30 year old male had been consuming alcohol when a heated discussion turned violent. The accused male grabbed the female victim began choking her where she was not able to breathe, causing injury to her throat. She collapsed in the bathroom.

The accused punched the victim with both closed fists approximately 10 times, causing injury to her cheek bones, lower lip and bleeding to her left ear. The victim was able to escape and call 911 which prompted an immediate police response.

Officers on scene located a 12 gauge shotgun in the closet in a soft case in plain view, it was unlocked, and the gun was seized.

Accused charged with:

- Assault causing bodily harm – Choking
- Assault
- Failure to comply with release order
- Failure to comply with probation order
- Attempted murder
- Possession of a prohibited weapon x 2
- Possessions of a firearm while not authorized

SWEENEY-CHANGE of VENUE

A Bail review was brought forward by the WRIGHT defense team in May 2020. During this hearing, bail was denied and WRIGHT remains in custody. A change of venue hearing is scheduled for the end of June 2020. The defense is currently conducting an independent survey in Greater Sudbury to assist with this change of venue application.

MAJOR CRIME SECTION

DRIVE BY SHOOTING – DRUG RELATED

In April 2020, the Major Crime Section of the Criminal Investigations Division commenced an investigation into a shooting incident that occurred in the City of Sudbury. An adult couple and their infant were asleep in their beds when a number of shots were fired from a firearm at the house. Some of the rounds pierced the exterior wall of the residence and entered into the bedroom area, narrowly missing the three victims. An adult male has now been arrested for Attempt Murder, Conspiracy to Commit an Indictable Offence, Criminal Harassment, Extortion, and numerous firearm related offences will be laid including the Crown considering the offence of Criminal Organization under section 467.1 of the Criminal Code.

GREATER SUDBURY POLICE SERVICES BOARD CHIEF'S REPORT

DRUG ENFORCEMENT UNIT

The Drug Enforcement Unit of the Integrated Crime Team remains committed to working collaboratively with the OPP Organized Crime Enforcement Bureau and will continue to focus its efforts on major crime operations that pose a direct and elevated threat to the safety, security and wellness of our community. The Integrated Crime Team aims to identify and disrupt organized crime in Greater Sudbury through innovative technology, collaborative partnerships and traditional Police work resulting in the arrests of those involved, holding them accountable for their criminal activities and the seizure of illegal drugs, prohibited firearms, and proceeds of crime.

Project Blue-Skin

An investigation commenced in March of 2020 that identified a drug distribution network in Sudbury. Through investigation, linkages to drug distribution networks operating in Southern Ontario were identified.

The lengthy investigation culminated in the arrest of 3 individuals and the execution of 2 search warrants on a residence and vehicles associated with the local drug distribution network.

The search warrant resulted in the seizure of;

- \$1415 Canadian Currency
- 67.58 grams of Fentanyl- valued at \$27032
- 65.38 grams of Cocaine – Valued at \$6538
- 7 cell phones
- 3 digital scales
- Replica firearms

These adults were also arrested and charged with the following offences;

- Possession for the Purpose of Trafficking (schedule I substance, to wit: cocaine) contrary to Section 5(2) CDSA
- Possession for the Purpose of Trafficking (schedule I substance, to wit: Fentanyl) contrary to Section 5(2) CDSA
- Possession of Property Obtained by Crime (being currency) contrary to Section 354(1)(a) CC Breach of Recognizance of Bail

VICTIM and SURVIVORS of CRIME WEEK – May 24 to 30, 2020

In honor of victims and survivors of Crime week 2020, the Criminal Investigations Division got together and created content that can be distributed through social media platforms.

GREATER SUDBURY POLICE SERVICES BOARD CHIEF'S REPORT

The content was distributed through Twitter, Facebook, and Instagram on Wednesday May 27th. To show support to victims and survivors of crime, members of the Unit took photos while holding up messages of encouragement.

As we continue to recognize Victims and Survivors of Crime Week, we understand that it takes great courage for Survivors of crime and their families to share their stories and to persevere through each day in the aftermath of crime. We listen and empathize with Survivors and we understand they may have experienced very traumatic events that could impact them for a significant amount of time.



Sexual Assault is the most under-reported crime and we have been working diligently with our community partners in order to change that. In March of 2019 and through careful consideration and collaboration with our Sexual Assault Review Team, consisting of community partners who provide support to and advocate for survivors, we added a Sexual Assault online reporting option:

<https://www.gspcs.ca/en/reporting/sexual-assault.aspx>

The online Sexual Assault reporting option is the only online report type that goes directly to our Criminal Investigations Division ensuring that the survivor's first point of contact is a Detective specially trained in handling Sexual Assault cases. This reduces the number of times a survivor has to provide information regarding the assault.

Not everyone is impacted the same way; however every person who has been through a painful or traumatic experience should be treated with the utmost respect. Even if you were not directly involved in an incident, it is possible to suffer from emotional trauma indirectly from events.

The Criminal Investigations Division has approximately 7 Civilians and 20 Detectives that assist Survivors on a daily basis. Our priority is to listen and communicate effectively in order to have a professional relationship. Honesty and confidentiality are always respected. The Greater Sudbury Police also partners with Sudbury and Area Victim Services to ensure the proper support can be implemented and appropriate referrals to community agencies are made.

We sincerely respect and support Survivors through your life journey. We thank you for trusting us, sharing the details of your experience with us and having confidence in us. You are strong, courageous and deserve to be heard.

GREATER SUDBURY POLICE SERVICES BOARD CHIEF'S REPORT

BREAK, ENTER AND ROBBERY / FINANCIAL CRIME UNIT

In May 2020, members of the Break Enter and Robbery unit received information of a suspicious transaction attempt in purchasing a vehicle valued at \$77,000, from an auto dealership in Sudbury.

The police investigation subsequently revealed that the vehicle was being purchased with counterfeit identification. Through collaboration with our Financial Crimes Unit, further investigation determined that this incident was one of many similar offences that have occurred across the province. This sophisticated organized group, appear to target high value brand new vehicles and then obtain financing and licensing with identification obtained through identity theft. It is only later when the victim of the identity theft is contacted by creditors that the fraud is realized and by that time the vehicle and suspects are unable to be located.

Our community has been targeted by 2 similar incidents in April of this year. These investigations were furthered by our Financial Crimes section of the Criminal Investigations Division. These investigations have led to information sharing with other agencies such as York Police, and OPP that have similar incidents and have been able to identify suspect MO.

Based on the investigation on the May 29, police intercepted a female at the dealership upon arrival to receive the vehicle. She was arrested without incident and was found to have 3 pieces of fraudulent that were very authentic in appearance, official Canadian and Provincial identification.

Her true identity was confirmed via police identification records to be a 35 year old female from Wasaga Beach area. She was charged with the following criminal code offences;

- 1 Count - Obtaining Credit by False Pretense
- 1 Count - Identity Theft
- 1 Count - Personation with Intent
- 3 Counts - Possession of Identity Documents
- 1 Count - Fraud over \$5000
- 1 Count - Utter Forged Document – Use
- 3 Counts - Counterfeiting Stamps

The investigation is ongoing by members of our Financial Crimes and Integrated Crime Section of Criminal Investigations Division.

GREATER SUDBURY POLICE SERVICES BOARD CHIEF'S REPORT

COMMUNITY MOBILIZATION and SCHOOL RESOURCE OFFICERS

Our Community Mobilization officers and School Resource officers have adjusted their work during COVID-19. Some highlights from May include:

- 10 VTRA (Violent Threat Risk Assessment) virtual meetings
- Engaged 3 new youth at risk
- Engaged with 2 families at a local housing complex, 15 children, addressing problem behaviors (mischief, etc.), working with the families and numerous community partners.
- CTV feature story on Bike Patrols (Constables Mussen and Kennelly)
- Numerous Bike Patrols focusing on COVID-19 compliance
- May 27 Bike Patrol officers located a missing female where there were concerns for her wellbeing

CENTRAL COMMUNITY RESPONSE UNIT TARGET RESIDENTIAL PROPERTY CRIME

May 13-14, officers of the Central Community Response Unit along with Patrol Operations Community Response Officers targeted nighttime residential property crime.

The initiative was led by Constable Josh Rickard. Through the use of analytics he learned the following:

- Recent increase in residential property crime throughout our community, as reflected in recent weekly crime reports.
- Offences include thefts from motor vehicles, break and enter into sheds, property thefts, and trespassing at night.
- The majority of these offences have occurred between 2300 and 0500 hours.
- In recent years, CCRU have had success in apprehending individuals responsible for these crimes through initiatives that involved bike patrols and general patrols in unmarked vehicles during the overnight hours in “hot spots”.
- This approach allows the officers to surreptitiously get within close proximity of the offenders and monitor their activity.

During the two night initiative, 3 individuals were arrested. One of the individuals attended the unmarked car in which Constable Rickard was sitting in. A media release was distributed that outlined that 60 Methamphetamine pills were seized along with 2 grams of Fentanyl (\$500 street value). Charges included Trafficking, Possession of Property Obtained by Crime, Attempt Theft, Theft under \$5000 x2, Possession of CDSA.

GREATER SUDBURY POLICE SERVICES BOARD CHIEF'S REPORT

RÉSEAU INTERSECTION – FRENCH LANGUAGE COMMUNITY SAFETY & WELLBEING RESOURCES

GSPS has joined *Réseau Intersection*. The network offers a platform of French language Community Safety and Wellbeing resources. This membership will build capacity with all GSPS francophone officers. Additional information on *Réseau Intersection* is as follows:

- Created in 1993 with the collaboration of the Quebec police academy
- While most of the membership is from the province of Quebec, this non for profit network has expanded its activities to the province of New Brunswick and in Belgium
- GSPS is one of the first Ontario police agency to join (Ottawa PS & OPP are also considering becoming members this year)
- The focus is francophone promotion within the law enforcement community and their service delivery
- Promotes community policing best practices, networking, partnerships in the French language
- The web portal offers a virtual library, news letter's and forums
- The current president of the network is Police Chief Francis Lanouette, a member to the Canadian Association of Chiefs of Police (CACCP)

POLICE COMMUNITY RESPONSE CENTRE (PCRC)

The PCRC continued to assist frontline officers in responding to calls for service in May including:

- 213 initial calls for service and 243 follow ups
- 300 online reports and 113 follow ups through CopLogic
- 117 Tow Book Calls with 172 follow ups
- 57 initial Fraud Investigations with 81 follow ups
- 9 Production Orders written
- 9 POAs and 2 Part IIIs
- 85 Diverted Calls from Patrol
- 22 Patrol Assists

And further:

- Assisted Patrol with a number of call backs relative to outstanding calls for service calls
- Assisted Property with dispositions of property
- Executed the Operational Plan prepared by PCRC relative to the theft from vehicles in the Garson during Police Week
- Three members continue to respond and assist with the COVID Education and Enforcement Team

GREATER SUDBURY POLICE SERVICES BOARD CHIEF'S REPORT

TRAFFIC MANAGEMENT UNIT (TMU)

The Greater Sudbury Police Service Traffic Management Unit continued its focus on road safety and aggressive driving while issuing 442 Provincial Offence Notices (PONs) through the month of May. To date, with a total of 2493 PONs issued, the TMU has surpassed its 2019 yearly total.

The team also entered into several serious collision investigations including a fatality on MR 35 and two collisions involving young cyclists.

Initiatives

- National Road Safety campaign
- Police Week via video and media involvement
- National Motorcycle awareness week

Training

- Three members attended Utility and All-Terrain Vehicle training with members of the Rural Unit
- Two officers participated in virtual training for reconstruction mapping and also undertook CPKN administrative courses

Equipment

- New handheld radar devices have been deployed service-wide

911 EMERGENCY COMMUNICATION CENTRE

During the month of May 2020, the 911 ECC answered 23,069 telephone calls. Over 5,000 of those phone calls were received through our 911 network.

Over and above these phone calls the 911 ECC also managed 8,224 Police Service events and 554 Fire Service events.

Our in-house accredited training program is continuing and we are currently training 5 new communicators. 4 Communicators are in the Fire Dispatch phase of their training, while one recruit is in their Police Dispatch phase of training.

**GREATER SUDBURY POLICE SERVICES BOARD
CHIEF'S REPORT**

| 2020 - PHONE CALLS MANAGED | | | | | | | |
|----------------------------|-------|---------|---------------|-------------|-------------|-------------|----------------|
| | E911 | COMM_SK | POLICE DIRECT | FIRE DIRECT | INCOMING DN | OUTGOING DN | Monthly Totals |
| APR | 5,404 | 9,635 | 648 | 802 | 1,583 | 4,4,997 | 23,069 |

| 2020 - CAD EVENTS CREATED | |
|--|--|
| <i>April Police Events Created</i> | <i>April Fire Events Created</i> |
| 8495 | 685 |

EMERGENCY RESPONSE UNIT (ERU)

- Police Week Participation – 4 videos created by team members. Highlighting Rappel / Sniper / Explosive Disposal Unit / K9
- Search Warrant Execution – ERU assisted Domestic Violence Unit. Executed a search warrant for firearms. Executed without incident.
- Search Warrant Execution – ERU assisted Integrated Crime Team (ICT). Male subject. In possession of handgun, arrested previously by ERU members. Warrant executed without incident. Part of province-wide project, operation “Stanley.”
- Tactical Unit Training Week – modified to meet Covid-19 requirements. Day and night training, varied disciplines. Team deployed over week in 2 separate groups.
- Barricade person – Full ERU callout. Male, suicidal, armed, refusing to negotiate. Unit action: isolated, contained, area evacuated, male refusing to communicate. OPP Tactical Rescue Unit relieved Sudbury ERU after approximately 17 hours. Male subsequently arrested, by OPP TRU without incident. Firearms, ammunition found in subsequent search of residence.
- Operation Blueskin – ERU assisted ICT in the execution of a High Risk Vehicle Takedown and subsequent Search Warrant at a residence. Three suspects in custody, without incident.

**GREATER SUDBURY POLICE SERVICES BOARD
CHIEF’S REPORT**

COVID-19

Our COVID-19 response plan continues to remain fully in effect. We have now initiated review of a graduated return to work program that will be instituted in distinct phases. Our primary objective is to maintain the health and safety of our work environment which has been very successfully achieved to date. The reduced footprint in all buildings and having them remain closed to public access has been key to being able to maintain social distancing while serving the public in new and innovative ways.

Operationally members continue to respond to COVID-related calls for service involving social distancing at private residents, group gatherings in business parking lots and concerns around isolation requirements. Officers continue to conduct proactive focused patrols in parks, boat launches, beaches, trails and other recreational areas to ensure compliance with Provincial Orders.

We are working on a Recovery Framework which will see a return to work that will contemplate many options in terms of work location, hours of work, furnishings and office set ups/configuration.

COVID-19 specific spending to date may be summarized as follows:

| Item | Total Spending |
|----------------------------|----------------------|
| + Cleaning/decontamination | \$ 45,830.38 |
| + Cots | \$ 4,323.00 |
| + Furniture | \$ 3,067.78 |
| + Hand sanitizer | \$ 9,692.76 |
| + Laptops | \$ 56,013.61 |
| + Miscellaneous | \$ 3,544.24 |
| + PPE | \$ 165,891.30 |
| + Parking | \$ 10,680.96 |
| + Thermometers | \$ 684.39 |
| + Facilities optimizations | \$ 14,557.35 |
| + Translation services | \$ 486.31 |
| + Cellphones | \$ 952.68 |
| + Food | \$ 612.02 |
| + Hardware/software | \$ 4,921.99 |
| Grand Total | \$ 321,258.76 |

As can be noted, the largest area of spending has been in the areas of Personal Protective Equipment, cleaning and decontamination along with the procurement of laptops to facilitate members working from home. Inventories at the present time are sufficient, while diligence is maintained tracking rates of consumption. Should trends continue in the positive direction, our quantities on hand will serve our needs.

GREATER SUDBURY POLICE SERVICES BOARD CHIEF'S REPORT

Revenues are being significantly impacted with particularly in the area of Police Clearance checks. With the cancellation of all summer camp and outdoor sporting activities which typically garner large volumes of record checks for both staff and volunteers affiliated with these activities revenues are expected to be down by possibly \$200,000. Contract administration fees associated with Paid Duty assignments are also down significantly, again due to a reduced number of activities in the areas of road construction and film making. These activities typically attract officers and cruiser rentals through our Paid Duty Program.

We are actively tackling aggressive recovery plans including gaps in hiring of vacated positions, and reduced spending in all areas wherever possible. These matters will be more fully discussed with the Board at a later date.

128 LARCH STREET

Renovations at our 128 Larch Street location continue. Revised project work plans are under development which will soon give perspective on actual relocation dates. This will also provide for enhanced space at 190 Brady Street to facilitate social distancing.

RIDE GRANT

The Ministry has announced the Reduce Impaired Driving Everywhere (RIDE) Grant Funding. Funding is being made available for the 20/21 and 21/22 years. GSPS is in the process of preparing its application which is due by June 30. Monies are allocated based on the number of officers and available funds with Sudbury eligible for a maximum entitlement of \$38,000. Grant funding is also dependent upon the ministry receiving the necessary appropriation from the Ontario Legislature and is subject to funding availability

PROVINCIAL ACTIVITIES

My time has also continued to be dedicated to provincial responsibilities as it relates to my role as President with the OACP. The days are very busy with numerous contacts and discussions around issues of provincial relevance. The OACP Annual General Meeting is set for June 23 at which time my term as President will conclude. I am grateful for the opportunity to have served in this role and thank the Board and Leadership Team for their support during this time. It has been a demanding yet very rewarding time in my career. I will now assume the role of Past President.

CANADIAN ASSOCIATION OF CHIEF OF POLICE (CACP)

The annual conference and general meeting of the CACP has been cancelled for the 2020 year. A virtual meeting will be held on August 24, but otherwise, there is no intention to reschedule for a later time in the year

GREATER SUDBURY POLICE SERVICES BOARD CHIEF'S REPORT

LAW OF POLICING CONFERENCE

I had the opportunity to participate in the 11th Annual Law of Policing Conference. I served as a panelist on a Workshop on *Fundamentals of a Police Services Board* which spoke to the role of a board member, policies and operational issues. The session also focused on lessons learned from relationships with the Chief and selecting and procuring a new chief of deputy chief. I also served as a panelist on the *Comprehensive Ontario Police Services Act* which addressed issues involving special constables, collaborative development of policies, strategic plans and budgets and partnering for Community Safety and Well-being planning.

SOCIAL MEDIA POSTS

Our Corporate Communication Team continues to engage with the Community through several social media platforms. Depending on the type of messaging being conveyed, a variety of means are employed. Facebook tends to be used for Media Releases and missing persons. Instagram is visual and a positive news platform often used for safety messaging. Twitter allows for quick update on traffic matters, road closures, and any real time information for public safety purposes. This allows for frequent and ongoing updates as situations are unfolding.

Statistically we show strong results. As of May 2020,

Our Facebook reach is 771,424
Our Instagram reach is 179,423
We had Twitter impressions totalling 535,000

of Facebook posts: 63 – 12, 244 average*
of Instagram posts: 44 – 4,077 average*
of Twitter posts: 117

**The average reach for Instagram and Facebook most accurately reflects our stats. Whereas with Twitter, “impressions” means the total number of times people have seen a tweet. Posts reach will vary depending on the content (which is to be expected) – for example, some Facebook posts in the last month have reached over 43,000 unique viewers despite our page having 21,177 followers – but it can also be as low as 5,000 sometimes. It all depends on the content’s purpose which determines engagement rate (i.e. post clicks, shares, etc.).*

Specifically the # of posts relative to crime prevention/community safety tips totalled:

Facebook: 29
Instagram: 27
Twitter: 48

Below are examples of some of these posts since the last Board Meeting.

GREATER SUDBURY POLICE SERVICES BOARD CHIEF'S REPORT

National Motorcycle Safety Month – May

May was National Motorcycle Safety Month and it's the time of year when riders are pulling their motorcycles out of the garage and hitting the roads. Motorcyclists have the same rights and privileges as ALL drivers on the road, meaning they are entitled to their space on the road, no matter the size of their ride. This also means that they must follow the same road laws as all drivers, including keeping a safe distance from other vehicles.

The Greater Sudbury Police Service Traffic Management Unit performed education and enforcement directed towards riders and towards motor vehicles that don't share the road with motorcyclists.

Motorcyclists are reminded of the following:

- Ride according to your skills and ability. Riding a motorcycle is a skill, and like all skills, it's something that you need to develop. While you may be fine to go on an easy cruise around town, it takes time to grow the skills you need to be an expert rider. To stay safe, make sure that you always ride within your skill level.
- Take a motorcycle safety course. The class will teach you about the traffic safety laws that apply to motorcycles, how to respond to emergency situations on a motorcycle, and give you a chance to try out your new skills in a controlled environment.
- Before each ride, perform a safety check and ensure your motorcycle is in good working order. Be Seen – wear something bright or safety neon apparel that is offered by many motorcycle companies.
- Always wear a helmet. The most important thing you can do to stay safe on a motorcycle is wear a helmet. Helmets protect your head, and head injuries are the leading cause of death for motorcycle riders.
- Avoid bad weather. The dangers of icy or wet roads multiply when you're on two wheels. When planning a motorcycle tour, monitor the weather for your trip.
- Never ride tired. Stop for rest breaks as needed. Every rider knows their tolerance. And we all seem to like to push it. Refresh yourself and your brain.

National Safe Boating Week – May 17-23

May also recognized National Safe Boating Week! The public was reminded of boating rules including advising that having open alcohol onboard a moving vessel is against the law. Members of the marine unit will be out on our lakes throughout the summer.

Safety tips to ensure safety was highlighted:

- Wear Your Lifejacket: legally you must carry one on board, appropriately sized for each passenger. But don't just carry it, WEAR IT.
- Boat Sober. Boating under the influence of alcohol, recreational drugs, or prescription narcotics, is illegal, irresponsible and potentially deadly. Leave any such substances until you return to the dock.

GREATER SUDBURY POLICE SERVICES BOARD CHIEF'S REPORT

- Take a Boating Course. The law now requires that anyone driving a motorized boat must have a pleasure-craft operator card. It's for your own safety and that of your passengers. Don't get caught without one. Take a course and get your license!
- Prepare Your Vessel. Ensure your boat has all the required safety gear and sufficient fuel. Be sure the weather is suitable for your vessel's capabilities.
- Be Cold Water Safe. Cold water is a significant risk. Learn how to protect yourself.

Learn more at <https://csbc.ca/en/>

Boat Safety and Marine Patrol - May 23-25

Members of the GSPS Marine Unit patrolled the waters of Ramsey Lake and were joined by a Sudbury Area Conservation Officer from the Ministry of Natural Resources and Forestry to patrol Lake Penage and Windy Lake.

As a result, a total of 137 contacts were made and 48 vessels were checked with regards to safety equipment and pleasure craft operator competency regulations under the *Canada Shipping Act*. In addition, some enforcement under the *Fish and Wildlife Conservations Act* was also conducted. They gave 23 educational warnings with regards to minor equipment violations and competency requirements, such as not having a functional water resistant flashlight, not having a sound signaling device, or not having proof of boating competency on-board the vessel. One Provincial Offence Notice was issued for not having the required number of lifejackets on board and two for anglers having too many lines.

Please remember that the Emergency Order for COVID-19 is still in effect, limiting the number of people allowed in boats to a maximum of five. Boaters found in contravention of this could receive an \$880 ticket including surcharges.

GSPS encourages safe boating practices and encourages all boaters, regardless of the type of vessel, to review Transport Canada's Safe Boating Guide that can be found at the following website:

<https://www.tc.gc.ca/eng/marinesafety/debs-obs-menu-1362.htm>

Record Check Process Update

As of March 30, 2020, GSPS no longer provides record check results on paper with an embossed textured seal. Completed record checks are not printed off or mailed to the applicant's mailing address. Results are now fully digital. They are in a secure PDF format and contain a coloured GSPS crest watermark and updated GSPS digital seal.

If confirmation is required to determine that a completed police record check is original and authentic, you may contact Customer Service at (705) 675-9171, ext. 6622. Staff will not be able to discuss the details of the criminal record.

GREATER SUDBURY POLICE SERVICES BOARD CHIEF'S REPORT

Due to the front lobby being closed to the public during the pandemic, you can submit your application through our record check website:

<https://www.policeresolutions.ca/checks/services/sudbury/>

This has become a highly efficient system for processing checks. While volumes are considerably down due to the cancellation of summer camps and organized recreational activities, employment checks continue to be processed efficiently through the on-line system.

Road Safety Week Results – May 12-18

All year round, and at all times of the day and night, our Traffic Management Unit is out patrolling #Sudbury roads to ensure motorists are obeying the law and driving safely.

Throughout Road Safety Week May 12-18, 2020, our Traffic Management Unit zeroed in on dangerous and irresponsible driving behaviours such as impaired driving, speeding, aggressive driving, distracted driving, and seat belt non-compliance. Here are their results:

- 148 Speeding
- 6 Stunt Driving
- 1 Distracted Driving (cell phone)
- 4 Drive without Insurance
- 9 Suspended Driving
- 4 Stop Sign violations
- 1 Careless Driving
- 2 Seatbelts
- 29 Administrative and Equipment violations
- 1 Cannabis charge
- 16 Administrative Warnings
- 32 Violation Warnings
- 6 Criminal Driving Offences including 3 Impaired drivers

Road safety is a shared commitment! Motorists are thanked for abiding traffic laws. Your compliance ensures the safety of yourself, your passengers and every road user around you. Thank you for putting safety first.

Missing Children's Day – May 25

This #MissingChildrensDay, parents and caregivers were encouraged to review safety tips:

- Talk with your children about online safety - keep open communication and monitor their online interactions
- Educate your children about strategies that abductors use to lure children, such as looking for a lost pet or inviting them to play video games

GREATER SUDBURY POLICE SERVICES BOARD CHIEF'S REPORT

- Teach children about strangers and ensure they know they can't go anywhere with anyone without a parent's permission, even if it's someone the child knows like a neighbour or a parent of one of their friends
 - Educate children about the importance of personal safety and making safe decisions (I.e. running for help and calling police if they are being followed by a stranger, and shouting as loud as they can if someone attempts to take them against their will)
 - Create a safety plan for large, busy places like the mall
 - Ensure your child can verbally identify your full name, and not just refer to you as 'mommy' or 'daddy'
 - Teach them early on some safe people and safe places
 - Advise children to use the buddy system
 - Play a lot of what-if scenarios with your child, a good way to instill knowledge without scaring them
 - For older children, it's important that parents know where they are, who they are with and when they should be expected back
 - Teach your children to say 'no' and follow their gut instincts
- (Info gathered from the RCMP and the Missing Children's Network).

Learn more at <https://missingkids.ca/en/>

National Indigenous History Month – June

In 2009, the House of Commons passed a motion to celebrate National Indigenous History Month. Despite the COVID pandemic, we are still committed to learning and sharing history and celebrating Indigenous culture and language this month and throughout the year.

In 2007, Shannen Koostachin spoke on Parliament Hill demanding a better school for her community of Attawapiskat as she had to learn in mold filled portable classrooms. On this day in 2010, Shannen passed away after a car collision. We celebrate Shannen's courage to challenge what she knew was wrong.

Recent events have challenged the trust between the public and police. We respect the right to take action and to protest and we thank you for taking action and for standing up for your beliefs.

We are dedicated to protecting and serving this community while exemplifying our RICH values of Respect, Inclusivity, Courage, and Honesty and we want to continue having respectful dialogues with all communities to build public trust through community engagement and transparency. We know that there is much work to be done and we will continue to work with you and listen to you.

We want you to know, we welcome the opportunity to work together and we hear your call for justice and transparency.

GREATER SUDBURY POLICE SERVICES BOARD CHIEF'S REPORT

The Greater Sudbury Police Service strives to build positive and respectful relationships with the original inhabitants of this land including First Nations people, Inuit people and Métis. Today and every day we would like to express our solidarity with the Indigenous community. Since the onset of colonization and through decades of intergenerational trauma, we acknowledge the role that Police played in systemic racism and we know that there is much work to be done in order to repair and heal the relationship between Police and the Indigenous community.

As a Police Service, we are committed to working together with community partners and community members to ensure that Indigenous People and people of all cultures, races and diversity are treated with respect and dignity.

Pride Month – June

#Throwback to last year's Pride March in **#Sudbury**. We were honoured to be welcomed by the 2SLGBTQ+ community to show our support and solidarity. Our Traffic Management Unit and Community Response Unit were on scene to ensure the safety of those participating in the march and the smooth flow of traffic.

We are grounded by our RICH values of Respect, Inclusivity, Courage and Honesty. This **#PrideMonth** and every month, we stand as allies with the 2SLGBTQ+ community. We believe that everyone, no matter how you identify or who you love, deserves a life free of discrimination and violence.

GSPS recognizes that recent events have challenged the trust between the public and police, and these serious issues bleed into all aspects of society, including the Pride community. We also know that there is much work to be done and we will continue to work and listen together. We are strong allies and advocates.

A request for funding was received from Fierté Pride for \$500 to offset the costs for Pride Care Packages that are being distributed and delivered in person during Pride week July 13 to 19, 2020. Funds will be used for purchasing supplies and mileage reimbursement to offset delivery costs. In the past the Board has supported the Pride Prom.

One-year Benchmark of Final Report from the National MMIWG Inquiry

June 3, 2020, marks the one year benchmark of the Final Report from the National Inquiry into Missing and Murdered Indigenous Women and Girls.

We know that there is much work to be done in order to repair the relationship between Police and Indigenous Peoples after years of systemic racism. We are committed to listening to and working with Indigenous communities to continue to build positive relationships based on trust, respect and equality.

In 2015 prior to the National Inquiry, GSPS proactively reached out to the N'Swakamok Native Friendship Centre to develop a collaborative partnership and expand upon the work that had already been done by the previous Aboriginal Liaison Officer, Constable Grant Dokis (Retired) since the introduction of the role in 1999.

GREATER SUDBURY POLICE SERVICES BOARD CHIEF'S REPORT

As Constable Dokis was retiring from GSPS in 2015, we took the opportunity to have an open discussion on the role before it was posted and it was advised that the role remain as a Sworn position. The now Indigenous Liaison Officer works with Criminal Investigations, Patrol, Liaison Team, Community Response and is a voice at many Indigenous community advisory groups as well as being a big support person of the Looking Ahead Project. Much of our work since 2015 has been specifically guided through the very powerful partnership project Looking Ahead to Build The Spirit of Our Women-Learning to Live Free from Violence. The project has been funded by Justice Canada since 2016 and is a partnership between the N'Swakamok Native Friendship Centre and the Greater Sudbury Police Service (GSPS). The project focuses on providing proactive educational opportunities and information to our personnel, as well as, healing opportunities to community members with the ultimate goal of empowering community members to live free from violence. This has been accomplished by collaboratively working with Indigenous communities to gain insight on what service delivery should look like. Through this input we are well positioned to ensure our actions are led by the Indigenous community ensuring its authenticity and a grassroots approach.

Once the Federal Government released the recommendations from the National Inquiry, our Indigenous Liaison Officer brought all of the recommendations forward to our Aboriginal Community Police Advisory Committee (ACPAC) members. ACPAC, our civilian Indigenous Advisory Committee was established in 1999 and we just celebrated our 20 year Anniversary of the committee. ACPAC consists of community members from Kina Gbezhgomi, N'Swakamok, Shkagamik-Kwe Health Centre, Laurentian University, Nogdawindamin, APANO, Atikameksheng, and Better Beginnings Better Futures amongst others. ACPAC assisted in reviewing the recommendations that had already been acted upon and advised us on how to best move forward with those that were outstanding. We are proud to say that we have addressed or are in the processes of addressing each of the recommendations keeping in mind that our work building positive relationships with the Indigenous community is never done.

Through the project, we have hosted two MMIWG conferences where family members of Missing and Murdered Indigenous Women and Girls from across North America have been in attendance and provided powerful insight into their experiences. The focus of the conferences was healing and education with an emphasis on culture throughout the experience. We have heard from the family members of Missing and Murdered Indigenous Women and Girls 2Spirit and all those persons affected by violence (MMIWG2S+); that the families need to help lead and need their voices heard.

Our 'Looking Ahead to Build the Spirit of Our Women - Learning to Live Free from Violence Strategy' and an Indigenous Women and Girls Missing Persons Toolkit and Resource Guide have significantly informed our relationships and work with families. These resources are both available via PDF on our GSPS website under publications and they are accessible at any time.

GREATER SUDBURY POLICE SERVICES BOARD CHIEF'S REPORT

The Project also places an emphasis on prevention. Community members who participate in our various initiatives are asked “What do you need to help you become a stronger healthier person while thinking about mental, emotional, physical and spiritual health and wellness?” The responses vary, some reference ceremony, some mention it is healing activities and sometimes it is educational opportunities where they are able to learn about various topics ranging anywhere from human trafficking to building healthy relationships.

In 2017, a Sexual Assault Review Team was established to increase awareness of community supports, encourage Survivors to report Sexual Assault to Police and/or community partners, reduce victimization and improve best practices for reporting. There are Indigenous representatives on the review team, as well as, individuals with lived experience in order to ensure a respectful survivor-centered approach with holistic and traditional healing/support services. In 2019, we entered into a Memorandum of Understanding allowing the review team increased access to cases reaffirming our ongoing commitment to external review and input as the review team has committed to meeting quarterly each year.

The Service is also committed to providing tailor made training opportunities internally at GSPS on Indigenous Cultural Mindfulness. We recently hired an Indigenous Law Student who will be responsible for the research and development of curriculum for police-specific cultural awareness training. The focus will be to build an Indigenous Culture and Law based curriculum to more thoroughly educate our members.

The current funding for the Looking Ahead project runs until March 2021, and the Service will be pursuing a further extension.

Anti-Brutality Demonstration and March - Memorial Park - Possible Traffic Disruptions in Downtown Core

On May 31 and June 3, 2020, Anti-Brutality Demonstrations were held downtown promoting equity and inclusiveness and condemning racism and police brutality. Communities everywhere are calling for justice. GSPS is committed to listening and learning and are committed to being part of the solution. We acknowledge and take responsibility for the role Police have played in systemic racism. Above listening, we are committed to taking action and to working with our diverse communities to ensure that all peoples are treated with respect and dignity. At the conclusion of the demonstration, participants marched from Memorial Park to the Bridge of Nations, then to the Courthouse. Officers in cruisers and on bicycles will be ensuring the safety of those marching, as well as, the orderly flow of traffic.

Officers were present to ensure the safety of participants. Deputy Chief Weber and I also joined the group on the grounds of Memorial Park. We understand and appreciate the power of language and we are committed to working with organizers to provide a safe platform for voices to be heard.

GREATER SUDBURY POLICE SERVICES BOARD CHIEF'S REPORT

We are dedicated to protecting and serving this community and we want to continue having respectful dialogues with all communities to build public trust through community engagement and transparency.

We know that there is much work to be done and we will continue to work with our community and listen as we work together to put an end to racism and violence.

While preparing for demonstrations, we had ongoing communication with our Diversity Advisory and Aboriginal Community Police Advisory Committee. Both these Committees are an invaluable support to police through their guidance and advice. They work collaboratively with the Service and know that GSPS acknowledges the existence of racism within our profession and that we are working diligently in addressing these issues. Our relationship is valued and respected. GSPS is listening and the Committees acknowledge that we are listening. They also recognize police involvement in protests as one of being present and supportive.

The Service has affirmed its support for peaceful demonstrations and extended an offer of masks to protesters for added safety during the gathering. We know that situations can in fact turn violent and chaotic quickly and adequate preparation is required. Open and transparent discussions with organizers is key and our Liaison Team members work diligently with those who are bringing the events together. Our goal is to be out in front of demonstration or protest events to work alongside attendees during the event. All such events are supported by solid operational plans which are developed to ensure the safety and protection of both participants and police responders. We endeavor to have key organizer(s) contact and work collaboratively with police to provide groups with the opportunity to have their say and to be heard. Through advanced contact information and expectations can be exchanged and understood by all involved.



Through ongoing training and professional development, we continue to institute best practices in the areas of bias free policing, and are open to new thinking and ideas in this area as well. Our affiliation with the Canadian Centre for Diversity and Inclusion has provided extensive access to and use of resources on working to be inclusive, free of prejudice and discrimination.

GSPS is proud of the many innovative and exciting initiatives that have been ground breaking in policing including our Missing and Murdered Indigenous Women and Girls Project, our MKWA Opportunity Circle, Intercultural Ride-Along Program, Pride Youth BBQ, Courage to Stand annual events, Syrian Refugee Welcoming, and establishment of a vulnerable persons registry.

GREATER SUDBURY POLICE SERVICES BOARD CHIEF'S REPORT

We are strong supporters of community events in support of Black Lives Matter, India Canada Association, Black History Month, and Pride Week. Our strong community partnerships include the Sudbury Multicultural Folk Arts Association, N'Swakamok Native Friendship Centre, and Shkagamik-Kwe Health Centre.

YMCA Newcomer Services, Sudbury Pride, 3 Post-Secondary Institutions International Programs, and 4 School Boards also contribute positively to our policing practices.

All Use of Force incidents are carefully tracked and analyzed for issues from a training, equipment, and procedural perspective. Starting January 2020, all use of force incidents are now tracked to capture perceived race as another means of monitoring and measuring police bias.

We have learned and continue to learn from the Truth and Reconciliation Commission of Canada Recommendations. More recently, the Ontario Human Rights Commission Eliminating Racial Profiling in Law Enforcement Policy has been sourced against organizational practices to ensure best practices are continually evolving and building our profession.

Our ethnic diversity jumped from 2.5% in 2011 to 17% in 2017 and continues to rise with dedicated recruiting efforts. Our service has language capacity in close to twenty languages. Our recruiting efforts through MKWA, International Student Ride-Along Program, and participation at Job Fairs at educational institutions have provided an opportunity to expose potential applicants to the police environment both for Sworn officer and Civilian positions.

Through our Strategic Operations Division, Special Projects Section, diversity, inclusion, and equity is a priority. Through this section, we are developing a comprehensive strategy for GSPS. This work will be undertaken in collaboration with our Diversity Advisory Committee, Aboriginal Police Community Advisory Committee, Chief's Youth Advisory Committee, Safe Disclosure Committee, and all other stakeholder groups and individuals.

These partnerships ensure that our actions and services responses are led by grass roots and lived experience input. We look forward to developing this Strategy and invite thoughts and input from the Board.

**GREATER SUDBURY POLICE SERVICES BOARD
CHIEF'S REPORT**

BODY WORN CAMERAS

Body Worn Cameras for police have been the subject of much discussion and debate. There is increasing bodies of research around their use with some police services boards now considering policy decisions around the mandatory wearing of cameras in certain types of deployment.

The Service is considering initiating a review of the literature and conducting a full review of the wearing of body cameras over the summer for discussion by the Board in the fall. With the concurrence of the Board, this project will be given priority.

SUMMARY

The summer season is now upon us, which is typically a busy time with public events and summer students. This year, due to COVID-19 both of these activities will be significantly reduced.

Our bicycle patrol unit will be out and visible promoting safety and educating the public. Additionally our Marine Waterway Patrol Units will be out on various lakes promoting boating safety and enforcing legal requirements when operating vessels.

We are committed to the safety of citizens over the summer and will continue to work with our many partners in efforts to promote community safety and wellbeing.

Wishing everyone a safe and enjoyable summer!

Let's also keep our mental wellbeing in mind and stay healthy.

We will all get through this together!

Stay home! • Stay safe! • Stay positive!