

## **SOUTH GRENVILLE O.P.P DETACHMENT BOARD AGENDA**

**January 07, 2026 at 07:00 PM**

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### **1. Call to Order**

### **2. Land Acknowledgement Statement**

We acknowledge that we are meeting on aboriginal land that has been inhabited by Indigenous peoples.

In particular, we acknowledge the traditional territory of the Huron-Wendat, Anishinaabeg, Haudenosaunee, Anishinabek, and the Oneida and Haudenosaunee Peoples.

### **3. Disclosure of Pecuniary Interest and General Nature Thereof**

### **4. Approval of Agenda**

#### **Recommendation:**

That the agenda for the South Grenville O.P.P Detachment Board be accepted as presented.

### **5. Minutes of the Previous Meeting**

#### **a. May 28, 2025**

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#### **Recommendation:**

That the South Grenville O.P.P Detachment Board minutes dated May 28, 2025, be accepted as presented.

### **6. Delegations and Presentations**

### **7. Reports**

#### **a. OPP Report - May to November 2025**

Page 7

#### **Recommendation:**

That the South Grenville OPP Detachment Board Report for May - November 2025, be accepted as presented.

**8. Items of Business**

**a. 2026 Projects and Initiatives - Discussion**

**b. 2026 Draft Budget**

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**9. Correspondence**

**a. OAPSB Zone 2 - Presentation Information from Graham Wight,  
Police Services Advisor**

Page 21

**b. OAPSB Zone 2 - Eastern Ontario Region Meeting - Minutes**

Page 26

**c. Courageous Companions - Request**

Page 35

**10. New Business**

**11. Adjournment**

**Recommendation:**

That the South Grenville Detachment Board meeting be adjourned. (Time: \_\_\_\_\_  
p.m.)



**EDWARDSBURGH  
CARDINAL**



**SOUTH GRENVILLE OPP DETACHMENT  
MINUTES**

Town of Prescott  
Wednesday May 28, 2025  
7:00 p.m.

Present	Mayor Jeff Shaver, Township of Augusta, Mayor Tory Deschamps, Township of Edwardsburgh Cardinal, Mayor Gauri Shankar, Town of Prescott, Brian Purcell, Township of Augusta, Marina Laker, Township of Edwardsburgh Cardinal, and Rob Samojllo, Town of Prescott.
Staff	Shannon Geraghty, CAO Township of Augusta, Sean Nicholson, CAO Township of Edwardsburgh Cardinal, Matthew Armstrong, CAO/Treasurer Town of Prescott, Lindsey Veltkamp, Clerk Township of Augusta, Natalie Charette, Interim Clerk, Township of Edwardsburgh Cardinal, and Chloe Preston, Director of Administration/Clerk, Town of Prescott
Guests	Lisa Nicholas, Grenville OPP Detachment Commander and Cory Briscoe, Grenville OPP Staff Sergeant

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**1. Call to Order**

Mayor Shaver, Township of Augusta, called the meeting to order at 7:00 p.m.

**2. Land Acknowledgement**

Mayor Shaver acknowledged that we are meeting on aboriginal land that has been inhabited by Indigenous peoples.

In particular, he acknowledged the traditional territory of the Huron-Wendat, Anishinaabeg, Haudenosaunee, Anishinabek, and the Oneida and Haudenosaunee Peoples.

**3. Disclosure of Pecuniary Interest and General Nature Thereof**

There were no items of pecuniary interest and general nature thereof to disclose.

**4. Oath of Office – Brian Purcell, Township of Augusta**

Brian Purcell, Township of Augusta, read the Oath of Office.

## **5. Approval of the Agenda**

Moved by: T. Deschamp  
Seconded by: G. Shankar

That the agenda for the Grenville OPP Detachment Board for Wednesday, May 28, 2025 be approved as presented.

Carried

## **6. Minutes of the Previous Meeting**

### **a. January 14, 2025**

Moved by: G. Shankar  
Seconded by: R. Samojllo

That the Grenville OPP Detachment Board minutes dated January 14, 2025 be accepted as presented.

Carried

## **7. Delegations & Presentations**

Graham Wight, Police Service Advisor, Inspectorate of Policing, spoke to a PowerPoint presentation. A copy of the presentation is held on file. Mr. Wight reviewed the composition of detachment boards, policy development, compliance and major milestones.

Discussion was held regarding the current size of the Grenville OPP Detachment Board.

## **8. Reports**

### **a. OPP Report – May 28, 2025**

Moved by: G. Shankar  
Seconded by: M. Laker

That the Grenville OPP Detachment Board Report for January – April 2025, be accepted as presented.

Carried

Detachment Commander Nicholas provided an overview of the statistic report for January to April 2025. She referenced the statistics from the collision report, and provided an overview of violent crimes, property crime, and public complaints received.

Detachment Commander Nicholas spoke to new reports that are being included in the report going forward.

Discussion was held regarding speeding and distracted driving concerns and sharing messaging on municipal social media platforms.

**b. South Grenville OPP Detachment Board – 2025 Budget**

Moved by: B. Purcell

Seconded by: R. Samojllo

That the South Grenville OPP Detachment Board approve the 2025 Budget as amended.

Carried

Matthew Armstrong, CAO/Treasurer Town of Prescott, spoke to the 2025 Budget.

Discussion was held regarding the requirement for insurance and the line item for Remembrance Day wreaths and budging for five wreaths, one for each cenotaph in each of the municipalities.

**9. Items of Business**

**a. OPP Detachment Name Change By-Law**

Moved by: G. Shankar

Seconded by: B. Purcell

That the Grenville OPP Detachment Board approve By-Law 01-2025, being a by-law to affirm the name of the South Grenville OPP Detachment Board, be read and passed.

Carried

**b. OPP Detachment Board Terms of Reference**

Moved by: R. Samojllo

Seconded by: G. Shankar

That the South Grenville OPP Detachment Board approve the Terms of Reference as received.

Carried

The Board discussed the appointment of public appointees.

**c. OPP Detachment Secretary Terms of Reference**

Moved by: T .Deschamps

Seconded by: B. Purcell

That the South Grenville OPP Detachment Board approve the Secretary-Treasurer Description of Role, as presented.

Carried

#### **d. OPP Detachment Insurance – Verbal Update**

Shannon Geraghty, CAO Township of Augusta, spoke to the insurance coverage obtained as required by the *Community Policing and Safety Act*.

Discussion was held regarding the insurer recommended by the Ontario Association of Police Service Boards.

Marina Laker, Township of Edwardsburgh Cardinal, brought forward an error in the OPP Detachment Board's Terms of Reference to be corrected in the final version regarding the frequency of meetings.

### **10. Correspondence**

#### **a. OAPSB – Quarterly Newsletter**

No discussion was held.

### **11. New Business**

Discussion was held regarding the submission of a delegation at the upcoming Association of Municipalities of Ontario (AMO) conference regarding the *Community Policing and Safety Act* and the requirement for board insurance.

Lisa Nicholas, Detachment Commander, spoke to a pilot contract of four clerks at the detachment to assist with paperwork allowing for more visibility of officers in the community.

### **12. Adjournment**

Moved by: G. Shankar

Seconded by: B. Purcell

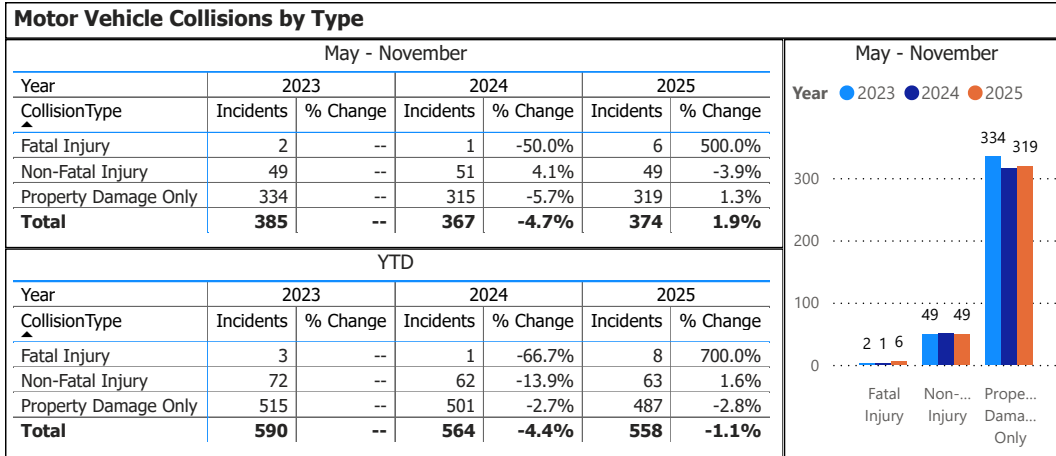
That the South Grenville OPP Detachment Board meeting be adjourned. (Time: 8:24 p.m.)

# South Grenville Detachment Board Meeting



January 7th, 2026

**OPP Detachment Board Report  
Collision Reporting System  
May - November 2025**



Data source (Collision Reporting System) date:  
05-Jan-2026

Please select a Detachment from Report Parameters  
Location code(s): 3P00 - GRENVILLE COUNTY (Prescott), 3P10 - GRENVILLE COUNTY (Kemptville)

Area(s): ALL  
Data source date:  
05-Jan-2026

Report Generated on:  
05-Jan-2026 12:06:20 PM

### OPP Detachment Board Report Collision Reporting System May - November 2025

#### Fatalities in Detachment Area - Incidents

May - November									
Type	Motor Vehicle			Motorized Snow Vehicle			Off-Road Vehicle		
Year	Alcohol/Drugs	Incidents	% Change	Alcohol/Drugs	Incidents	% Change	Alcohol/Drugs	Incidents	% Change
2023	0	2	--	0	0	--	0	0	--
2024	0	1	-50.0%	0	0	--	0	0	--
2025	1	4	300.0%	0	0	--	1	2	--

YTD									
Type	Motor Vehicle			Motorized Snow Vehicle			Off-Road Vehicle		
Year	Alcohol/Drugs	Incidents	% Change	Alcohol/Drugs	Incidents	% Change	Alcohol/Drugs	Incidents	% Change
2023	0	3	--	0	0	--	0	0	--
2024	0	1	-66.7%	0	0	--	0	0	--
2025	1	5	400.0%	0	0	--	1	3	--

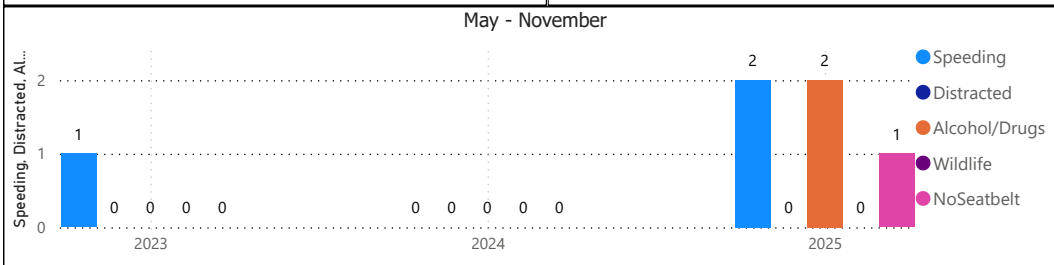
#### Fatalities in Detachment Area - Persons Killed

May - November						
Type	Motor Vehicle		Motorized Snow Vehicle		Off-Road Vehicle	
Year	Persons Killed	% Change	Persons Killed	% Change	Persons Killed	% Change
2023	2	--	0	--	0	--
2024	1	-50.0%	0	--	0	--
2025	4	300.0%	0	--	2	--

YTD						
Type	Motor Vehicle		Motorized Snow Vehicle		Off-Road Vehicle	
Year	Persons Killed	% Change	Persons Killed	% Change	Persons Killed	% Change
2023	3	--	0	--	0	--
2024	1	-66.7%	0	--	0	--
2025	5	400.0%	0	--	3	--

#### Primary Causal Factors in Fatal Motor Vehicle Collisions

May - November				YTD			
	2023	2024	2025		2023	2024	2025
Speeding	1	0	2	Speeding	1	0	2
Speeding % Change	--	-100.0%	--	Speeding % Change	--	-100.0%	--
Distracted	0	0	0	Distracted	0	0	0
Distracted % Change	--	--	--	Distracted % Change	--	--	--
Alcohol/Drugs	0	0	2	Alcohol/Drugs	0	0	2
Alcohol/Drugs % Change	--	--	--	Alcohol/Drugs % Change	--	--	--
Wildlife	0	0	0	Wildlife	0	0	0
Wildlife % Change	--	--	--	Wildlife % Change	--	--	--
NoSeatbelt	0	0	1	NoSeatbeltYTD	0	0	2
NoSeatbelt YoY%	--	--	--	NoSeatbeltYTD YoY%	--	--	--



Data source (Collision Reporting System) date:  
05-Jan-2026

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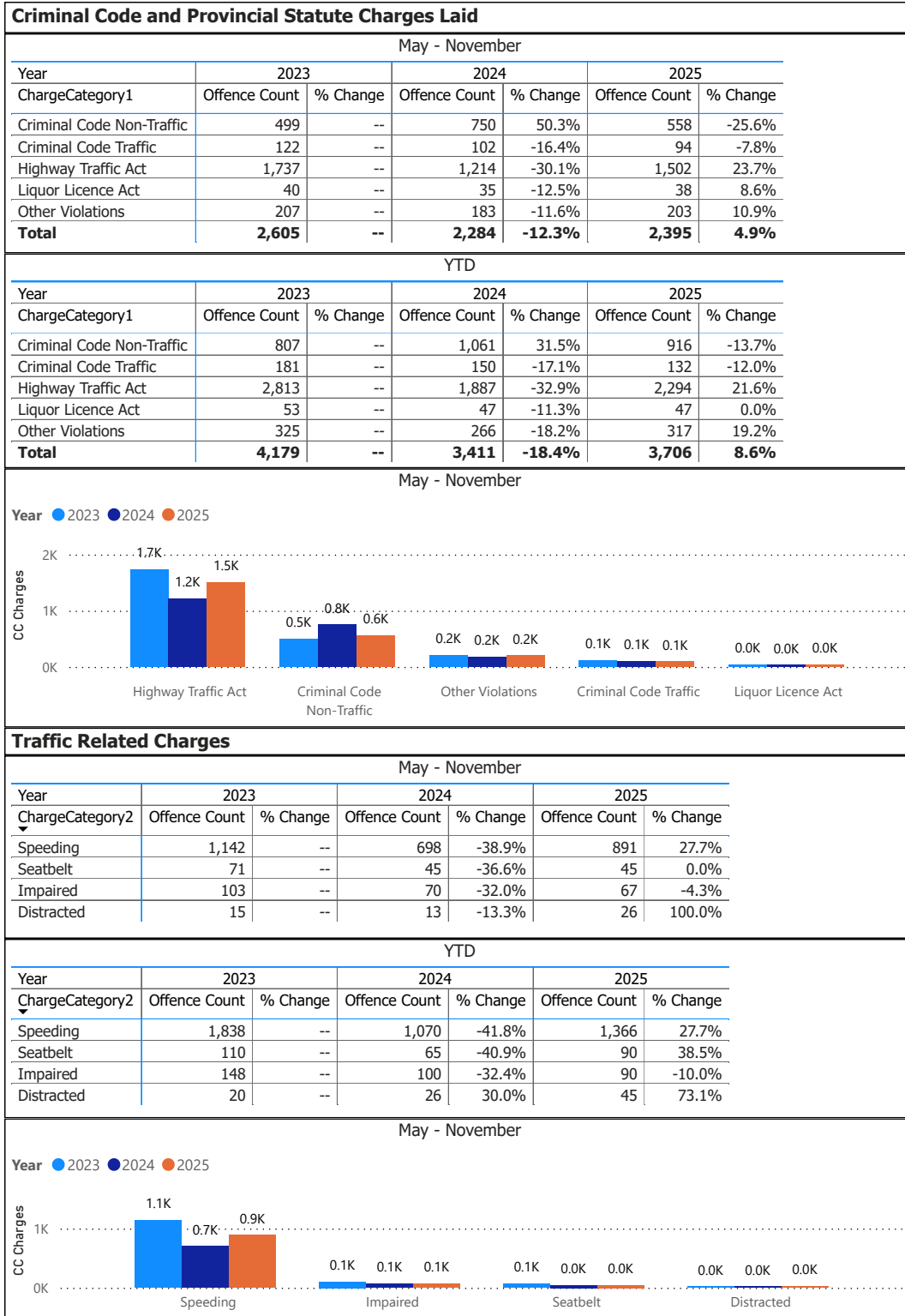
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Area(s): ALL

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### OPP Detachment Board Report Records Management System May - November 2025



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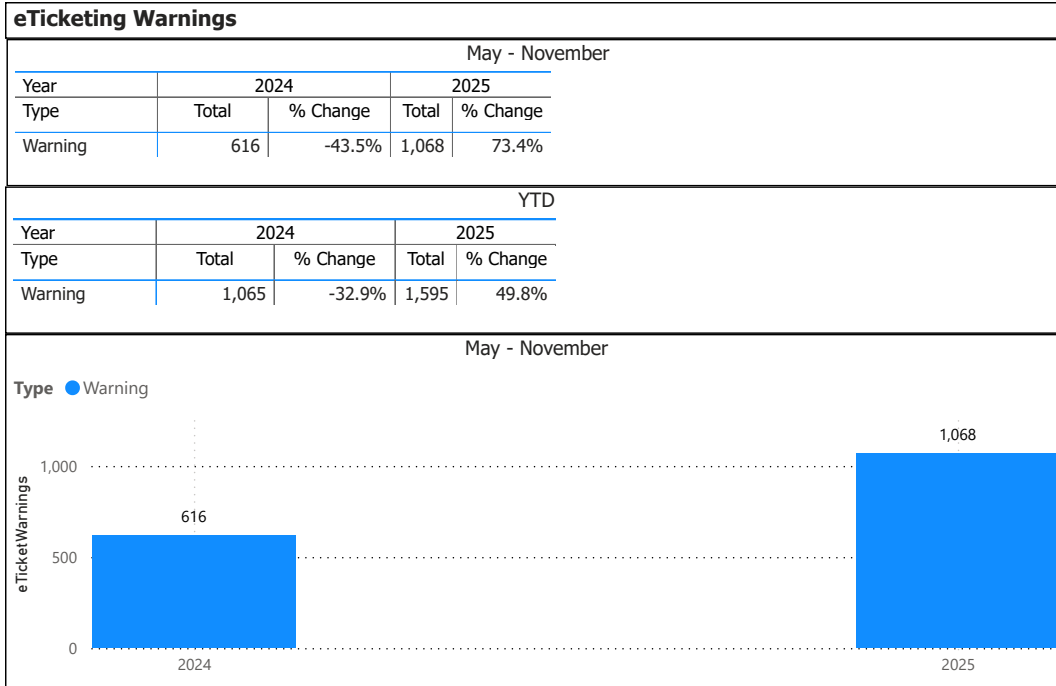
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Area(s): ALL

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**OPP Detachment Board Report  
Records Management System  
May - November 2025**



*Note: The eTicketing system was not fully implemented until the end of 2022, therefore data is only available beginning in 2023. % Change in 2023 may appear higher in this report due to the incomplete 2022 data.*

**Please select a Detachment from Report Parameters**

Location code(s): 3P00 - GRENVILLE COUNTY (Prescott), 3P10 - GRENVILLE COUNTY (Kemptville)

Area(s): ALL

Data source date:

5-Jan-26

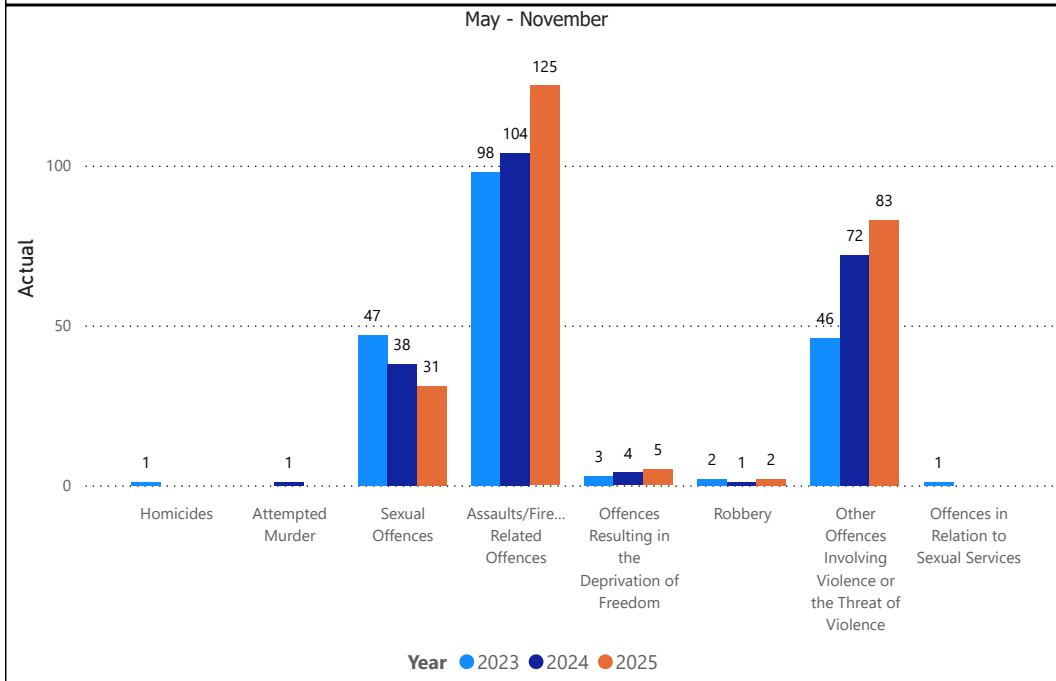
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**OPP Detachment Board Report  
Records Management System  
May - November 2025**

Violent Crime						
May-November						
Year	2023		2024		2025	
ViolationGrp	Actual	% Change	Actual	% Change	Actual	% Change
Homicides	1	--	0	-100.0%	0	--
Other Offences Causing Death	0	--	0	--	0	--
Attempted Murder	0	--	1	--	0	-100.0%
Sexual Offences	47	--	38	-19.1%	31	-18.4%
Assaults/Firearm Related Offences	98	--	104	6.1%	125	20.2%
Offences Resulting in the Deprivation of Freedom	3	--	4	33.3%	5	25.0%
Robbery	2	--	1	-50.0%	2	100.0%
Other Offences Involving Violence or the Threat of Violence	46	--	72	56.5%	83	15.3%
Offences in Relation to Sexual Services	1	--	0	-100.0%	0	--
<b>Total</b>	<b>198</b>	<b>--</b>	<b>220</b>	<b>11.1%</b>	<b>246</b>	<b>11.8%</b>

YTD						
Year	2023		2024		2025	
ViolationGrp	Actual	% Change	Actual	% Change	Actual	% Change
Homicides	1	--	0	-100.0%	0	--
Other Offences Causing Death	0	--	0	--	0	--
Attempted Murder	0	--	1	--	0	-100.0%
Sexual Offences	76	--	55	-27.6%	58	5.5%
Assaults/Firearm Related Offences	137	--	150	9.5%	187	24.7%
Offences Resulting in the Deprivation of Freedom	3	--	4	33.3%	5	25.0%
Robbery	2	--	1	-50.0%	2	100.0%
Other Offences Involving Violence or the Threat of Violence	78	--	99	26.9%	138	39.4%
Offences in Relation to Sexual Services	1	--	0	-100.0%	0	--
<b>Total</b>	<b>298</b>	<b>--</b>	<b>310</b>	<b>4.0%</b>	<b>390</b>	<b>25.8%</b>



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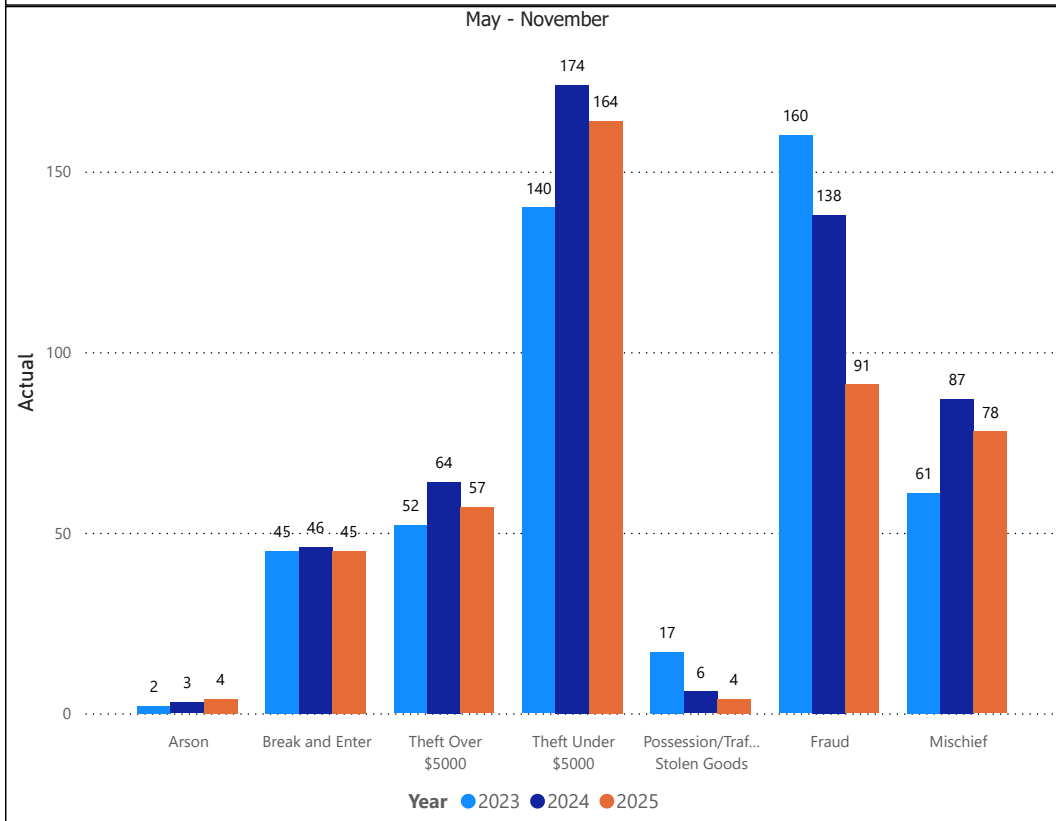
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**OPP Detachment Board Report  
Records Management System  
May - November 2025**

Property Crime						
May - November						
Year	2023		2024		2025	
ViolationGrp	Actual	% Change	Actual	% Change	Actual	% Change
Arson	2	--	3	50.0%	4	33.3%
Break and Enter	45	--	46	2.2%	45	-2.2%
Theft Over \$5000	52	--	64	23.1%	57	-10.9%
Theft Under \$5000	140	--	174	24.3%	164	-5.7%
Possession/Trafficking Stolen Goods	17	--	6	-64.7%	4	-33.3%
Fraud	160	--	138	-13.8%	91	-34.1%
Mischief	61	--	87	42.6%	78	-10.3%
<b>Total</b>	<b>477</b>	<b>--</b>	<b>518</b>	<b>8.6%</b>	<b>443</b>	<b>-14.5%</b>

YTD						
Year	2023		2024		2025	
ViolationGrp	Actual	% Change	Actual	% Change	Actual	% Change
Arson	2	--	4	100.0%	8	100.0%
Break and Enter	69	--	62	-10.1%	63	1.6%
Theft Over \$5000	71	--	86	21.1%	68	-20.9%
Theft Under \$5000	224	--	254	13.4%	244	-3.9%
Possession/Trafficking Stolen Goods	22	--	8	-63.6%	9	12.5%
Fraud	248	--	238	-4.0%	159	-33.2%
Mischief	88	--	118	34.1%	104	-11.9%
<b>Total</b>	<b>724</b>	<b>--</b>	<b>770</b>	<b>6.4%</b>	<b>655</b>	<b>-14.9%</b>



Please select a Detachment from Report Parameters

Location code(s): 3P00 - GRENVILLE COUNTY (Prescott), 3P10 - GRENVILLE COUNTY (Kemptville)

Area(s): ALL

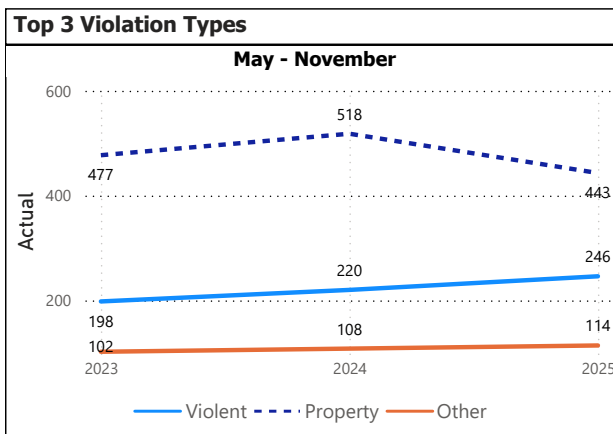
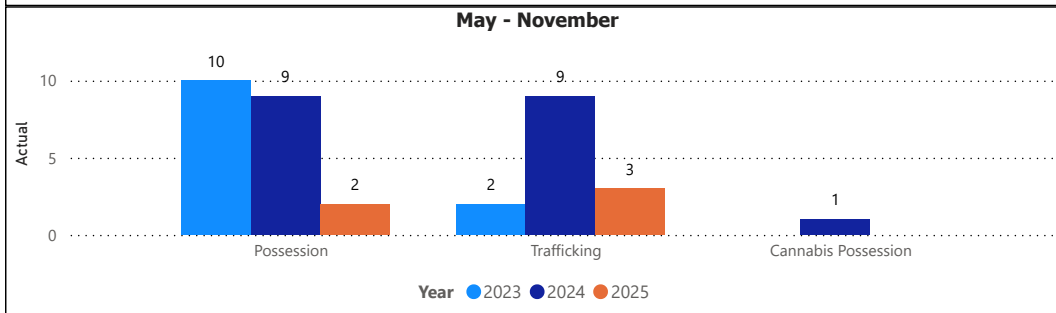
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**OPP Detachment Board Report  
Records Management System  
May - November 2025**

<b>Drug Crime</b>						
<b>May - November</b>						
Year	2023		2024		2025	
ViolationGrp	Actual	% Change	Actual	% Change	Actual	% Change
Possession	10	--	9	-10.0%	2	-77.8%
Trafficking	2	--	9	350.0%	3	-66.7%
Importation & Production	0	--	0	--	0	--
Cannabis Possession	0	--	1	--	0	-100.0%
Cannabis Distribution	0	--	0	--	0	--
Cannabis Sale	0	--	0	--	0	--
Cannabis Importation & Exportation	0	--	0	--	0	--
Cannabis Production	0	--	0	--	0	--
Other Cannabis Violations	0	--	0	--	0	--
<b>Total</b>	<b>12</b>	<b>--</b>	<b>19</b>	<b>58.3%</b>	<b>5</b>	<b>-73.7%</b>

<b>YTD</b>						
Year	2023		2024		2025	
ViolationGrp	Actual	% Change	Actual	% Change	Actual	% Change
Possession	14	--	11	-21.4%	11	0.0%
Trafficking	4	--	13	225.0%	4	-69.2%
Importation & Production	0	--	0	--	0	--
Cannabis Possession	0	--	1	--	0	-100.0%
Cannabis Distribution	0	--	0	--	0	--
Cannabis Sale	0	--	0	--	0	--
Cannabis Importation & Exportation	0	--	0	--	0	--
Cannabis Production	0	--	0	--	0	--
Other Cannabis Violations	0	--	0	--	0	--
<b>Total</b>	<b>18</b>	<b>--</b>	<b>25</b>	<b>38.9%</b>	<b>15</b>	<b>-40.0%</b>



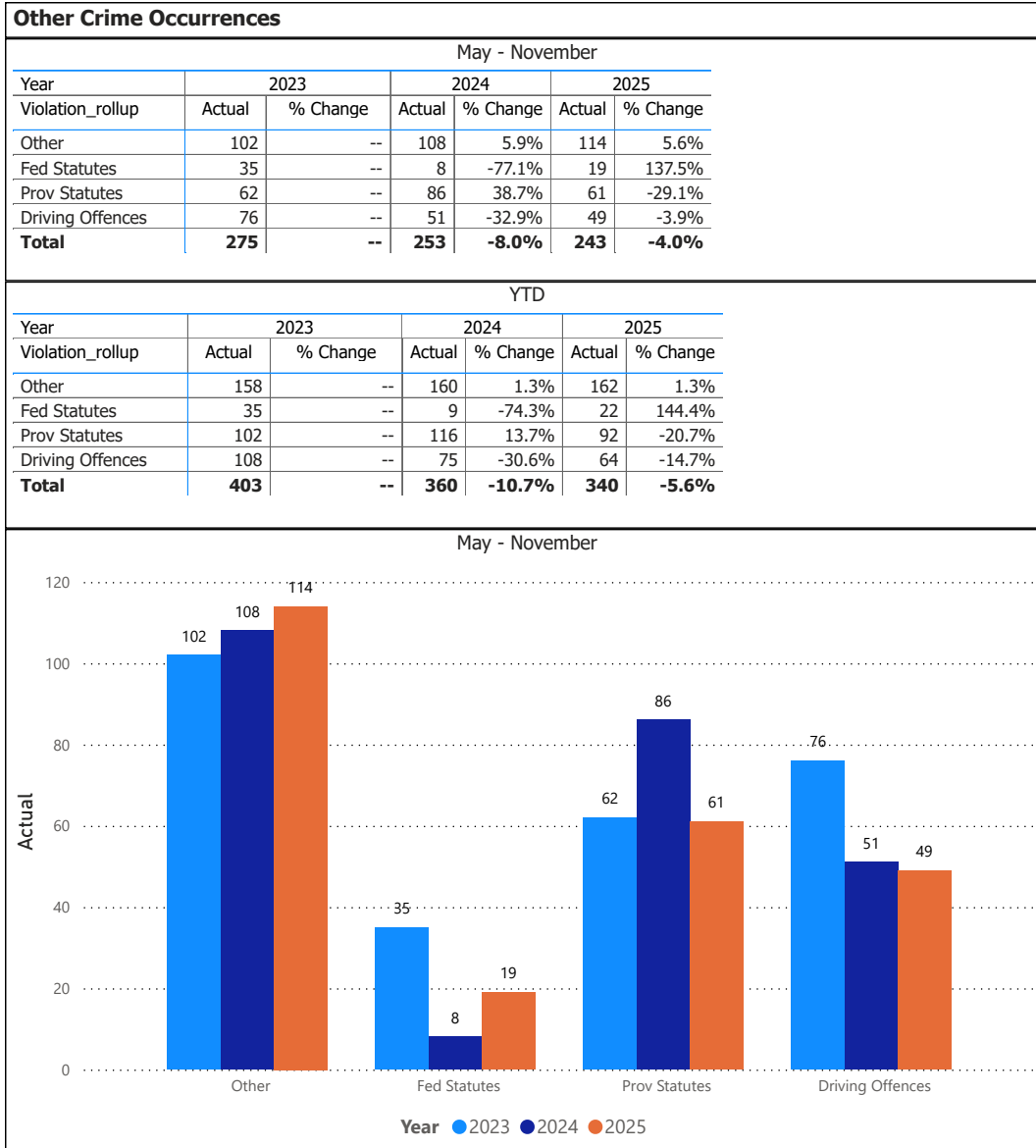
<b>Top 5 Violation Groups</b>				
<b>May - November</b>				
ViolationGrp	2023	2024	2025	Total
Theft Under \$5000	140	174	164	<b>478</b>
Fraud	160	138	91	<b>389</b>
Assaults/Firearm Related Offences	98	104	125	<b>327</b>
Mischief	61	87	78	<b>226</b>
Provincial Statutes	62	86	61	<b>209</b>

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**OPP Detachment Board Report  
Records Management System  
May - November 2025**



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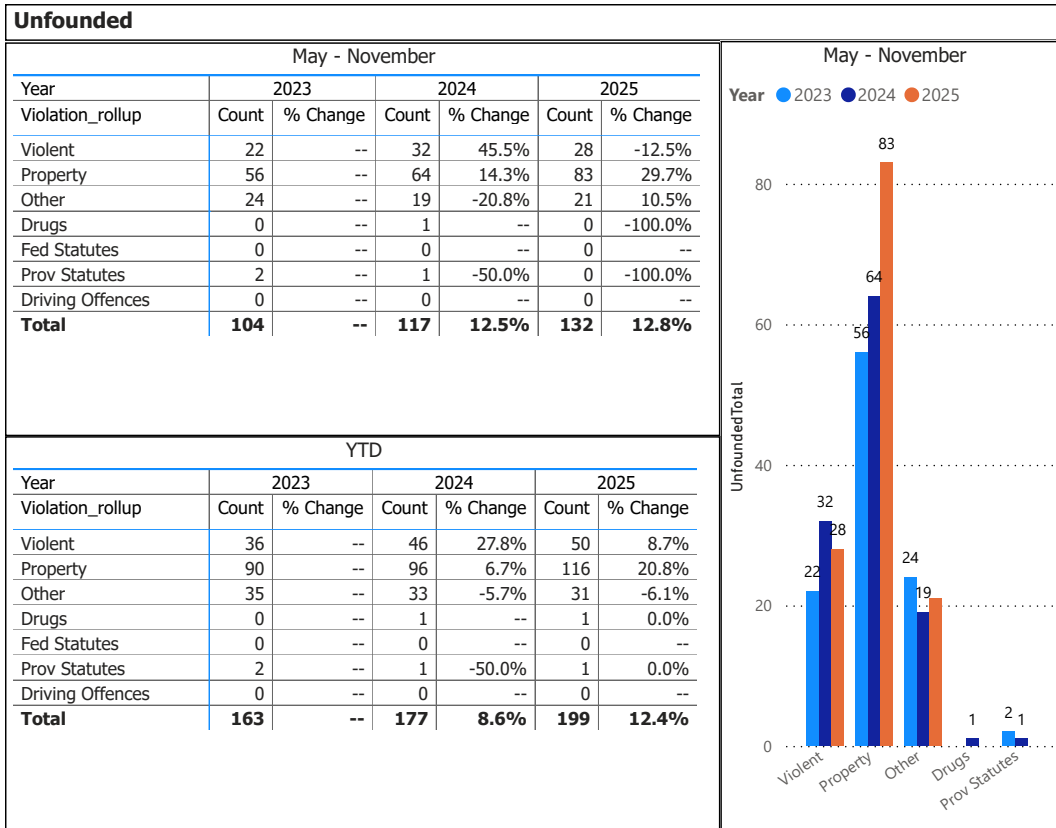
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### OPP Detachment Board Report Records Management System May - November 2025



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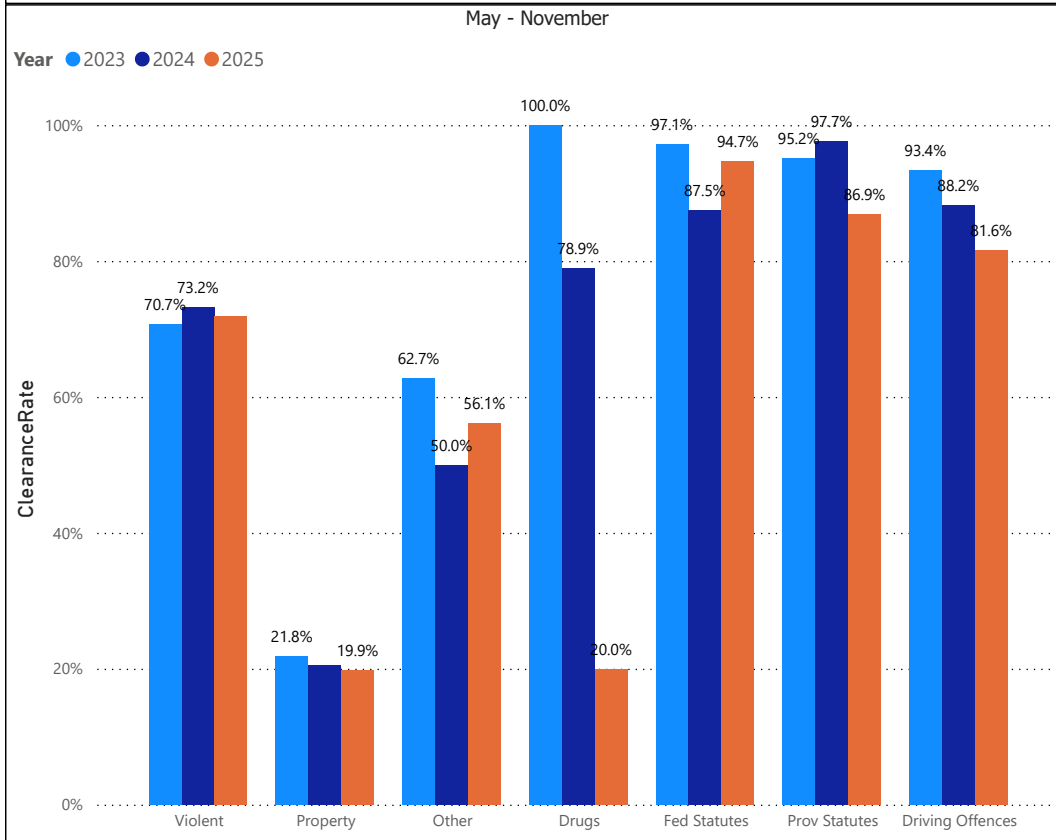
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**OPP Detachment Board Report  
Records Management System  
May - November 2025**

Clearance Rate						
May - November						
Year	2023		2024		2025	
	%	% Change	%	% Change	%	% Change
Violent	70.7%	--	73.2%	3.5%	72.0%	-1.7%
Property	21.8%	--	20.5%	-6.1%	19.9%	-2.9%
Other	62.7%	--	50.0%	-20.3%	56.1%	12.3%
Drugs	100.0%	--	78.9%	-21.1%	20.0%	-74.7%
Fed Statutes	97.1%	--	87.5%	-9.9%	94.7%	8.3%
Prov Statutes	95.2%	--	97.7%	2.6%	86.9%	-11.0%
Driving Offences	93.4%	--	88.2%	-5.6%	81.6%	-7.5%

YTD						
Year	2023		2024		2025	
	%	% Change	%	% Change	%	% Change
Violation_rollup						
Violent	72.1%	--	74.5%	3.3%	72.1%	-3.3%
Property	22.1%	--	22.1%	-0.1%	21.1%	-4.6%
Other	64.6%	--	58.1%	-10.0%	53.1%	-8.7%
Drugs	100.0%	--	76.0%	-24.0%	66.7%	-12.3%
Fed Statutes	97.1%	--	88.9%	-8.5%	81.8%	-8.0%
Prov Statutes	94.1%	--	97.4%	3.5%	90.2%	-7.4%
Driving Offences	93.5%	--	86.7%	-7.3%	82.8%	-4.4%



Please select a Detachment from Report Parameters

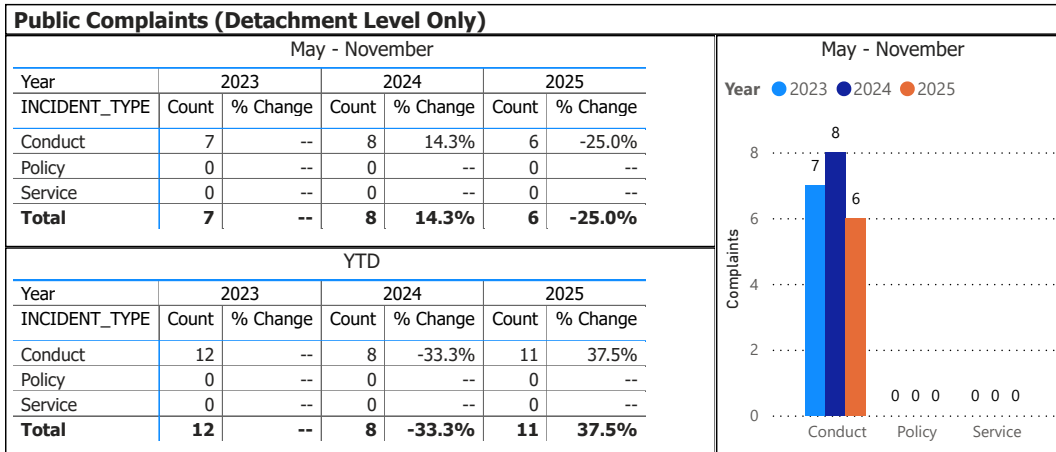
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### OPP Detachment Board Report Records Management System May - November 2025



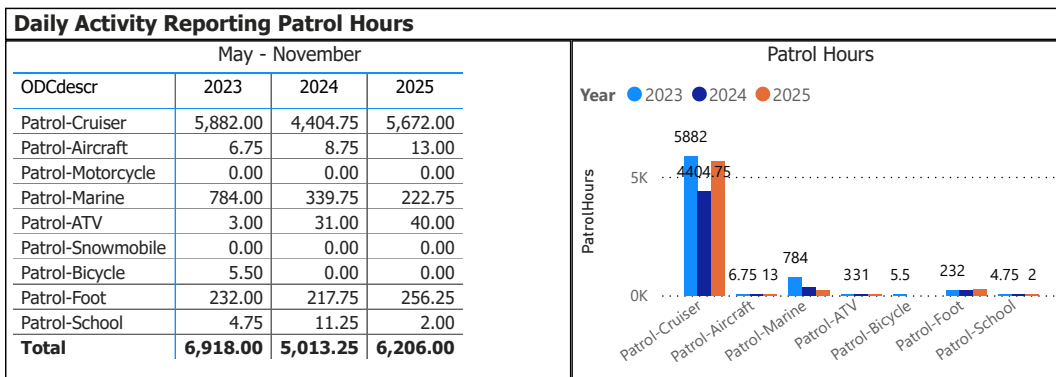
Data source: RMS Data Feed

Ontario Provincial Police, Professional Standards Bureau Commander Reports - File Manager System

Data source date:

05-Jan-2026

### Daily Activity Reporting



Data source (Daily Activity Reporting System) date:

05-Jan-2026

Please select a Detachment from Report Parameters

Location code(s): 3P00 - GRENVILLE COUNTY (Prescott), 3P10 - GRENVILLE COUNTY (Kemptville)

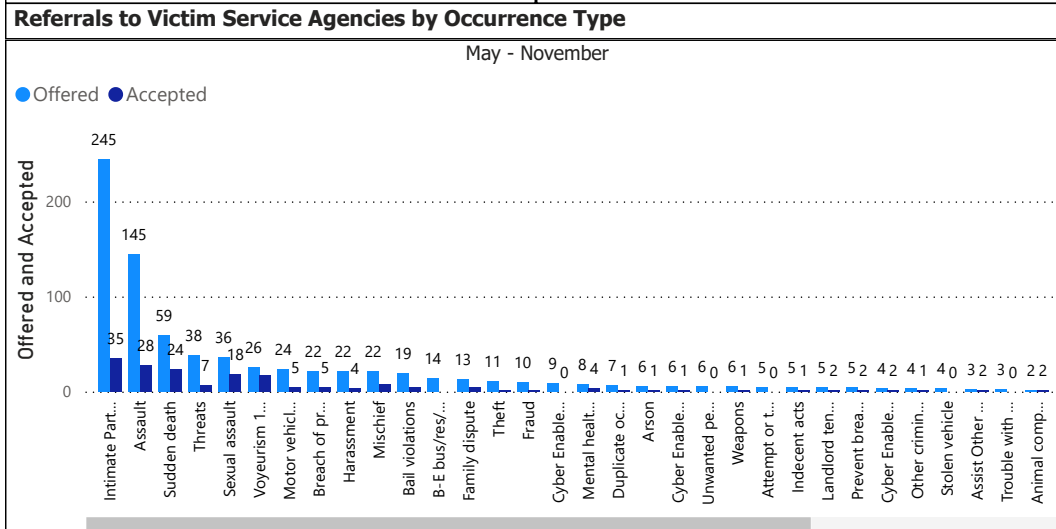
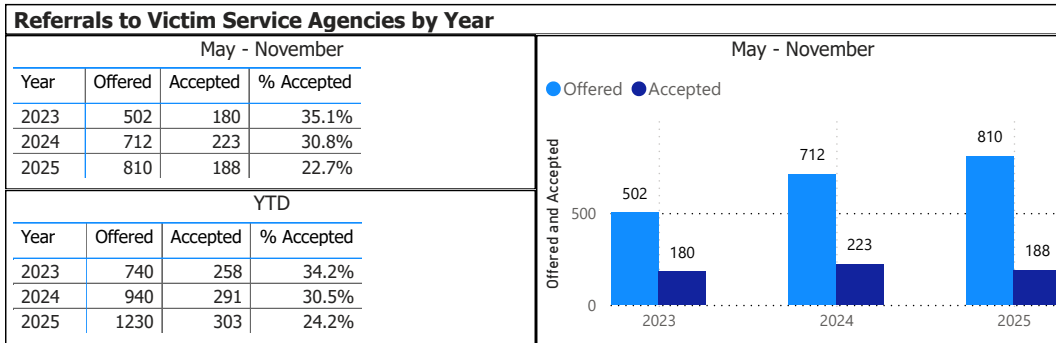
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### OPP Detachment Board Report Records Management System May - November 2025



#### Referrals Accepted (%) by Age Group

May - November			
PersonAgeRange	2023	2024	2025
	10.4%		
11 - 16	90.9%	42.6%	27.8%
17 - 25	88.9%	34.1%	16.7%
26 - 45	100.0%	29.2%	22.0%
46 - 65	94.4%	31.7%	27.6%
6 - 10	100.0%	27.3%	42.9%
Over 65	94.4%	30.2%	15.0%
Under 6		13.0%	21.4%

#### Referrals Not Offered

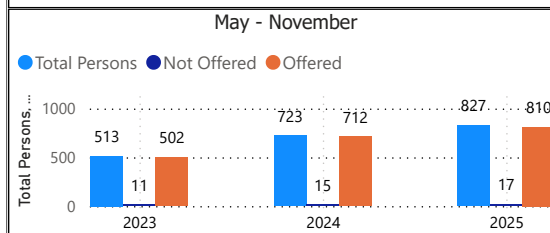
May - November			
ServicesNotOfferedReason	2023	2024	2025
	0	0	0
	1	0	0
Victim deceased or unable to respond	4	13	15
Victim resides outside Ontario	6	2	2

#### YTD

PersonAgeRange	2023	2024	2025
	10.6%	5.2%	
11 - 16	93.3%	45.0%	37.2%
17 - 25	93.3%	35.1%	17.6%
26 - 45	100.0%	34.0%	24.0%
46 - 65	95.8%	34.5%	26.3%
6 - 10	100.0%	25.0%	54.5%
Over 65	92.3%	37.7%	16.3%
Under 6	100.0%	13.0%	17.4%

#### YTD

ServicesNotOfferedReason	2023	2024	2025
	0	0	0
	1	0	0
Victim deceased or unable to respond	7	16	19
Victim resides outside Ontario	7	2	2



Please select a Detachment from Report Parameters  
Location codes(s): 3P00 - GRENVILLE COUNTY (Prescott), 3P10 - GRENVILLE COUNTY (Kemptville)

Area(s): ALL  
Data source date:  
05-Jan-2026

Report Generated on:  
05-Jan-2026 12:06:20 PM

# South Grenville OPP Detachment Board Budget – Draft

Total 2026 Budget	\$30,000.00
Actual	\$0.00
<hr/>	
Remaining	\$30,000.00

## Member Remuneration

Item	Budget	Actual	Difference
\$150 per meeting x 4 meetings per year x 8 members	\$4,800.00	\$0.00 ✓	\$4,800.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
<b>Total</b>	<b>\$4,800.00</b>	<b>\$0.00 ✓</b>	<b>\$4,800.00</b>

## Community Outreach

Item	Budget	Actual	Difference
Bursary – South Grenville District High School	\$1,000.00	\$0.00 ✓	\$1,000.00
Bursary – St. Mary	\$1,000.00	\$0.00 ✓	\$1,000.00
Remembrance Day – Wreathes x 5	\$750.00	\$0.00 ✓	\$750.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
<b>Total</b>	<b>\$2,750.00</b>	<b>\$0.00 ✓</b>	<b>\$2,750.00</b>

## Public Campaigns

Item	Budget	Actual	Difference
Social Media Advertising	\$200.00	\$0.00 ✓	\$200.00
Newspaper Advertising – Beacon 1/8 page 12 months	\$1,300.00	\$0.00 ✓	\$1,300.00
Newspaper Advertising – Recorder EMC 6 times	\$3,000.00	\$0.00 ✓	\$3,000.00
			\$0.00
<b>Total</b>	<b>\$4,500.00</b>	<b>\$0.00 ✓</b>	<b>\$4,500.00</b>

## Memberships and Training

Item	Budget	Actual	Difference
Ontario Association of Police Service Boards – Membership	\$3,052.80	\$0.00 ✓	\$3,052.80
OAPSB – Zone 2 Membership	\$100.00	\$0.00 ✓	\$100.00
OAPSB – Zone 2 Meetings Registration 3 meetings x 2 members	\$240.00	\$0.00 ✓	\$240.00
Travel to OAPSB Zone Meetings 3 meetings x 2 members x 750 km x \$0.70	\$755.70	\$0.00 ✓	\$755.70
OAPSB Provincial Conference Reg & Travel	\$3,000.00	\$0.00 ✓	\$3,000.00
Board Training	\$2,500.00	\$0.00 ✓	\$2,500.00
<b>Total</b>	<b>\$9,648.50</b>	<b>\$0.00 ✓</b>	<b>\$9,648.50</b>

## Organizational Costs

Item	Budget	Actual	Difference
Board Insurance	\$5,123.00	\$0.00 ✓	\$5,123.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
<b>Total</b>	<b>\$5,123.00</b>	<b>\$0.00 ✓</b>	<b>\$5,123.00</b>

## Specific Initiatives

Item	Budget	Actual	Difference
To Be Determined	\$3,178.50	\$0.00 ✓	\$3,178.50
			\$0.00
			\$0.00
<b>Total</b>	<b>\$3,178.50</b>	<b>\$0.00 ✓</b>	<b>\$3,178.50</b>

## FAQ

# Forwarding of Complaints Under s. 155

**Q: What kinds of matters should be forwarded to LECA?**

**A:** For the purpose of section 155 of the CSPA, a complaint is one that:

- is made by someone who may file a complaint with LECA under section 154 of the CSPA
- is made in writing
- discloses potential misconduct by a police officer, special constable employed by the Niagara Parks Commission, or peace officer in the Legislative Protective Service
- includes the name, date of birth, and contact information of the person filing the complaint
- relates to incidents that took place, or formed part of a series of events that continued, on or after April 1, 2024.

**Q: We have received an anonymous complaint about a police officer, should we forward that to LECA?**

**A:** No, in accordance with section 155 and Rule 8.10 of the LECA Rules of Procedure, a complaint should only be forwarded to LECA if it includes the name, contact information and date of birth of the complainant.

Anonymous complaints are not considered formal complaints and shall not be forwarded to LECA under s. 155.

**Q: What should the police services boards do, if they receive an anonymous complaint about a potential misconduct by the chief/deputy chief?**

**A:** If the police services boards receive an anonymous complaint about a potential misconduct by the chief or deputy chief of their service, they may notify LECA in accordance with section 197 of the CSPA and through e-Notification portal.

**Q: We have received a voicemail from a member of the public about a potential misconduct by an officer, should we forward that to LECA?**

**A:** No, in accordance with LECA Rules of Procedure, a complaint should only be forwarded to LECA if it is in writing. The entity receiving the message may ask the complainant to reach out to LECA directly or provide their concerns in writing.

**Q: A member of the police service has filed a complaint with the chief against another member of the same service. Can we forward that complaint to LECA?**

**A:** No, as a member of the police service is prohibited from filing a complaint against members of the same service, such a complaint cannot be forwarded to LECA. The matter however maybe subject of a notification by the chief in accordance with section 197 of the CSPA and O. Reg. 406/23: DISCIPLINE and [LECA Guideline 007](#)

**Q4: A Board member has become aware of potential misconduct by a police officer through a resident. Can the Board member file a complaint with LECA?**

**A:** No, under section 154(2) of the CSPA, a member or employee of a police service board may not file a complaint in respect of a member of a police service maintained by the board. However, if the board member receives a complaint in accordance with rule 8.10 of the LECA Rules of Procedure, they may forward that to LECA.

**Q: Should we forward a complaint from a member of the public, when they expressed an unwillingness to file a formal complaint?**

**A:** No, A complaint should not be forwarded to LECA when the complainant has explicitly indicated that they do not wish to file a complaint with LECA.

**Q: How does LECA deal with public complaints that are forwarded by other entities under s. 155?**

A. Complaints forwarded under section 155 will be treated as if the complaint had been made by the complainant directly to LECA. LECA will contact the complainant to ask that they complete a complaint form in accordance with the LECA Rules of Procedure.



## Advisory Bulletin 1.5: Forwarding Complaints to the Inspector General (IG) under section 108 of the CSPA

**Date of issue: August 1, 2024**

Under the CSPA, the IG receives complaints about police service board member misconduct (section 106(1)), as well as complaints in relation to adequate and effective policing (section 107(1)). For more detailed information, please refer to the CSPA, or the Inspectorate of Policing website at [www.iopontario.ca](http://www.iopontario.ca).

There are new requirements that you should be aware of and must comply with when you receive what amounts to a complaint that falls within the IG's jurisdiction. Section 108 of the CSPA requires that, if an entity or person listed in that section receives a complaint that amounts to a complaint under s. 106 or 107, they are **required to forward the complaint to the IG**. This requirement to forward complaints applies to chiefs of police, police service boards, and board members, among others.

The below outlines a **step-by-step process** and some **suggested language** for forwarding letters when forwarding complaints intended for the IG.

### **Step-by-step process for forwarding complaints you receive to the IG:**

1. Upon receiving a complaint under section 106(1) or 107(1) of the CSPA, prepare a **notification letter** to the complainant advising them of your legislative responsibility to forward the complaint to the Inspector General.
2. **Include in the letter the following information** about the role of the Inspector General:

*The Inspector General of Policing is responsible for receiving and addressing complaints about compliance with Ontario's Community Safety and Policing Act and its associated regulations by police services, police service boards, and organizations employing special constables. This encompasses complaints regarding the provision of adequate and effective policing and the conduct of police service board members. Besides addressing public complaints, the Inspector General also accepts disclosures of misconduct from members of police services and special constables. For more information, please visit [www.IOPontario.ca](http://www.IOPontario.ca).*

3. While s. 108 does not dictate the form a complaint must take, **if you have been provided the complaint information:**
- **In writing:** forward that written complaint to the IG via email at [IOPComplaints@Ontario.ca](mailto:IOPComplaints@Ontario.ca).
  - **Verbally:** write out a narrative of the complaint information you received and forward that written narrative to the IG via email at [IOPComplaints@Ontario.ca](mailto:IOPComplaints@Ontario.ca). When completing this narrative, please attempt to include information that responds to the following questions:  
  
**Who is the complaint about?**  
**What is the complaint about?**  
**Where did the incident occur?**  
**When did the incident occur?**
4. If there are any **supporting materials or documents** related to the complaint that were provided at the time the complaint was made, please compile a list of these items and send the list and the supporting materials along with the complaint, as well as a copy of the notification letter you sent to the complainant.

*Note: Advisory Bulletins are the IG's advice provided pursuant CSPA s. 102(4) and are intended as a resource for the sector by offering the IG's general interpretation of various provisions of the CSPA. Advisory Bulletins are not legally binding, and they do not purport to address all possible factual scenarios or circumstances. As such, you may wish to consult with legal counsel to determine how this general guidance should be applied in your own local context and to navigate specific situations.*



**ONTARIO ASSOCIATION OF POLICE SERVICES BOARDS (OAPSB)  
ZONE 2 – EASTERN ONTARIO REGION MEETING**

**MINUTES**

A meeting of the OAPSB Zone 2 was held on Friday, June 20, 2025 at 9:30 a.m. at the J.R. Brisson Complex in the Municipality of Casselman and hosted by the Municipality of Casselman.

**PRESENT**

There were a total of 25 people in attendance, 22 of them were members of the OAPSB Zone 2 representing 12 separate Zone 2 Police Service Boards and Detachment Boards. Attached please find a copy of the registration list that was circulated at the meeting.

**VISITORS**

Sergeant David Laviolette, Indigenous Policing Bureau  
Chief Paul VandeGraaf, Cobourg Police  
Chief Murray Rodd, Belleville Police  
Graham Wight, Police Services Advisor, Inspectorate of Policing

**1. Meeting Call to Order**

In the absence of Chairperson Dena Comley who sent her regrets, Vice-Chair Ed McPherson called the meeting to order at 9:36 a.m.

**2. Welcome Remarks**

Vice-Chair McPherson welcomed everyone and thanked the Municipality of Casselman for hosting the meeting.

He then introduced Mayor Genievue Lajoie who welcomed everyone to Casselman on behalf of Council. Casselman is part of the Russell OPP Detachment Board. She spoke about the responsibility Boards have towards policing oversight and the impact of the decisions they make. She encouraged everyone to enjoy the day and to learn for each other.

Josee Sabourin, Detachment Commander of the Russell OPP Detachment then welcomed everyone to Casselman. She spoke about the incident that occurred on May 11, 2023 when Sgt. Mueller died in the line of duty and two other officers were injured. She commented on the tremendous support the Detachment received from other communities, the OPP and police services. She also commented on the recent incident of the lost 3-year-old child who was found safely and the importance of working collaboratively which resulted in the successful outcome.

### **3. Approval of Agenda**

**Moved by Pat Dussault, Cornwall**

**Seconded by Jim McDonnell, Stormont, Dundas, Glengarry**

**THAT the agenda be approved as amended with the deletion of the delegation by Dr. Gregory Brown.**

**CARRIED**

### **4. Approval of the Minutes**

**Moved by David Donaldson, Ottawa**

**Seconded by Connie Tabbert, South Ottawa**

**THAT the minutes of the OAPSB Zone 2 meeting held in Kingston hosted by the Kingston Police Service Board on Friday, April 25, 2025 be approved as circulated.**

**CARRIED**

### **5. Business Arising from the Minutes**

None

### **6. Secretary-Treasurer's Financial Report**

Diane Smithson, Secretary-Treasurer provided a summary of the financial statement indicating a bank balance of \$3,686.53 to June 19, 2025. The Treasurer circulated a copy of the financial statement outlining the revenues and expenses that had transpired since the last report.

**Moved by Denis Roberge, Russell**

**Seconded by Jim McDonnell, Belleville**

**THAT the financial report to June 19, 2025 showing a bank balance of \$3,686.53 be approved as presented by the Secretary-Treasurer.**

**CARRIED**

### **7. Updates**

#### **a. Graham Wight, Inspectorate of Policing (IoP), Police Services Advisor**

Mr. Wight provided the following updates:

- Thanked the OPP and other police services for finding the lost girl and for the invitation to attend today's meeting
- The Inspector General recently released a report on its Inspection Program
- He has been acting in the Greater Toronto area
- Special constable employers i.e. universities, transit, public housing, etc. are now covered under the Community Safety and Policing Act (CSPA)
- The IoP is navigating assistance requests from other police agencies. Everyone is learning together to work under the CSPA

- He complemented the OAPSB for their support of Boards
- The loP now has a compliance mandate provide advice to Boards, and with Councils to discuss policing options in the province i.e. amalgamations, OPP, etc.
- The loP provides advisory services free of charge. He is happy to attend Board meetings.
- The loP receives public complaints re: conduct of Board members, policy complaints, adequacy and effectiveness, etc. 1000 public complaints were received in the past year. Council, the public, Board members, etc. can all submit complaints. The loP's mandate is broad and they have remedies under the Act to resolve. If a member indicates they want to submit a complaint, Boards should not deal with this. The complaint should be forwarded to the loP or LECA. The context around complaints has changed. If unsure, check with him.
- The loP works with 43 Police Service Boards, 63 OPP Detachments served by 88 Detachment Boards, Special Constable employers and First Nation Boards
- The loP will be issuing Advisory Bulletins on topics such as How Policing is delivered; Right to disclosed misconduct, conflicts of interest, forwarding complaints to the loP under Section 108 of the Act
- A number of other memos are coming i.e. Appointments, Annual Performance Review of the Chief; terminations/attrition to reduce the size of the force; open/closed Board meetings; secondary activities – changed with respect to reporting to the Board; waterways policing – every municipality has jurisdiction over their navigational waterways. The Territorial Divisions Act outlines boundaries of responsibility. The OPP is considering its waterway policing to other police services
- Zone 2 can invite Solicitor General staff to attend future meetings. Graham will forward contact information to Diane

After Mr. Wight had provided his update, an opportunity was provided for members to ask questions. After all questions had been addressed, Vice-Chair McPherson thanked Mr. Wight for his update.

**b. Lisa Darling, OAPSB Executive Director**

Ms. Darling sent her regrets for attending today's meeting. An update was provided and was read by the Secretary-Treasurer which provided the following updates:

- Reviewed highlights from the Spring Conference
- New name of the OAPSB will be Police Governance Ontario (PGO) which will officially launch in January 2026.
- A new Board of Directors was announced at the conference in London. Gratitude goes to outgoing Chair Patrick Weaver
- The OAPSB continues to focus on member engagement through ongoing initiatives, events, outreach, social media and targeted emails. They now have a new quarterly newsletter
- They will be updating their website with a more user-friendly members portal.
- A new Strategic Planning session is scheduled for July

- Group insurance for OPP Detachment Boards has been obtained at a cost of \$3,888 per board as well as a new plan for members to have for personal vehicle and home insurance at group rates.
- They are hoping to hear about a new Transfer Payment Agreement with the Province to continue building and providing ancillary training for board members
- Discussion groups are a great way to get timely information and connect with other boards. They occur on the 3<sup>rd</sup> Tuesday and 3<sup>rd</sup> Thursday of every month
- A Conference survey will be released soon and encouraged people to fill it out

A copy of the OAPSB update will be circulated to the members.

## 8. Delegations

- a. **Sergeant David Laviolette, Indigenous Policing Bureau**  
**Re: Will speak about the work of the Provincial Liaison Team. The PLT establish and maintain open lines of communications with all parties affected by major events and critical incidents**

David Laviolette started his presentation by providing his background. His presentation included the following information:

- Reviewed legacy events that created the Provincial Liaison Team
- Reviewed recommendations from Ipperwash Report
- Framework for police preparedness for Critical Incidents
- Reviewed objectives, foundational principles and legal considerations of the Provincial Liaison Team
- PLT focuses on maintaining open lines of communication with all stakeholders
- Reviewed the conflict cycle
- Reviewed the recommendations from the Final Report of the Public Order Emergency Commission
- Reviewed the types of issues they are involved with: sexual orientation and gender identity; nuclear and renewable power, ring of fire, mobile demonstrations, freedom convoy, global impacts: Palestinian protests, Ukraine, etc.

After the presentation, Vice-Chair McPherson thanked Sgt. Laviolette for his presentation.

It was noted the Secretary would circulate a copy of Sgt. Laviolette's presentation to the members.

- b. **Dr. Gregory Brown, Adjunct Research Professor, Carleton University**  
**Re: How to interpret data and conclusions in policing studies.**

Dr. Brown sent his regrets for today's meeting.

**c. Panel Discussion entitled “Communication from an Agreed Statement of Facts.”**

**Panelists include: Chief Paul VandeGraaf, Cobourg Police  
Chief Murray Rodd, Belleville Police**

Acting Chairperson Ed McPherson called on Heather Smith, Chair of the Belleville Police Service Board to introduce the panel members.

Chief Paul VandeGraaf and Chief Murray Rodd gave a presentation regarding creating a united front and coordinating efforts through a strategic alignment. Their presentation included the following information:

- Reviewed the aspects of the CSPA that are driving additional costs
- Reviewed unanticipated events such as border concerns which has led to special task forces being created which has resulted in police forces losing members to be deployed to address emerging priorities
- Spoke about the impacts of mental health issues impacting policing
- Reviewed the various pieces of legislation, both provincially and federally that have impacts on policing work
- Reviewed the timelines for police to respond to various incident types
- Agreed set of facts: freedom isn't free, safety is expensive and justice is invaluable
- It's important that a level playing field is created for public safety. Last year, OPP Detachment Boards received provincial funding to offset their large increases. The same funding was not provided to Police Service Boards
- A focussed, coherent, collective and aligned way to approach budgets is required that does not pit one police service against another.
- They suggested that conversations continue to ensure consistency in messaging

Vice-Chair McPherson thanked Chief VandeGraaf and Chief Rodd for their presentation.

It was noted the Secretary would circulate a copy of the presentation to the members.

## **9. New Business**

1. Determine locations for 2026 Zone 2 meetings. Suggested dates include:  
April 24, 2026 – Prescott  
June 19, 2026 – Lanark County  
September 25, 2026 - Cornwall

## **10. Membership Input**

None

**11. Upcoming Meeting Dates and Locations**

September 19, 2025 - Hawkesbury

**12. Adjournment**

**Moved by Genevieve Lajoie, Russell**

**Seconded by Janet Harnden, Belleville**

**THAT the meeting be adjourned at 12:20 p.m.**

**CARRIED**

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Ed McPherson, Vice -Chair

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Diane Smithson, Recording Secretary

Attendance Record		Host: OAPSB Zone 2 Meeting – Casselman	
Meeting Date:	June, 2025	Location: Casselman, ON	
Name	Board Name	Email Address	Phone
Dave Donaldson	Ottawa	dave.donaldson@bell.net	(613) 302-9232
LORIE SARGENT	KINGSTON	lsargent@kpf.ca	613.993.0661
Joey Anthony	Embrun	Kindou27@gmail.com	343 996 2636
Honorable Justice Casselman	Casselman	gen@justice.gc.ca	613-793-1017
Coratine Thurman	Russell	Coratine.murwin@rusell.ca	613-298-6251
Jim McDonald	Russell	Jim.mcdonald@rusell.ca	613-618-6022
Pat Dussault	CORNWALL	dussault.p@cornwallpolice.com	613-363-5488
Heather Smith	Bellefleur	ismith6@sympatico.ca	613-331-1287
Connie Talbot	South Ottawa	ctalbot@whitewaterregion.ca	613-433-4428
Janet Harnden	Bellefleur	janet.coyle.harnden@sympatico.ca	613-847-6415
Jacques Ouesnel	HAWKESBURY	jgquesnel@outlook.com	613-676-6011

Attendance Record		Host: OAPSB Zone 2 Meeting – Casselman	
Meeting Date: June, 2025		Location: Casselman, ON	
Name	Board Name	Email Address	Phone
David Lavoie	OPP PCJ	david.lavoie@opp.ca	613-402-9391
ED WATERS	LANARK	ed.waters@opp.ca	613-430-4791
ROD BOWES	LANARK	rod.bowes33@hotmail.com	613 223 9779
JIM DOWELL	SIG	jim.mcdoneill@bell.net	613-330-8415
Shradha B	OAPSB	shradha.bhadarabadi@ofpsa.ca	613 293 9457
Alicia Burtch	OPP SOTG	Alicia.burtch@opp.ca	613-363-7562
Allie Bourdeau	Russell	Allie.bourdeau@russell.ca	613 913 0725
Josée Sabourin	Russell OPP	josée.sabourin@opp.ca	705 238-6569
Diane Smithson	LANARK OPP	dsmithson@carletonplace.ca	613-257-6255

Sec-Treasurer OAPSB Zone 2

Attendance Record		Host: OAPSB Zone 2 Meeting – Casselman	
Meeting Date:	June, 2025	Location: Casselman, ON	
Name	Board Name	Email Address	Phone
Bob Norrie	LIA OPP	bobnorrie@recreation.com	613-228-1504
Murray Ford	Belkirk PS	mcrodd23@gmail.ca	705-872-6559
Paul VandeGraft	Cassalg B	Paul.VandeGraft@coburn.ca	289-257-3476
Stephen Wish	ICOP	stephen.wish@coburn.ca	416-871-1317



Thank you for your interest in Courageous Companions. We thank all military personnel and first responders for their service. Many of the volunteers at Courageous Companions have experienced the trauma of operational injuries in service to our great nation and are therefore in a unique position to understand the challenges of stress injuries.

**Courageous Companion service dogs are provided at no charge to our Veterans and First Responders. We rely entirely on individuals, businesses and service organizations like yours for funding.**

**Together we can really help veterans and first responders in need**

Together with your financial support, we can provide more services to our injured Veterans and First Responders. Your support will be used to help rebuild the lives of those who have sacrificed for all of us.

**Ad Sizes**

**Rates**

Back Cover (8.25" x 10.625")	\$2200
Inside Covers (8.25" x 10.625")	\$1600
Full Page (8.25" x 10.625")	\$1300
Half Page (7.5" x 4.75")	\$899
Quarter Page (3.625" x 4.75")	\$699
Banner (7.5" x 1.75")	\$599
Eighth Page (3.625" x 2.25")	\$419
Business Card (2.33" x 1.5")	\$319

applicable taxes extra. All ads are full colour on gloss paper

**A mission to help Military and First Responders**

Courageous Companions provides quality trained certified Service Dogs to Military Veterans and First Responders who suffer with physical and/or psychological operational injuries as a result of their service.

**One-Hundred Percent Volunteer Driven**

a 100% volunteer driven organization that strives to restore dignity, rebuild confidence, and increase the quality of life for our brave men and women who serve in uniform.

**Service Dogs Provided at No Cost**

Courageous Companion service dogs are provided at no charge, which is why we rely entirely on the support from individuals and businesses and service organizations. A Courageous Companions Elite K-9 Service Dog is a specifically molded Service Dog trained to respond to the specific needs of an individual manifesting the symptoms of physical and/or physiological operational injuries.

**Injured, Not Broken**

Together we can give our Veterans and First Responders a chance to live whole again in our community with their heads held high. In our business we like to say "injured, not broken".

Thank you for choosing to help support the work at Courageous Companions!

**I want to support Courageous Companions by placing an ad in Courageous K-9**

**Ad Size:**  Back Cover  Inside Cover  Full Page  Half Page  Quarter Page  Banner  Eighth Page  Business Card

**Payment:**  E-Transfer to: [sponsor@courageousk9.ca](mailto:sponsor@courageousk9.ca)  Invoice Me  Visa/MasterCard/Amex

Credit Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ CVV: \_\_\_\_\_

Company: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

**Thank you for your support!**

Tel: 1-866-767-1731 Fax: 1-866-277-1994 Email: [sponsor@courageousk9.ca](mailto:sponsor@courageousk9.ca)  
[www.courageousk9.ca](http://www.courageousk9.ca)