

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

FROM: Richard Stubbings
Assistant Deputy Minister
Public Safety Division

SUBJECT: ***Missing Persons Act – 2020 Annual Report and Training Supports***

DATE OF ISSUE:	February 4, 2021
CLASSIFICATION:	For Action
RETENTION:	June 1, 2021
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PRIORITY:	Normal

Further to All Chiefs Memo 19-0044, issued on June 7, 2019, regarding the *Missing Persons Act* coming into force on July 1, 2019, I am writing to provide a reminder related to the annual reporting requirements under the Act and available training to support usage of the Act.

Annual Report

Under Section 8 of the *Missing Persons Act*, police services are required to report annually on their use of urgent demands under the Act, and police services boards are required to make this report available the public. The 2020 annual report must include urgent demands made **during the period of January 1, 2020 to December 31, 2020**. The annual report must be completed using *Form 7: Annual Report Template* which can be found on the [Ontario Central Forms Repository Website](#).

The general regulation under the Act ([O. Reg. 182/19](#)) sets out the specific timelines for meeting this requirement. Municipal and First Nations Chiefs of Police are required to provide an annual report to their police service boards by **April 1, 2021**. Police services boards must make the annual report public on a website by **June 1, 2021**, and must provide a copy to the Solicitor General. Which website the annual report is posted on (e.g., the police service board's website or the police service's website) and the format of the public posting is up to the discretion of the police services board. Similar requirements apply to the Ontario Provincial Police.

Please submit the annual report to the Ministry of the Solicitor General (ministry) by email to MPreorting@ontario.ca by June 1, 2021. In the submission email, please also include:

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

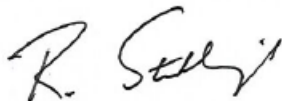
Training

As a reminder, the Ontario Police College in collaboration with the ministry has developed training to outline the key elements of the *Missing Persons Act*. The virtual training module can be found on the Ontario Police College's Virtual Academy (OPCVA) at <https://www.opcva.ca/content/missing-persons-act>.

It can also be accessed via the main OPCVA page under the 'Resources' drop down list at the top of the page.

Should you have any questions or concerns, please feel free to contact Nicole Peckham, Manager, Community Safety and Corrections Policy Branch at Nicole.Peckham@ontario.ca or (647) 680-4385.

Sincerely,



Richard Stubbings
Assistant Deputy Minister
Public Safety Division



Thunder Bay Police Service

SYLVIE HAUTH, CHIEF OF POLICE

1200 Balmoral Street, Thunder Bay, ON P7B 5Z5

Tel: (807) 684-1304 • Fax: (807) 623-9242

Date of Report: March 4, 2021
Date of Meeting: March 16, 2021
Report No: 15/21

Chair and Members

Thunder Bay Police Services Board
317 Victoria Avenue East, Suite 8
Thunder Bay, ON P7C 1A4

SUBJECT

Missing Persons Act – 2020 Annual Report and Training Supports

REPORT SUMMARY

Under Section 8 of the *Missing Persons Act*, police services are required to report annually on their use of urgent demands under the Act, and police services boards are required to make this report available to the public. The 2020 annual report must include urgent demands made during January 1, 2020 to December 31, 2020. The Thunder Bay Police Service is reporting the total number of urgent demands made to be zero for this time period and the number of missing persons investigations in which a demand was made is also reported as zero for this time period. The completed annual report template is attached.

BACKGROUND

Under Section 8 of the *Missing Persons Act*, police services are required to report annually on their use of urgent demands under the Act, and police services boards are required to make this report available to the public.

The annual report must be completed using *Form 7: Annual Report Template*. The general regulation under the Act (O.Reg. 182/19) sets out the specific timelines for meeting this requirement. Municipal and First Nations Chiefs of Police are required to provide an annual report to their police service boards by April 1, 2021. Police services must make the annual report public on a website by June 1, 2021, and must provide a copy to the Solicitor General.

COMMENTS

This report satisfies the statutory requirements for disclosure of use of urgent demands under the Act, to the Police Services Board.

RECOMMENDATIONS

There are no recommendations associated with this report.

Respectfully submitted,

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

S. Hauth
Chief of Police

Attachment: Completed Annual Report Template – Form 7 – *Missing Persons Act, 2018*

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)
2020/01/01

End Date (yyyy/mm/dd)
2020/12/31

Name of Police Force
Thunder Bay Police Service

Detachment Location (if applicable)

Unit Number	Street Number 1200	Street Name Balmoral Street	PO Box
City/Town Thunder Bay	Province Ontario		Postal Code P7B 5Z5
Total Number of Urgent Demands made 0	Number of Missing Persons Investigations in which a demand was made 0		

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		
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		