



Agenda Cornwall Police Service Board

Meeting #: 2025-04
Date: Thursday, April 3, 2025, 9:30 AM
Location: City Hall, Council Chambers, 360 Pitt Street, Cornwall, ON K6J 4P6
Chair: Amanda Brisson
Prepared By: Carmen Cousineau, Secretary

Pages

Oath of Office - Community Representative Board Member - Mr. Marc Lafleur

Roll Call

Indigenous Acknowledgement

We acknowledge that we are gathered on the traditional territory of the Haudenosaunee peoples, the Mohawks of Akwesasne, the original keepers of this land. As settlers, we are grateful for the opportunity to meet here, and we thank all the generations of people who have taken care of this land for thousands of years.

Additions, Deletions or Amendments

Adoption of Agenda

Action Recommended

Motion to adopt the Agenda for the CPSB of April 3, 2025, as presented / amended.

Conflicts of Interest

Adoption of Minutes

4

Action Recommended

Motion to adopt the Minutes of the Cornwall Police Service Board of March 6, 2025, as presented.

Presentations and Delegations

1.	Court Bureau Presentation - Sgt. Lemire	9
	Action Recommended That the CPSB receive this presentation.	
2.	Body-Worn Cameras - S/Sgt. Levere	25
	Action Recommended That the CPSB receive this presentation.	
3.	Strategic Plan Verbal Update -Pamela Smit - Veradus Consulting	
	Action Recommended That the CPSB receive this presentation.	
 Action Reports		
1.	2023 Year End Financial Statement	33
	Action Recommended That the CPSB approve this report.	
2.	Missing Persons Act 2024 Annual Report - Chief Spowart	35
	Action Recommended That the CPSB approve this report.	
3.	Collection of Identifying Information in Certain Circumstances (CIICC) Audit Report - Chief Spowart	40
	Action Recommended That the CPSB receive this report.	
4.	Publication of names with those accused of criminal offences - Vice-Chair Dussault	
5.	Police Officer Appointments - Chief Spowart	49
	Action Recommended That the CPSB approve the appointment of Emma Onstein as a Police Officer with the Cornwall Police Service.	
6.	Special Constable Re-Appointments Report and Approval - Chief Spowart	51

Action Recommended

That the CPSB receive the approved Special Constable re-appointments report.

7. Critical Points Policy - Chair Brisson and Chief Spowart

57

Closed Meeting

Action Recommended

Motion to move into a Closed Meeting to address matters pertaining to *Community Safety and Policing Act, 2019 - Section 44*

(2) A meeting or part of a meeting may be closed to the public if the subject matter being considered is,

1. b) personal matters about an identifiable individual, including members of the police service or any other employees of the board

Adjournment and Next Meeting

The next Meeting of the Cornwall Police Service Board will be held on May 1, 2025.



Cornwall Police Service Board Minutes

Meeting #: 2025-03
Date: Thursday, March 6, 2025, 9:30 AM
Location: City Hall, Council Chambers, 360 Pitt Street, Cornwall, ON K6J 4P6

Attendance Committee Members: Justin Towndale, Mayor, Amanda Brisson, Chair, Patrick Dussault, Vice-Chair

Attendance Administration: Shawna Spowart, Chief, Chad Maxwell, Acting Deputy Chief, Carmen Cousineau, Secretary, Jenelle Malyon, Deputy Clerk

Chair: Amanda Brisson

Prepared By: Carmen Cousineau

1. **Indigenous Acknowledgement**

Chair Brisson acknowledged that we were gathered on the traditional territory of the Haudenosaunee peoples, the Mohawks of Akwesasne, the original keepers of this land. As settlers, we are grateful for the opportunity to meet here, and we thank all the generations of people who have taken care of this land for thousands of years.

2. **Oath of Office for new Board Member - Mr. Marc Lafleur**

Oath of Office for New Community Representative Board Member Mr. Marc Lafleur has been postponed until the April 3, 2025, meeting.

3. **Roll Call**

4. **Additions, Deletions or Amendments**

There were no Additions, Deletions or Amendments.

5. **Adoption of Agenda**

Moved By: Patrick Dussault, Vice-Chair
Seconded By: Justin Towndale, Mayor

Motion to adopt the Agenda for the Cornwall Police Service Board of March 6, 2025, as presented / amended.

Motion Carried

6. Conflict of Interest – None declared

7. Adoption of Minutes

Moved By: Patrick Dussault, Vice-Chair

Seconded By: Justin Towndale, Mayor

Motion to adopt the Minutes of the Cornwall Police Service Board of:

- Public Meeting of January 9, 2025
- Special Public Meeting of January 27, 2025

Motion Carried

8. Presentations and Delegations

1. CERT - S/Sgt G. Knezevic

S/Sgt. G. Knezevic conducted the CERT (Cornwall Emergency Response Team) Presentation.

Moved By: Justin Towndale, Mayor

Seconded By: Patrick Dussault, Vice-Chair

That the Cornwall Police Service Board receive this Presentation.

Motion Carried

2. Incident Command - S/Sgt G. Knezevic

S/Sgt. G. Knezevic conducted the Incident Command Presentation.

Moved By: Justin Towndale, Mayor

Seconded By: Patrick Dussault, Vice-Chair

That the Cornwall Police Service Board receive this Presentation.

Motion Carried

9. Action Reports

1. Deputy Chief Recruitment - Chair Brisson (Verbal)

Deputy Chief Vincent Foy retired effective March 1, 2025. Mr. Chad Maxwell has been appointed as Acting Deputy Chief. Chair Brisson, on behalf of the Board, welcomed A/Deputy Chief Maxell and provided an overview of his background since joining Cornwall Police Service in 2004. A Board Committee will be established in the coming months to begin recruitment of a permanent Deputy Chief.

2. Strategic Planning Update - Chief Spowart & Vice-Chair Dussault

Moved By: Patrick Dussault, Vice-Chair
Seconded By: Justin Towndale, Mayor

That the Cornwall Police Service Board receive this Report.

Motion Carried

3. 2024 4th Quarter Professional Standards Report– Chief Spowart

Moved By: Patrick Dussault, Vice-Chair
Seconded By: Justin Towndale, Mayor

That the Cornwall Police Service Board receive this Report.

Motion Carried

4. Financial Statements – Chief Spowart (Verbal)

Chief Spowart continues to work with Cornwall Finance Department to finalize financial statements.

5. NG911 Grant – Chief Spowart

Moved By: Patrick Dussault, Vice-Chair
Seconded By: Justin Towndale, Mayor

That the Cornwall Police Service Board receive this Report.

Motion Carried

6. Taxi By-law Transfer Update - Chief Spowart & Mayor Towndale (Verbal)

Mayor Towndale explained that the City of Cornwall is still working towards assuming responsibility for the local regulatory framework that governs taxis and similar ground transportation services.

7. 2024 Annual Community Support Fund Report - Secretary Cousineau

Moved By: Justin Towndale, Mayor
Seconded By: Patrick Dussault, Vice-Chair

That the Cornwall Police Service Board receive this report.

Motion Carried

8. Race Against Drugs Funding Request – Secretary Cousineau

Moved By: Patrick Dussault, Vice-Chair
Seconded By: Justin Towndale, Mayor

That the Cornwall Police Service Board approves the \$500 request for Race Against Drugs.

Motion Carried

9. OAPSB Spring Conference & Zone 2 Membership Renewal - Secretary Cousineau

Members interested in attending the OAPSB Spring Conference are to notify Secretary Cousineau.

Moved By: Patrick Dussault, Vice-Chair
Seconded By: Justin Towndale, Mayor

That the 2025 Annual Membership Fee of \$100 for Zone 2 of the Ontario Association of Police Service Boards be approved.

Motion Carried

10. In Camera Session

Moved By: Justin Towndale, Mayor
Seconded By: Patrick Dussault, Vice-Chair

Motion to move into a Closed Meeting to address matters pertaining to *Community Safety and Policing Act, 2019 - Section 44*

(2) A meeting or part of a meeting may be closed to the public if the subject matter being considered is,

1. b) personal matters about an identifiable individual, including members of the police service or any other employees of the board

(6) A meeting of a police service board if the meeting is held for the purpose of educating or training the members of the board or of the committee.

Motion Carried

11. Adjournment and Next Meeting

The next Meeting of the Cornwall Police Service Board will be held on **April 3, 2025.**

Moved By: Justin Towndale, Mayor

Seconded By: Patrick Dussault, Vice-Chair

Motion to Adjourn the meeting at 10:25 a.m.

Motion Carried

Chair: Amanda Brisson

Secretary: Carmen Cousineau



COURT BUREAU





WHO WE ARE

The Court Bureau is staffed by Special Constables and is made up of:

- 1 Supervisor
- 8 Full-Time employees
- 4 Part-Time employees



UNIFORM

Special Constables wear uniforms that do not resemble the uniform of a Police Officer.



EQUIPMENT AND USE OF FORCE OPTIONS

Ballistic vest

Duty belt

Radio

Handcuffs

ASP baton

Oleoresin
Capsicum
Spray

Tourniquet

NarCan



TRAINING

5 week OPC
training Course

First Aid/CPR

Use of Force

Coaching period



WHAT WE DO

Community Safety and Policing Act

243 (1) A police service board that has policing responsibility for an area has the following responsibilities with respect to premises where court proceedings are conducted:

1. Ensuring the security of judges and other judicial officers and of persons taking part in or attending proceedings.
2. During the hours when judges, other judicial officers and members of the public are normally present, ensuring the security of the premises.
3. Ensuring the secure custody of persons in custody who are on or about the premises, including persons taken into custody at proceedings.
4. Determining appropriate levels of security for the purposes of paragraphs 1, 2 and 3 in accordance with the regulations, if any.



Security

- Cell block
- Escorts
- Public hall ways
- Judiciary offices

Liason officers

- Bail officers
- Summons and subpoenas
- Trials maintenance



SECURITY OF IN-CUSTODY ACCUSED



SECURITY OF IN-CUSTODY ACCUSED



SECURITY



PUBLIC AREAS



- Main door screening
- Monitor video surveillance
- Maintain panic buttons
- Front line response



LIAISON OFFICER

Confidential Instructions for Crown Counsel
 ENSURE ALL RELEVANT DOCUMENTS ARE ENCLOSED TO ENABLE THE CROWN'S OFFICE TO DETERMINE IF A LESSER CHARGE CAN BE LAID AND TO ALLOW FULL DISCLOSURE.

ADULT YOUTH POA FULL NAME [REDACTED]

ACCUSED: [REDACTED] A/Numero: [REDACTED] DOB: [REDACTED] FPN: 440592L

TYPE OF RELEASE: Form 10 CRIMINAL RECORD: YES NO ENCLOSED MTO RECORD: YES NO ENCLOSED

PROV. CROWN DISCLOSURE: 1 COPY NONE CHECKLIST DATE: [REDACTED] RED. CROWN DISCLOSURE: 1 COPY NONE DATE: [REDACTED]

INFORMATION SHOWN TO: 21 FEB 24 TRIAL NOTICE SENT: [REDACTED] APPROVED BY: [REDACTED] DATE COMPLETED: 13

CHARGE(S):
 1. Sexual Ass. sec. 271(a) x 3
 2. Sex Interference sec. 151 x 4 cc
 3. Sexual Intercourse sec. 153 cc
 4. Indecent Act sec. 173(a) cc
 5. Sex Act with Weapon sec. 279(b) cc
 6. Forcible Confinement sec. 279(b) cc
 7. Threats sec. 264.1(1)(a) cc
 8. Intimidation sec. 43(1)(b) cc

OFFICERS INVOLVED: [REDACTED] REASON REQUIRED: TO Original Const. CIVILIAN WITNESSES: [REDACTED]

391 00370

Brought in on opp's info

COURT DATE	TYPE	COURT DATE	TYPE
1 Nov 23	BH	26 Jan 24	VR
3 Nov 23	VR	02 Feb 24	VR
10 Nov 23	VR	6 Feb 24	VR
17 November 2023	VR	13 FEB 24	VR
24 Nov 23	VR	16 Feb 24	VR
01 Dec 23	VR	08 March 24	VR
8 Dec 23	VR	15 March 24	VR
15 Dec 23	VR	22 March 24	VR
19 Dec 23	VR	29 March 24	VR
20 Dec 23	VR	5 April 2024	VR
21 Dec 23	VR	12 April 24	VR
22 Dec 23	VR	26 April 2024	VR
05 Jan 24	VR	3 May 2024	VR
9 JAN 24	VR	10 May 24	VR
12 January 2024	VR	17 May 24	VR
19 January 2024	VR	24 May 2024	VR
		31 May 24	VR
		14 June 2024	VR
		21 June 24	VR
		26 June 24	VR
		27 June 24	VR
		4 July 24	VR
		05 Sept 24	VR
		19 Aug 24	BH - Release Bond Surety - 524
		6 Sept 24	VR
		29 Oct 24	VR
		02 Dec 24	VR
		14 Feb 25	VR

DISPOSITION

committed to sex justice

- Court room security
- Execution of Committal Warrants
- Execution of DNA Warrants
- Swearing to and serving various court documents
- Case management



DOCUMENT SERVICE

The Court Bureau assigns a Special Constable to serve documents within the community which include:

Subpoenas

**Summons
to Appear**

**Notice of
Intention to
Produce**

**Drug
Certificates**

**Documents
from
outside
agencies**



OFFENDER TRANSPORT

- Offender transport is contracted to the Ontario Provincial Police to the Ottawa-Carleton Detention Centre and the William Hay Youth Detention Facility. The Court Bureau is responsible to safely transport accused persons to all other facilities (ex: Royal-Ottawa Hospital or various open custody youth facilities)
- The Court Bureau has two marked police vehicles equipped for offender transport.



LIAISING WITH JUSTICE PARTNERS

- Crown Attorney's Office
- Ministry of Attorney General (MAG) – Court Services Division
- Judiciary
- Other Police and law enforcement organizations
- Probation
- Local Bar
- VWAP





QUESTIONS

BODY-WORN CAMERAS



Introduction

The body-worn cameras provide accurate accounts of police interactions with members of the public by capturing video and audio recordings.

They promote **fairness** by;

- Capturing evidence that may support the prosecution and/or the defense (R.v. Stinchcombe).
- Promoting professionalism and accountability from police staff and assist in resolving of complaints against them whether founded or unfounded.



Introduction

Benefits

- **Fairness**
- Streamline court proceedings by minimizing resources needed to resolve matters before the court.
- Identifies potential training needs.
- Promotes exceptional work conducted by CPS staff.

Challenges

- Cost of devices
- Staffing needs to disclose to footage in a manner that meets redaction guidelines and disclosure timelines (R.v. Jordan).
- The cameras are a new concept. There are currently limited resources and case law in Canada on best practices. Procedures will be regularly evaluated for the foreseeable future.



Is This Legal?

Police personnel are permitted to operate body-worn cameras to collect information in conjunction with their duties as defined in MFIPPA.

S. 28(2) MFIPPA - No person shall collect personal information on behalf of an institution unless authorized by statute, used for law enforcement purposes or necessary for the administration of a lawfully authorized activity.

Police must always be mindful of an individual's rights defined in the Charter of Rights and Freedoms when using the devices.

The Information and Privacy Commissioner of Ontario released the *Model Governance Framework for Police Body-worn Camera Programs in Ontario*, which provided the foundation for our implementation of the devices.



USE OF THE BODY-WORN CAMERAS



AXON BODY 3

- Advances image recording that reduces motion blur and adapts to low light (Up to 1080p and HDR capability)
- Four microphones for clear audio recordings
- LTE, GPS, WIFI, and Bluetooth connectivity
- Signal activation
- Pre-event buffering
- Water resistant
- Battery should last the entirety of a member's tour of duty
- Recordings are encrypted in real-time



EXAMPLE



QUESTIONS?



Cornwall Police Service

2023 Fourth Quarter Report



Cornwall Police Service Quarterly Report

	December YTD Actuals	2023 Budget	\$ Variance	% Variance
REVENUE				
Government Grants	\$1,709,330	\$1,418,471	(\$290,859)	(120.5%)
Other Municipalities	209,920	209,920	0	(100.0%)
User Fees and Misc Revenue	1,422,155	789,812	(632,343)	(180.1%)
Internal Recoveries	173,735	174,260	525	(99.7%)
TOTAL REVENUE	3,515,140	2,592,463	-922,677	135.6%
EXPENDITURES				
Salaries and Benefits	21,586,018	21,181,924	-404,094	101.9%
Purchase of Goods	1,174,486	979,071	-195,415	120.0%
Services and Rents	1,679,964	1,389,321	-290,643	120.9%
Financing LTD Principal and Interest	241,203	241,203	0	100.0%
Financial and Transfers	799,974	818,578	18,604	97.7%
Contribution to Reserves	220,000	220,000	0	100.0%
TOTAL EXPENDITURES	25,701,645	24,830,097	-871,548	103.5%
NET OPERATING EXPENDITURES	22,186,505	22,237,634	51,129	99.8%
Gross Capital	370,787	372,600	1,813	99.5%
Capital Funding	-287,000	-287,000	0	100.0%
NET CAPITAL EXPENDITURES	83,787	85,600	1,813	97.9%

Commentary / Budget Variances

Overall, the police service was under budget by approximately \$51,129 (.20%) at the end of 2023.

Revenue

WSIB recoveries exceeded budget - \$802,095 vs \$400,000 budget. There was also an increase in secondment recoveries as well as grant revenue. Grant revenue is offset by purchase of goods and salaries. Overall, 2023 revenue resulted in a 35.6% increase over budget.

Salaries & Benefits

Salaries and benefits were over budget by \$404,094 (1.9%). Several salaries were offset by grant and secondment revenue. Part-time salaries and overtime required to off-set full-time employees who were absent from duty was also a contributing factor. Additionally, WSIB and benefit premiums were greater than what was originally estimated.

Purchase of Goods

Purchase of goods were over budget by \$195,415 (19.96%) resulting mostly from purchases required and offset by grant funding. These purchases relate to projects such as Preventing Auto Thefts, Proceeds of Crime and NG911. Automated Licence Plate Readers (ALPR's) are also captured within this area of the budget which were paid for using grant funds.

Services & Rents

Services and rents appear over budget by \$290,642 (20.92%) however the majority of these expenditures are offset by grant revenue, such as funding for the VSMART Nurse, EDI Coordinator and Victim Services. The

costs associated to the ISN review were also reflected in this area. Inflationary costs associated to training were also attributed to this increase.



**CORNWALL POLICE SERVICE
BOARD REPORT**

TO: Board Members **FROM:** Chief Shawna Spowart
UNIT/BUREAU: Cornwall Police Services Board **UNIT/BUREAU:** CPS Executive Services
DATE: March 26, 2025

MISSING PERSONS ACT 2024 ANNUAL REPORT

OBJECTIVE

The objective of this report is to ensure compliance with the Missing Person Act, 2018 as it relates to reporting on the use of urgent demands made by police during missing persons investigations.

DISCUSSION

The Missing Person Act, 2018, came into force on July 1, 2019. Section 8 of the Missing Person Act 2018, and O. Reg. 182/19 requires that the Chief of Police report annually on the use of urgent demands made by the police during missing persons investigations.

This report is being submitted in compliance with the Act. The outcomes of specific investigations do not form part of this report. Those outcomes are made available to the Board and/or public as appropriate on a case-by-case basis throughout the year.

Please refer to report found in Appendix A.

FUNDING REQUIREMENTS

N/A

COMMUNICATION ISSUES

N/A

RECOMMENDATIONS

It is recommended that the Board receive this report.

Sincerely,

Chief Shawna Spowart



CORNWALL POLICE SERVICE
INTERNAL CORRESPONDENCE

TO: Chief Spowart

FROM: D/S/Sgt T. Pilon

UNIT/BUREAU: Executive Bureau

UNIT/BUREAU: Criminal Investigations

DATE: 15 March 2025

RE: Annual Report under the Missing Persons Act, 2018

Section 5 of the *Missing Persons Act, 2018* provides the legislative authority that an officer may make an urgent demand to a person to produce copies of records if the officer is satisfied that there are reasonable grounds to believe that the records will assist in locating the missing person. The officer must also believe that the time taken to obtain a judicial order for said records could put the missing person at harm or that the records could be destroyed.

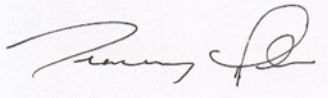
Section 8 of the *Missing Persons Act, 2018*, and *O.Reg 182/19* requires the Chief of Police to report annually on the use of urgent demands by members of the police service. Please find attached the required annual report outlining our use of urgent demands for information related to missing person investigations by Cornwall Police Service (CPS) officers in 2024.

In summary, there were two hundred and thirty three (233) distinct missing person investigations in 2024. CPS officers utilized urgent demands as an investigative tool to assist in locating missing persons on twenty-four (24) occasions. A total of twenty eight (28) demands were made during these investigations, of these demands, twelve (12) involved the use of telecommunication records commonly known as “Pings” to ascertain the general location of a missing person, using a triangulation of the person’s cell phone in relation to cell phone towers. In thirteen (13) of the investigations, police reached out to the public via social media, broadcasting a picture and description of the missing person in an attempt to gain assistance from the public in locating them. In three (3) occurrences, a demand pertaining to records of financial information (e.g. banking records and records of debit card and credit card use) was made to ascertain any locations the missing person may have been.

Statistics pertaining to missing person investigations are taken from the CPS Records Management System as well as on-going statistics, which are maintained by the CPS Missing Person Coordinator.

For further detail, please see the attached information that is supplied on the prescribed Ministry Form 7 – “Annual Report Template”.

Respectfully submitted,



Detective Staff Sergeant Tracey Pilon
OIC – Criminal Investigations Division

Cornwall Police Service

Phone: (613) 933-5000 x 2451

Cell: (613) 930-5766

Website: www.cornwallpolice.ca

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) 2024/01/01	End Date (yyyy/mm/dd) 2024/12/31
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Name of Police Force
Cornwall Police Service

Detachment Location (if applicable)

Unit Number	Street Number 340	Street Name Pitt Street	PO Box
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City/Town Cornwall	Province Ontario	Postal Code K6H 5T7
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Total Number of Urgent Demands made 28	Number of Missing Persons Investigations in which a demand was made 24
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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	Social Media	6
Records of telecommunications or records that contain other electronic communications information, including information about signals related to a person's location	Cell Phone "Ping"	32
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	Bank Records	3
Other records		



CORNWALL POLICE SERVICE
BOARD REPORT



TO: Board Members **FROM:** Chief Shawna Spowart
UNIT/BUREAU: Cornwall Police Service Board **UNIT/BUREAU:** Executive Services
DATE: March 26, 2025

Collection of Identifying Information in Certain Circumstances (CIICC) 2024 Audit Report

Objective:

The objective of this report is to provide the Police Service Board with a Summary Report with respect to the Collection of Identifying Information in Certain Circumstances (CIICC) Function for the 2024 Calendar Year. This report is to ensure compliance with Ontario Regulation 400/023 of the Community Safety and Policing Act (CSPA)

Background:

In July of 2016, the Ministry of Community Safety and Correctional Services introduced new legislation that changed the process by which police officers proceed in the “Collection of Identifying Information in Certain Circumstances (CIICC). This process was formerly known to our service as a “Street Check”. This legislation was to be implemented by all Police Services by January 1, 2017.

The objective of the legislation was to ensure that the rights of the individual are protected, that Police Officers are using lawful authorities when attempting to identify individuals, and that no particular group or combination of groups are deliberately being targeted based on their sex, age, ethnicity or geographical location.

The legislation requires that the Police Chief provide the Police Service Board with an annual report under O. Reg 400/23 of the CSPA. The report must identify if the Police Service complies with the CIICC legislation and if not, what corrective actions will be taken by the Police Chief to address the identified issues.

General Findings:

1. The procedures outlined in Cornwall Police Service (CPS) Directive FOB115 ensures that we are compliant with the Collection of Identifying Information in Certain Circumstances (CIICC) Legislation.

Description
The Police Service must have a written directive governing procedures for assuring compliance with all applicable constitutional requirements, including: a) Interview (including Field Interviews)

2. The following positions within the CPS are authorized to be regulated Interaction Verifiers:
 1. Inspectors
 2. Staff Sergeants
 3. Sergeants
 4. Intelligence officer
 5. Records Supervisor

The Inspector of Administrative Operations is designated as the Lead Verifier and Auditor of the CIICC Process.

3. The CPS process for CIICC reporting is as follows;
 1. Prior to the end of their tour of duty, a police officer shall submit the CIICC Report in Niche RMS with the occurrence type identified as a Routine Traffic Stop.
 2. The Supervisor is to approve the report within 7 days of submission and determine if the report meets the threshold of a CIICC report or if the report should be deemed as an Intelligence Report. The OIC must determine if the report includes all relevant information before approving it in Niche RMS.
 3. The Inspector of Administrative Operations is to update the CIICC Excel Spreadsheet during the first week of the month for the data from the previous month. A DMS task has been created with monthly diary dates to ensure that this practice is being completed.
 4. The Inspector of Administrative Operations will complete the verification of each Routine Traffic Stop to determine if the entries are CIICC compliant.
 5. The Inspector of Administrative Operations will advise the Records Bureau Supervisor should any Routine Traffic Stop be determined as non-compliant so that the information can be retained in a restricted access database. Access to these reports must be requested in

writing and is generally only granted to the Auditor for final assessment and annual reporting functions. The Records Bureau Supervisor will maintain an access log for mandatory reporting under the legislation.

6. The access log will contain the following information:
 - a) number of times that a determination indicating that the police officer did not comply with the obligations under Section 6 and the data was retained in the restricted access database.
 - b) the number of times, if any, members of the police service were permitted to access identifying information to which access must be restricted by virtue of one or more of the following:
 - i) for the purpose of an ongoing police investigation,
 - ii) in connection with legal proceedings or anticipated legal proceedings,
 - iii) for the purpose of dealing with a complaint under Part X of the CSPA
 - iv) in order to prepare the annual report or a report required due to disproportionate collection
 - v) for the purpose of complying with a legal requirement, or
 - vi) for the purpose of evaluating a police officer's performance.
 - c) The Records Bureau Supervisor must provide the Inspector of Administrative Operations with a written memo at year-end advising if any Freedom of Information Requests were received regarding any CIICC Interaction for the previous Calendar Year. A DMS task has been created to ensure compliance with this requirement.
 - d) The Professional Standards Bureau must provide the Inspector of Administrative Operations with a written memo at year-end advising if any complaints were received regarding any CIICC Interaction for the previous Calendar Year. A DMS task has been created to ensure compliance with this requirement.
 - e) The Training Sergeant will provide in-service training as required via block training. All Sergeants will provide updates and training to their respective teams at shift briefings. Power DMS is utilized to assign training to any police service member that requires training related to legislative updates.
 - f) The Inspector of Administrative Operations provides the Deputy Chief of Police with a written audit report on the CIICC Function by the end of March for the previous Calendar Year.

Under this legislation, the Chief of Police must establish the age groups to be considered relevant to this report. The following age groups have been established according to the 2021 Census Data from Stats Canada for the City of Cornwall (not Census Agglomeration):

Youth	Adult
0-14	20-29
15-19	30-39
	40-49
	50-59
	60-69
	70-79
	80-89
	90-100
	Over 100

Under this legislation, the Chief of Police must establish a list of racialized groups to be considered relevant to this report. The following demographics have been established based on the 2021 Census Data from Stats Canada for the City of Cornwall (not Census Agglomeration):

Ethnicity	Additional Description
Aboriginal	First Nations (North American Indian), Métis, or Inuk (Inuit)
South Asian	East Indian, Pakistani, Sri Lankan, etc...
Chinese	N/A
Black	N/A
Filipino	N/A
Latin American	N/A
Arab	N/A
Southeast Asian	Vietnamese, Cambodian, Laotian, Thai, etc....
West Asian	Afghan, Iranian, etc...
Korean	N/A
Japanese	N/A
Visible Minority, n.i.e	The abbreviation n.i.e. means not included elsewhere, ie. Pacific Islander, Polynesian, Tibetan

In February 2025, review of the CIICC Process and the Routine Traffic Stop reports on Niche RMS was conducted. During the 2024 Calendar Year, refresher training was provided through DMS to all CPS police officers and special constables as required by the CSPA. This refresher training is required every 36 months as per O. Reg 400/23 of the CSPA. The training was assigned, delivered and tracked using DMS and the Inspector of Administrative Operations has confirmed that all CPS members who were assigned the training have completed the training.

Specific Findings:

A review of the 2024 Routine Traffic Stop reports in DMS resulted in 214 calls for service related to CIICC, the statistics were captured in quarterly breakdown. The chart below captures the following statistical data for each Quarter:

Quarterly Totals	Number of Reports	%	CIICC Reports	Intelligence Reports	%	Investigative Stops	%
1 st Quarter	33	16	0	20	22	13	11
2 nd Quarter	38	18	0	25	28	13	11
3 rd Quarter	109	51	0	21	23	88	72
4 th Quarter	31	15	0	24	27	7	6
Totals	211	100	0	90	100	121	100

Analysis of the information revealed the following statistical data relative to each Patrol Zone:

All Zones	Number of Reports	%
Zone 1	80	38
Zone 2	43	20
Zone 3	28	13
Zone 4	40	19
Zone 5	16	8
Zone 6	4	2
Totals	211	100

The Zone Data would show that most of the Routine Traffic Stops and Investigative Stops occurred within Zone 1, Zone 2 and Zone 4. This information would seem to be consistent with known drugs houses, motels used for Human Trafficking and the locations of heavy traffic volume.

In July of 2024, the CPS began creating a call for service each time an officer conducted a traffic stop, this created an increase in the number of Routine Traffic Stop calls for service. The nature of these calls for service resulted in some data related to interactions such as age, gender, and ethnicity with the driver and or any passengers not captured in a report. Of the 337 people who police had interaction with during Routine Traffic Stops in 2024, there were 40 individuals (11.9%) of the total number of interactions with no identifying information obtained.

A review of the Stats Canada Data Base would reveal the following information based on the Age Demographics established from the 2021 Census Data from Stats Canada for the City of Cornwall (not Census Agglomeration):

Total	Population 47845	% 100	Population Male	% Male	Total % Male	Population Female	% Female	Total % Female
Youth								
0-14	7,505	15.69	3,815	16.5	8.0	3,690	14.9	7.8
15-19	2,325	4.86	1,170	5.0	2.4	1,155	4.7	2.4

Adults								
20-29	5,450	11.39	2,815	12.2	5.9	2,635	10.6	5.5
30-39	5,515	11.53	2,715	11.8	5.7	2,800	11.3	5.8
40-49	4,935	10.31	2,395	10.3	5.0	2,540	10.2	5.4
50-59	6,175	12.90	2,995	13.0	6.2	3,180	12.8	6.7
60-69	7,140	14.93	3,385	14.7	7.1	3,755	15.1	7.8
70-79	5,335	11.15	2,470	10.8	5.2	2,865	11.5	6.0
80-90	2,750	5.75	1,110	4.9	2.3	1,640	6.6	3.4
90-100	680	1.42	180	0.8	0.4	500	2.0	1.0
100–over	35	0.07	10	≥ 0	≥ 0	25	≥ 1	≥ 1
Totals	47,845	100	23,060	100	48.2	24,785	100	51.8

The Stats Canada Website automatically rounds their figures to end in a 5 or a 0 in order to protect the identity of the clients they serve. This process accounts for the slight variation in totals and percentages.

A review of the Stats Canada Data Base would reveal the following information based on the Ethnicity Demographics established from the 2021 Census Data from Stats Canada for the City of Cornwall (not Census Agglomeration):

Total	Population	%	Population Male	% Male	Total % Male	Population Female	% Female	Total % Female
47,845			23,060			24,785		
Aboriginal	2,720	5.7	1,255	17.3	5.4	1,465	20.2	5.2
South Asian	2,360	4.9	1,245	17.2	5.4	1,115	15.4	4.5
Chinese	165	0.3	100	1.4	0.4	65	0.9	0.3
Black	775	1.6	380	5.2	1.6	395	5.5	1.6
Filipino	300	0.6	125	1.7	0.5	175	2.4	0.7
Latin American	240	0.5	105	1.5	0.5	130	1.8	0.5
Arab	240	0.5	150	2.1	0.6	90	1.2	0.4
Southeast Asian	165	0.3	85	1.2	0.4	80	1.1	0.3
West Asian	160	0.3	70	1.0	0.3	90	1.2	0.4
Korean	50	0.1	25	0.3	0.1	25	0.3	0.1
Japanese	30	0.1	15	0.2	0.1	15	0.2	0.1
Not Visible Minority	35	0.1	25	0.3	0.1	15	0.2	0.1
Total	7,240	15.0	3,580	49.4	14.9	3,655	50.3	14.2

The Stats Canada Website automatically rounds their figures to end in a 5 or a 0 in order to protect the identity of the clients they serve. This process accounts for the slight variation in totals and percentages.

From the databases above and the data obtained by the Lead Regulated Interaction Verifier, the following information can be determined:

#	Information Description	Total Occurred
1	Number of Attempted Collections	0
2	Number of Attempts that resulted in Information being collected	0
3	Number of Individuals from which information was collected	0
4	Number of times the subject was advised of his/her rights not to provide information	0
5	If not advised, what reason was used:	
	1. Might compromise the safety of an individual	n/a
	2. Would likely compromise an ongoing police investigation	n/a
	3. Might allow a confidential informant to be identified	n/a
6	4. Might disclose the identity of a person contrary to law, including the YCJA	n/a
	Number of times the subject was not given a receipt:	
	1. The individual indicated they did not want it / declined it	0
	2. Might Compromise the Safety of an individual	0
7	3. Might delay the officer from responding to another matter that should be responded to immediately	0
	Number of attempted collections based on the sex of the individual:	
	1. Male	0
8	2. Female	0
	Number of attempted collections based on Age:	
	Youth	
	0-14	0
	15-19	0
	Adult	
	20-29	0
	30-39	0
	40-49	0
	50-59	0
	60-69	0
	70-79	0
	80-89	0
90-99	0	
Over 100	0	

#	Information Description	Total Occurred
9	Number of attempted collections based on Ethnicity	0
	Aboriginal - First Nations - (North American Indian), Métis, or Inuk (Inuit)	0
	South Asian – East Indian, Pakistani, Sri Lankan, etc...	0
	Chinese	0
	Black	0
	Filipino	0
	Latin American	0
	Arab	0
	Southeast Asian – Cambodian, Laotian, Thai, etc...	0
	West Asian – Afghan, Iranian, etc....	0
	Korean	0
	Japanese	0
	Visible Minority, n.i.e - The abbreviation n.i.e. means not included elsewhere, i.e. Pacific Islander, Polynesian, Tibetan	0
10	Analysis of the Information Collected	
	Information Collected from Visible Minority	0
	Information Collected from Non-Visible Minorities	0
	Information Collected from Youth	0
	Information Collected from Adults	0
11	Number of Patrol Zones the Information was collected from:	0
12	The number of times it was determined that the information did not comply with the obligations under Section 6 and the data was retained in a restricted access database	0
13	The number of times access was granted to the restricted Database	0
	1. For the purpose of an ongoing police investigation	n/a
	2. In connection with legal proceedings or anticipated legal proceedings.	n/a
	3. For the purpose of dealing with a complaint under Part V of the Act or for the purpose of an investigation or inquiry under clause 25(1)(a) of the Act.	n/a
	4. In order to prepare the Annual Report or a report required to be to disproportionate collection (under section 15 of the Regulation)	n/a
	5. For the purpose of complying with a legal requirement	n/a
	6. For the purpose of evaluating a police officer's performance	n/a
14	The number of complaints (public and Chief's) resulting from or related to Regulated interactions along with their status or outcome	0
	Complaint Status	n/a
	Complaint Outcome	n/a
15	The number of Municipal Freedom of Information and the Protection of Privacy requests relating to Regulated Interactions	0

The CPS has deployed body worn cameras to all frontline officers that will capture every interaction with the public on a Routine Traffic Stop investigation. The data is stored on the AXON platform and if required data related to age, gender, and ethnicity with the driver and or any passengers may be determined upon review of the incident via Axon.

From the information provided, we can determine that CPS officers were compliant with the legislation and no one section of our population was deliberately targeted in 2024.

The following recommendations were implemented as a result of this audit:

1. Utilize Power DMS to create monthly workflows for Quality Assurance to ensure that timely review of RMS calls for service related to Routine Traffic Stops are reviewed and data is captured in the annual Excel spreadsheet.
2. Implement a category on Niche RMS of "Field Intelligence Report" as an occurrence type. This will assist in categorizing the report type for this audit process.
3. Utilize the Axon database to identify any data related to age, gender, and ethnicity with the driver and or any passengers if the need arises for this audit process.

Funding Requirements:

N/A

Communications:

In accordance with Section 16(3)(a) of O. Reg 400/23, the Board shall, upon receipt of this report, publish the report on the internet in a manner that makes it available to the public free of charge and may make the report available to the public free of charge in any other manner that the police service board considers appropriate.

Recommendations:

The following recommendations are being made pursuant to the 2024 audit report:

1. I recommend that the Service continue to provide all relevant staff members with the required training pursuant to the CSPA and its regulations.
2. It is recommended that the Board publish this report on its webpage in accordance with the CSPA and its regulations.
3. I recommend that the Board receive this report.

Respectfully submitted,



Shawna Spowart
Chief of Police



Certificate of Appointment Police Officer

Pursuant to the provisions of Section 37 of the Community Safety and Policing Act, the appointment of **Emma Onstein** as a Police Officer

is hereby approved in

<input checked="" type="checkbox"/> the Province of Ontario	<input checked="" type="checkbox"/> Name of Employer: <i>Cornwall Police Service Board</i>
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The Duties of a police officer are outlined in Section 82(1) of the CSPA. They are as follows:

- a) *preserving the peace;*
 - b) *preventing crimes and other offences and providing assistance and encouragement to other persons in their prevention;*
 - c) *assisting victims of crime;*
 - d) *apprehending criminals and other offenders and others who may lawfully be taken into custody;*
 - e) *laying charges and participating in prosecutions;*
 - f) *executing warrants that are to be executed by police officers and performing related duties;*
 - g) *performing the lawful duties that the chief of police assigns;*
 - h) *completing training required by this Act or the regulations;*
 - i) *complying with the prescribed code of conduct; and*
 - j) *performing such other duties as are assigned to him or her by or under this or any other Act, including any prescribed duties.*
- 2) *A police officer has authority to act as such throughout Ontario.*
- 3) *A police officer has the powers and duties ascribed to a constable at common law.*

The appointee meets the following minimum standards as set out in Section 83 of the CSPA:

- 1a) *is a Canadian citizen or a permanent resident of Canada;*
- 1b) *is at least 18 years of age;*
- 1c) *is physically and mentally able to perform the duties of the position, having regard to his or her own safety and the safety of members of the public;*
- 1d) *is of good character;*
- 1e) *has successfully completed:*
 - i) *the training prescribed by the Minister, including techniques to de-escalate conflict situations and any other matters prescribed by the Minister, unless the person has been exempted from some or all of this training in accordance with the regulations made by the Minister*
 - ii) *the training approved by the Minister with respect to human rights and systemic racism, and*
 - iii) *the training approved by the Minister that promotes recognition of and respect for,*
 - A) *the diverse, multiracial and multicultural character of Ontario society, and*
 - B) *the rights and cultures of First Nation, Inuit and Métis Peoples;*
- 1f) *meets one of the following educational requirements as per the CSPA:*
 - *The person has a secondary school diploma or equivalent.*
 - *The person has,*
 - *a university degree,*

- a degree from a college of applied arts and technology established under the Ontario Colleges of Applied Arts and Technology Act, 2002 that is authorized to grant the degree, or
- a degree from an Indigenous Institute that is approved under the Indigenous Institutes Act, 2017 to grant the degree
- The person has a diploma or advanced diploma granted by a college of applied arts and technology described in sub-subclause (iiB), or an Indigenous Institute described in sub-subclause (iiC) following successful completion of a program that is the equivalent in class hours of a full-time program of at least four academic semesters.
- The person has been granted a certificate or other document by a post-secondary institution evidencing successful completion of a program that the regulations prescribe as being equivalent to a degree or diploma described in subclause (ii) or (iii). 2019, c. 1, Sched. 1, s. 83 (1); 2023, c. 12, Sched. 1, s. 34.

Eligibility requirements for appointment:

The eligibility requirements for the Board to appoint a police officer and issue a certificate of appointment are outlined in Section 5 of O. Reg 87/24.

1) *The training prescribed for the purposes of subclause 83 (1) (e) (i) of the Act in order to be appointed as a police officer is the program entitled “Basic Constable Training Program”, delivered by the College.*

2) *The Director has issued a certificate of completion in accordance with section 5 of the regulation:*

a) *The appointee has successfully completed the program entitled “Basic Constable Training Program”, delivered by the College; or*

b) *The appointee is exempt from subsection (1) because the criteria mentioned in one of the following:*

1. *The individual has successfully completed a program of police recruit training delivered elsewhere in Canada.*
2. *The individual has demonstrated, in the opinion of the Director, qualifications and skills that are substantially equivalent to the qualifications and skills obtained through successful completion of the training required under subsection (1).*
3. *The individual has successfully completed, within 12 months before the appointment, the course entitled “Use of Force Requalification”, delivered by a certified trainer in respect of the course.*

The appointee has met all of the conditions required to be appointed as a Police Officer as pursuant to Section 83 of the Community Safety and Policing Act and has completed all required training outlined in Section 5 of O. Reg 87/24.

This appointment is valid until the earliest of:

- 1) the date at which the appointee ceases to perform the duties outlined above; or
- 2) the appointee is no longer in the employ Cornwall Police Service Board.

Appointed on: April 3, 2025 at Cornwall, ON.

Chair (or designate) Police Service Board (Signature)
Amanda Brisson



CORNWALL POLICE SERVICE

BOARD REPORT

TO: Board Members

FROM: Chief Shawna Spowart

UNIT/BUREAU: Cornwall Police Service Board

UNIT/BUREAU: Executive Services

DATE: March 10, 2025

SPECIAL CONSTABLE RE-APPOINTMENTS

OBJECTIVE

As per section 92 of the Community Safety and Policing Act (CSPA), the Cornwall Police Service Board (the Board), as a special constable employer, is responsible for appointing and issuing a certificate of appointment for special constables.

DISCUSSION

Pursuant to Section 92 of the CSPA, (10) *A special constable may be reappointed at the end of his or her term. 2019, c. 1, Sched. 1, s. 92 (10); 2024, c. 2, Sched. 4, s.*

Section 92 (12) states the following regarding transition from appointment under the PSA to the CSPA. The following rules apply to a person who held an appointment as a special constable under section 53 of the *Police Services Act* immediately before it was repealed:

- 1. The appointment continues under this Act and is deemed to have been made under this section and the special constable may, despite any other requirement in this section continue to act for the period, in the area and for the purpose set out in his or her appointment until the appointment expires or is terminated or until the special constable is reappointed.*
- 2. Despite subsection 95 (6), the special constable shall continue to be subject to any restrictions on his or her use or carrying of a firearm or any other equipment that were specified in his or her appointment until the appointment expires or is terminated or until the special constable is reappointed.*
- 3. The appointment is deemed to expire three years after the day this subsection comes into force if it does not expire before then.*
- 4. The person may be reappointed as a special constable even if he or she does not meet the educational requirements set out in clause (1) (g), and he or she may subsequently be reappointed one or more consecutive times without meeting those requirements. 2019, c. 1, Sched. 1, s. 92 (12); 2023, c. 12, Sched. 1, s. 36 (4, 5); 2024, c. 2, Sched. 4, s. 3.*

Section 10(1) of O. Reg. 87/24 states the following with respect to appointment as a Special Constable:
(1) The training prescribed for the purposes of subclause 92 (1) (f) (i) of the Act is, with respect to a type of special constable set out in Column 1 of the Table to this section, the training set out opposite the type in Column 2 of the Table. O. Reg. 87/24, s. 10 (1).

<p>1. <i>Special constables who are members of a police service or whose special constable employer is an entity that employs First Nation Officers</i></p>	<p><i>The program entitled "Police Employed Training Program", developed by the College and delivered by police services or special constable employers, with any use of force training delivered by a certified trainer in respect of the course mentioned in paragraph 2 of subsection (3)</i></p>
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Special Constables being reappointed who were currently appointed under the PSA are exempt from this training as outlined in Section 10(1) of O. Reg. 87/24, (5): *A special constable whose appointment is continued under subsection 92 (12) of the Act is exempt from the requirement to complete the training mentioned in subsection (1) of this section for such period of time as that appointment continues. O. Reg. 450/24, s. 3 (4).*

The candidates listed below were appointed as Special Constables under the PSA and require re-appointment under the CSPA as their current appointment is expiring. They have completed Use of Force training on February 23, 2025 and OPC's Thematic training on March 8, 2025.

The following candidate(s) have been determined by the Chief of Police to have met the minimum prerequisite standards and training requirements, making them eligible for re-appointment by the CPS Board as special constables to conduct the duties of court security.

1. Colton Gallant
2. Eric Jarvo

FUNDING REQUIREMENTS

N/A

COMMUNICATION ISSUES

N/A

RECOMMENDATION

It is recommended that the Board re-appoint Colton Gallant and Eric Jarvo as special constables to conduct the duties of court security and issue the required certificate of appointment.

Respectfully submitted,



Shawna Spowart
 Chief of Police



CORNWALL POLICE SERVICE

BOARD REPORT

TO: Board Members

FROM: Chief Shawna Spowart

UNIT/BUREAU: Cornwall Police Service Board

UNIT/BUREAU: Executive Services

DATE: March 10, 2025

SPECIAL CONSTABLE RE-APPOINTMENTS

OBJECTIVE

As per section 92 of the Community Safety and Policing Act (CSPA), the Cornwall Police Service Board (the Board), as a special constable employer, is responsible for appointing and issuing a certificate of appointment for special constables.

DISCUSSION

Pursuant to Section 92 of the CSPA, (10) *A special constable may be reappointed at the end of his or her term. 2019, c. 1, Sched. 1, s. 92 (10); 2024, c. 2, Sched. 4, s.*

Section 92 (12) states the following regarding transition from appointment under the PSA to the CSPA. The following rules apply to a person who held an appointment as a special constable under section 53 of the *Police Services Act* immediately before it was repealed:

- 1. The appointment continues under this Act and is deemed to have been made under this section and the special constable may, despite any other requirement in this section continue to act for the period, in the area and for the purpose set out in his or her appointment until the appointment expires or is terminated or until the special constable is reappointed.*
- 2. Despite subsection 95 (6), the special constable shall continue to be subject to any restrictions on his or her use or carrying of a firearm or any other equipment that were specified in his or her appointment until the appointment expires or is terminated or until the special constable is reappointed.*
- 3. The appointment is deemed to expire three years after the day this subsection comes into force if it does not expire before then.*
- 4. The person may be reappointed as a special constable even if he or she does not meet the educational requirements set out in clause (1) (g), and he or she may subsequently be reappointed one or more consecutive times without meeting those requirements. 2019, c. 1, Sched. 1, s. 92 (12); 2023, c. 12, Sched. 1, s. 36 (4, 5); 2024, c. 2, Sched. 4, s. 3.*

Section 10(1) of O. Reg. 87/24 states the following with respect to appointment as a Special Constable:
 (1) *The training prescribed for the purposes of subclause 92 (1) (f) (i) of the Act is, with respect to a type of special constable set out in Column 1 of the Table to this section, the training set out opposite the type in Column 2 of the Table. O. Reg. 87/24, s. 10 (1).*

Column 1 Type of Special Constable	Column 2 Training
<i>Special constables who are members of a police service or whose special constable employer is an entity that employs First Nation Officers</i>	<i>The program entitled "Police Employed Training Program", developed by the College and delivered by police services or special constable employers, with any use of force training delivered by a certified trainer in respect of the course mentioned in paragraph 2 of subsection (3)</i>

Special Constables being reappointed who were currently appointed under the PSA are exempt from this training as outlined in Section 10(1) of O. Reg. 87/24, (5): *A special constable whose appointment is continued under subsection 92 (12) of the Act is exempt from the requirement to complete the training mentioned in subsection (1) of this section for such period of time as that appointment continues. O. Reg. 450/24, s. 3 (4).*

The candidates listed below were appointed as Special Constables under the PSA and require re-appointment under the CSPA as their current appointment is expiring. They have completed Use of Force training on February 23, 2025 and OPC's Thematic training on March 8, 2025.

The following candidate(s) have been determined by the Chief of Police to have met the minimum prerequisite standards and training requirements, making them eligible for re-appointment by the CPS Board as special constables to conduct the duties of court security.

1. Colton Gallant
2. Eric Jarvo

FUNDING REQUIREMENTS

N/A

COMMUNICATION ISSUES

N/A

RECOMMENDATION

It is recommended that the Board re-appoint Colton Gallant and Eric Jarvo as special constables to conduct the duties of court security and issue the required certificate of appointment.

Respectfully submitted,



Shawna Spowart
 Chief of Police



Certificate of Re-Appointment as Special Constable Court Security

Pursuant to the provisions of Section 92 of the Community Safety and Policing Act, the reappointment of **Colton Gallant** (Name) as a Special Constable in the role of: Special Constable Court Security for the purpose of: *Searching, ensuring secure custody of prisoners, providing security at premises or places occupied or utilized as courts or police facilities; Preparing and service of legal documents and execution of warrants and other court orders, swearing informations, providing witness protection and transportation of prisoners.*

is hereby approved in

<input checked="" type="checkbox"/> the Province of Ontario OR <input checked="" type="checkbox"/> the Municipality of Cornwall	<input checked="" type="checkbox"/> Sponsoring Police Service <i>Cornwall Police Service</i>
Specifics of Area:	<input checked="" type="checkbox"/> Name of Employer <i>Cornwall Police Service Board</i>

and the appointee has, for the purpose of this appointment:

- the status of peace officer; and
- police officer powers as contained in the following legislation:

		Sections:
The Court of Justice Act	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
The Mental Health Act	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
The Provincial Offences Act	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Other (<i>please specify</i>):	<input type="checkbox"/> Yes <input type="checkbox"/> No	

The appointee has met all of the conditions required to be reappointed as a Special Constable pursuant to Section 92(12) of the Community Safety and Policing Act.

The appointee is authorized to carry the following:

- Oleoresin capsicum spray
- Oleoresin capsicum foam
- A baton
- This appointment does not permit the carriage of a firearm

This appointment is valid until the earliest of:

- 1) March 12, 2028 (Date) or
- 2) the date at which the appointee ceases to perform the duties outlined above; or
- 3) the appointee is no longer in the employ Cornwall Police Service Board.

Appointed on: March 11, 2025 at Cornwall, ON.

Chair (or designate) Police Service Board (Signature)

Amanda Brisson

March 11, 2025



Certificate of Re-Appointment as Special Constable Court Security

Pursuant to the provisions of Section 92 of the Community Safety and Policing Act, the reappointment of **Eric Jarvo** (Name) as a Special Constable in the role of: Special Constable Court Security for the purpose of: *Searching, ensuring secure custody of prisoners, providing security at premises or places occupied or utilized as courts or police facilities; Preparing and service of legal documents and execution of warrants and other court orders, swearing informations, providing witness protection and transportation of prisoners.*

is hereby approved in

<input checked="" type="checkbox"/> the Province of Ontario OR <input checked="" type="checkbox"/> the Municipality of Cornwall	<input checked="" type="checkbox"/> Sponsoring Police Service <i>Cornwall Police Service</i>
Specifics of Area:	<input checked="" type="checkbox"/> Name of Employer <i>Cornwall Police Service Board</i>

and the appointee has, for the purpose of this appointment:

- the status of peace officer; and
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The Court of Justice Act	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
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The Provincial Offences Act	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Other (please specify):	<input type="checkbox"/> Yes <input type="checkbox"/> No	

The appointee has met all of the conditions required to be reappointed as a Special Constable and has completed all required training pursuant to Section 92(12) of the Community Safety and Policing Act.

The appointee is authorized to carry the following:

- Oleoresin capsicum spray
- Oleoresin capsicum foam
- A baton
- This appointment does not permit the carriage of a firearm

This appointment is valid until the earliest of:

- 1) March 12, 2028 (Date) or
- 2) the date at which the appointee ceases to perform the duties outlined above; or
- 3) the appointee is no longer in the employ Cornwall Police Service Board.

Appointed on: March 11, 2025, at Cornwall, ON.

A. Brisson

Chair (or designate) Police Service Board (Signature)

Amanda Brisson

March 11, 2025



CORNWALL POLICE SERVICE BOARD CRITICAL POINTS POLICY

CPB015

Subject Critical Points Policy		Revision Number
Distribution Public	Effective Date April 3, 2025	Amended
Applicable Standards Community Safety and Policing Act, 2019 , S.O. 2019, c. 1, Sched. 1, ss. 37(1)(a) and (f), and 38(1)(a) and (b).		Re-evaluation Period April 2026
Special Instructions		Originator Cornwall Police Service Board

1. RATIONAL

- 1.01** Information sharing between the Cornwall Police Service (Service) and the Cornwall Police Service Board (Board) is foundational to the Board’s effective execution of its oversight responsibilities. Information sharing is crucial during times of elevated organizational risk, such as when facing large-scale events.
- 1.02** The rational of this policy is to define **Critical Points** and sets out a process to guide the Chief of Police and the Board in identifying them, and ensuring the flow of relevant information from the Service to the Board, so that the Board can most effectively carry out its oversight and governance role, including creating and amending Board policies, setting priorities, asking questions, and providing non-binding advice in relation to operational matters.

The Board acknowledges there are limits to the direction that the Board may give to the Chief of Police, and the importance of respecting those limits. The Board is prohibited by law from directing the Chief of Police with respect to specific investigations, or the conduct of specific operations. Therefore, while the Board may set objectives and priorities for the policing of a Critical Point, the Chief of Police has the authority to determine the methods by which the objective, priority, or outcome will be achieved.

This Policy will not prevent or restrict the Service from exercising its policing powers and authorities, in emergent circumstances, to protect community safety.

2. DEFINITION

- 2.01 Critical Point:** A matter of strategic significance that is time-sensitive and which rapidly elevates the Board’s operational, financial, reputational or other enterprise risk, and, therefore, calls for the Board’s immediate attention and/or preparedness to take action.

Examples:

- a. Large scale operations or events for which advance planning and approval by the Service’s Command is required;



CORNWALL POLICE SERVICE BOARD CRITICAL POINTS POLICY

CPB015

- b. Events or operations that are likely to have a material impact on the Service's relationship with, and service to, marginalized and vulnerable communities;
- c. Events or operations that raise significant questions of public policy; or
- d. Credible external or internal complaints, including complaints regarding workplace discrimination or harassment, against individual officers and the Service, and findings by other tribunals related to discrimination, where such complaints or findings raise significant systemic issues.

3. POLICY STATEMENT

3.01 The purpose of this policy is to:

- Define the term Critical Point and provide clear and consistent assessment criteria for use in identifying Critical Points as they arise;
- Describe the type of information the Board requires from the Chief in order to assess potential Critical Points;
- Describe the information sharing process between the Board and the Service when a Critical Point has been identified/confirmed;
- Strengthen oversight of the Service, consistent with the Board's legislative responsibilities;
- Ensure accountability of the Service to the Board; and
- Ensure that the Chief of Police can discharge their duties according to law.

4. PROCEDURES

4.01 Reporting on Critical Points

- a) The Chief of Police will inform the Chair or their designate of any situation in which the Chief of Police believes a Critical Point has emerged or is likely to emerge and provide the Chair, in writing, with further information regarding the Critical Point, including, as appropriate:
 - i. The general nature of the Critical Point;
 - ii. The elevated risk(s) posed by the Critical Point;
 - iii. Relevant operational and other information necessary for the Board to understand the details of the Critical Point, including an outline of the operational plan, and continuity of service plans;
 - iv. Any plans to involve other organizations, including, in the case of other law enforcement agencies, recommendations to the Board to make requests of other boards or the Ontario Provincial Police Commissioner;
 - v. An estimate of the financial impact;



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- v. Relevant legislation and other legal requirements that may apply including the need for additional authorities; and
 - vi. Any ongoing considerations, including resources needed, or policy impacts.
- b) The Chair will share the information provided by the Chief of Police with Board Members, all of which will be held in the strictest of confidence.
- c) The Chair, in consultation with the Board Members, and in accordance with the Board's Procedural Bylaw, will determine whether there is a need to obtain additional information, create or amend Board policies, and/or provide direction to the Chief in accordance with the Board's policies, duties and responsibilities, including setting objectives and priorities, and if so, whether to call a Special Meeting of the Board, or to include the Critical Point as an item on the Agenda of the Board's next regularly scheduled meeting.
- d) The Chief will continue to update the Board, through the Chair, on any significant developments, including once the Chief of Police determines that the Critical Point has concluded. In consultation with the Board Members, the Chair may call a Special Meeting of the Board at any time or include an item on the agenda of a regularly scheduled Board Meeting, to discuss the Critical Point.

4.02 Identification of Critical Points by the Board

When the Chair believes, or is advised by a Board Member(s) that they believe, that a planned or anticipated event may constitute a Critical Point, the Chair shall request the Chief of Police to consider whether, in their view, the event may meet the definition of Critical Point, and either report to the Board in accordance with this Policy, or, alternatively, provide to the Chair reasons that the event in question does not meet the definition of a Critical Point.

4.03 Chief's Autonomy

- a) Once the Board has been given the opportunity to set objectives, ask questions, and provide non-binding advice in relation to operational matters, where applicable the Chief will maintain the autonomy to finalize and execute the plans.
- b) If, during the duration of a Critical Point, the Board concludes that, in its view, the objectives are not being achieved, the Board will inform the Chief of Police of its conclusion. However, the Chief of Police will remain autonomous in determining the appropriate execution of the plans in order to achieve the mission, objectives and priorities.

4.04 Training

- a) The Chief will provide training to ensure that all Command and Service Members from the Senior Leadership Team are trained to recognize the circumstances that may lead to a Critical Point, and to inform the Chief of Police and Command when a potential Critical Point is identified; and



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- b) The Board will ensure that all new Board Members receive training to understand the definition of a Critical Point and effectively understand their responsibilities with regards to the consideration of Critical Points.

4.05 Public Reporting

- a) Subject to operational considerations and the advice of the Chief of Police, the Board will publicly disclose, where it is possible to do so without risking the effectiveness of the operation or any other operations, the safety of Service Members or members of the public, or any other operational considerations raised by the Chief:
 - i. The nature of the operational matter related to a Critical Point; and
 - ii. Any directions given to the Chief of Police related to a Critical Point

Passed this 3rd day of April, 2025

BY ORDER OF

**AMANDA BRISSON
CPS BOARD CHAIR**