

**Ministry of the Solicitor General**Public Safety Division  
Public Safety Training Division25 Grosvenor St.  
12<sup>th</sup> Floor  
Toronto ON M7A 2H3Telephone: (416) 314-3377  
Facsimile: (416) 314-4037**Ministère du Solliciteur général**Division de la sécurité publique  
Division de la formation en matière  
de sécurité publique25 rue Grosvenor  
12<sup>e</sup> étage  
Toronto ON M7A 2H3Téléphone: (416) 314-3377  
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**MEMORANDUM TO:** All Chiefs of Police and  
Commissioner Thomas Carrique  
Chairs, Police Services Boards

**FROM:** Richard Stubbings  
Assistant Deputy Minister  
Public Safety Division and Public Safety Training Division

**SUBJECT:** Collection of Enforcement Data related to the Emergency  
Orders under the *Emergency Management and Civil  
Protection Act*

<b>DATE OF ISSUE:</b>	<b>April 12, 2020</b>
<b>CLASSIFICATION:</b>	<b>For Action</b>
<b>RETENTION:</b>	<b>Indefinite</b>
<b>INDEX NO.:</b>	<b>20-0047</b>
<b>PRIORITY:</b>	<b>High</b>

Further to All Chiefs Memo 20-0028, the Ministry of the Solicitor General (ministry) is coordinating province-wide reporting on enforcement of the *Emergency Management and Civil Protection Act* (EMCPA) in response to COVID-19. This reporting will help track the enforcement of the emergency orders under the EMCPA and assist in other areas of emergency management.

The data being requested includes:

- **Occurrence record data**, which is intended to capture record-level data as extracted from Record Management Systems; and
- **Other aggregated data** (as available), which is intended to capture data that may not have individual records available but is relevant to enforcement efforts. Examples include calls related to COVID-19 or the number of individuals who received education from officers related to EMCPA emergency orders.

The ministry is requesting that police services boards and chiefs of police submit data related to their enforcement of the EMCPA in accordance with the format of the attached template spreadsheet on a **weekly basis**. The spreadsheet includes technical instructions to support the extraction of this information. Please provide your first submission by **Tuesday, April 14, 2020 at 1:00 p.m. EST** and on each Tuesday by 1:00 p.m. EST every week thereafter.

Reporting should cover each week preceding the reporting date, with the week starting on Sundays and ending on Saturdays (e.g., for the April 14<sup>th</sup> report, please report on the period covering April 5-11, inclusive). For further details, please refer to the “Instructions” tab within the attached template.

Please note, the ministry will **not** be sending a fresh template for weekly entry. Services are expected to populate the template attached on a weekly basis.

Please email the completed template using OPP-PKI encryption to Keith Drakeford, Senior Statistics Advisor at [Keith.Drakeford@ontario.ca](mailto:Keith.Drakeford@ontario.ca). If you prefer an alternate method of submission, please contact Keith by email.

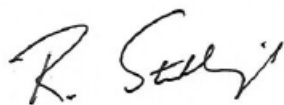
If you have any questions regarding the submission requirements, or any technical questions, please contact Jeanette Gorzkowski, Analytics Unit Manager, at (437) 928-7427 or [Jeanette.Gorzowski@ontario.ca](mailto:Jeanette.Gorzowski@ontario.ca).

The ministry will rely on the information you submit to inform the government’s response to COVID-19, including tracking enforcement approaches. To ensure the accuracy and completeness of the information, the ministry may request additional information or update its collection approach.

Please note that the collection, retention, and disclosure of information will be carried out in accordance with all applicable legislation.

The ministry appreciates your continued efforts and is aware of the multiple requests for information from your police services in a short period of time. We are exploring options on how to best streamline and coordinate these requests.

Sincerely,

A handwritten signature in black ink, appearing to read "R. Stubbings".

Richard Stubbings  
Assistant Deputy Minister  
Public Safety Division and Public Safety Training Division

Attachment