



**PROTOCOL FOR REPORTING OF MAJOR INCIDENTS**

**BETWEEN  
THE TAY VALLEY POLICE SERVICES BOARD  
AND  
THE ONTARIO PROVINCIAL POLICE DETACHMENT COMMANDER**

*[Police Services Act, Section 10(9)(b)]*

**WHEREAS**, Tay Valley Township is required pursuant to Section 4(1) of the *Police Services Act* to provide adequate and effective police services in accordance with its needs;

**AND WHEREAS**, Tay Valley Township has entered into a contract with the Ministry of Community Safety and Correctional Services pursuant to Section 10(1) of the *Police Services Act* for the provision of police services for the municipality by the Ontario Provincial Police;

**AND WHEREAS**, under the Agreement, police services are provided by the Lanark County Detachment of the Ontario Provincial Police wherein the Detachment Commander is required to respond appropriately to the Police Services Board's objectives and priorities as determined under Section 10(9)(b) of the *Police Services Act*;

**AND WHEREAS**, the Board requires that a line of communication be established for the timely flow of information between the Detachment and the Board;

**THEREFORE THE PARTIES HEREBY AGREE THAT:**


1. The Detachment Commander or his designate shall notify by telephone and email the Chairperson of the Board, or the Vice-Chairperson in the absence of the Chairperson, or designate, in a timely manner, prior to any media announcement, of any and all incidents which:
  - Raises a public safety or security concern, including the re-routing of traffic;
  - Involves a suspicious death;
  - Is the subject of a news release of information pertinent to Tay Valley Township in regard to a major incident;
  - Is a major incident requiring a significant amount of OPP and/or municipal resources.

If no one from the Board is available, the Detachment Commander shall contact the Head of Council, or the Deputy Head of Council in the Heads absence.

2. The Chairperson of the Board shall then notify the Head of Council of the Township, or in the absence of the Head of Council, the Deputy Head of Council, in a timely manner of such incidents. If those individuals are not available, the Chairperson shall notify the Chief Administrative Officer.
3. The Head of Council shall notify the Chief Administrative Officer.
4. A major incident is defined as a:
  - Motor vehicle accident involving a fatality,
  - Homicide or attempted homicide,
  - Robbery,
  - Missing person incident involving suspicious circumstances,
  - An occurrence which is believed to be multi-jurisdictional, including a major drug or other criminal investigation,
  - Any other incident considered to be unusual.

**Tay Valley Police Services Board:**

**The Ontario Provincial Police:**

  
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**Maureen Towaj, Chair**

  
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**Gerry Salisbury, Detachment Commander**

**Date:** May 15, 2012