

Ministry of the Solicitor General

Ministère du Solliciteur général

Strategic Policy Division
Office of the Assistant Deputy Minister

Division des politiques stratégiques
Bureau du sous-ministre adjoint



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MEMORANDUM TO: Kenneth Weatherill
Assistant Deputy Minister
Public Safety Division

FROM: Sarah Caldwell
Assistant Deputy Minister
Strategic Policy Division

SUBJECT: ***Missing Persons Act, 2018 – 2024 Annual Report and Training Supports***

On July 1, 2019, the *Missing Persons Act, 2018* (MPA) came into force, providing police services with new tools to effectively investigate missing persons occurrences where there is no evidence that a crime has been committed.

I am writing to request your assistance in sending out a reminder to the policing community related to the annual reporting requirements under the MPA, as well as the available training supports.

Annual Report

Under Section 8 of the MPA, police services are required to report annually on their use of urgent demands, and police service boards are required to make this report available to the public. The 2024 annual report must include urgent demands made during the period of January 1, 2024 to December 31, 2024. The annual report must be completed using Form 7: Annual Report Template which can be found on the [Ontario Central Forms Repository Website](https://forms.mgcs.gov.on.ca/). The URL for the Central Forms Repository is <https://forms.mgcs.gov.on.ca/>.

The general regulation under the MPA ([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, 2025. Police service boards must make the annual report public on a website by June 1, 2025 and must provide a copy to the Ministry of 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 service board. Similar requirements apply to the Ontario Provincial Police.

Please submit the annual report to the ministry by email at

MPreporting@ontario.ca by June 1, 2025. 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

Basic training outlining the key elements of the MPA, developed by the Ontario Police College in collaboration with the ministry, 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.

A supplementary training video is also available on the OPCVA and can be accessed at: <https://www.opcva.ca/content/missing-persons-act-disclaimer>. This training video, created by the Ontario Provincial Police's Ontario Centre for Missing Persons and Unidentified Remains, is approximately 13 minutes in length and provides additional guidance and situational examples for officers regarding the application and use of the Act.

Any questions or concerns can be directed to MPreporting@ontario.ca.

Thank you for your assistance in communicating this.

Sincerely,



Sarah Caldwell
Assistant Deputy Minister
Strategic Policy Division