
Ontario Civilian Police Commission



Rules of Practice

Revised 2010

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PART I - General

Application

1. This Part applies to hearings, inquiries, and, where necessary, to appeals conducted by the Commission under the *Act*.

Definitions

- 2.1 In these Rules,
 - (a) “*Act*” means the *Police Services Act*, R.S.O. 1990, c. P.15, as amended;
 - (b) “*Commission*” means,
 - (i) one or more members of the Ontario Civilian Police Commission assigned by the Chair of the Commission for a particular purpose, under section 21 of the *Act*; or,
 - (ii) the Chair of the Commission, if the Chair has not assigned one or more members to the matter;
 - (c) “*decision*” means an order of the Commission which terminates the appeal or the proceeding;
 - (d) “*disability*” is as defined in section 2 of the *Accessibility for Ontarians with Disabilities Act, 2005*, S.O. 2005. c. 11.
 - (e) “*deliver*” means to serve and file with proof of service in accordance with Rules 8 and 9;
 - (f) “*document*” includes information stored or recorded by means of any device, including written or pictorial communications, audio or visual recordings, and electronically stored data;
 - (g) “*hearing*” means that part of the proceeding before the Commission where evidence or submissions are heard, and includes a motion hearing;

- (i) “*oral hearing*” means a hearing or part of a hearing during which the parties or their representatives attend in person before the Commission;
- (ii) “*electronic hearing*” means a hearing or part of a hearing held by conference telephone or other electronic technology allowing persons to hear one another; and,
- (iii) “*written hearing*” means a hearing or part of a hearing held by the exchange of documents, whether in written form or by electronic means;
- (h) “*order*” means a decision or a ruling;
- (i) “*presiding member*” means the Commission member assigned by the Chair to be the presiding member for a particular hearing;
- (j) “*representative*” means a legal counsel or agent who is authorized to represent a person in the proceeding;
- (k) “*ruling*” means a finding or order of the Commission which is not a decision, and may include interim rulings, motion rulings, rulings concerning evidence or procedure, and other directions of the Commission.

Commission Powers

- 3.1 The Commission may exercise any of its powers on its own initiative or at the request of a party.
- 3.2 The Commission may issue general or specific procedural or practice directions at any time.
- 3.3 The Commission may make such rulings and orders as it deems necessary for the proper functioning of Commission proceedings and processes, including interim rulings and orders. Such interim rulings or orders may contain conditions that the Commission considers appropriate.
- 3.4 The Commission at any time may waive or vary any of these Rules, including time limits set out in these Rules, on such conditions as the Commission considers appropriate.
- 3.5 Where matters are not covered by these Rules, the practice will be decided by the Commission as the Commission considers just.

Defects In Form

- 4.1 No proceeding is invalid by reason only of a defect or other irregularity in form.

- 4.2 The forms contained in the Appendix to these Rules provide a guideline to required content or information, and reasonable compliance with the forms shall be sufficient.

Representatives

- 5.1 Where a representative ceases to act for a party in the proceeding, the party or the representative shall promptly notify the Commission and other parties in writing.
- 5.2 The representative shall provide the Commission with a current business location, telephone and fax number.

Communications With The Commission

- 6.1 All communications with the Commission regarding a particular proceeding made in the absence of the parties shall be made through the Registrar of the Commission.

Disclosure

- 7.1 The Commission may, at any time, order any party to provide to any other party and to the Commission such further information or documents as the Commission considers necessary for a full and satisfactory understanding of the issues in the proceeding. This rule is restricted to sections 23, 25, 39, 69 (8), 77 (7), 116 and 118 of the *Act*.

Service Of Documents

- 8.1 Service may be effected by sending the document,
- (a) by personal delivery;
 - (b) by regular, registered or certified mail to the last known address of the person or their representative;
 - (c) by fax to the last known fax number of the person (or representative), but only if the document, inclusive of the cover sheet, does not exceed sixteen pages, or where longer, if the receiving party consents;
 - (d) by courier, including Priority Post, to the last known address of the person or their representative; or
 - (e) by email where the person or party receiving the document consents to email delivery,
 - (f) by any other means authorized or directed by the Commission.
- 8.2 If it is impractical to effect service in accordance with Rule 8.1, the Commission may give such directions for substituted service as it considers appropriate or, where necessary, may dispense with service.

- 8.3 Service is deemed to be effective,
- (a) by personal delivery, before 4:00 p.m., on the day of delivery, and after that time, on the next day;
 - (b) by mail, on the fifth day after the day of mailing;
 - (c) by fax, on the day after it was sent;
 - (d) by courier, on the second day after the document was given to the courier;
 - (e) by email, on the day after it was sent; or
 - (f) by any means authorized or directed by the Commission, on the date specified by the Commission in its direction.
- 8.4 Rule 8.3 does not apply where a person who acts in good faith does not receive the notice until later or at all.
- 8.5 Where there is a requirement to serve other parties, the serving party must file an affidavit of service with the Commission, or provide a supporting letter indicating who has been served, what documents have been served, when they were served and by what method, or provide such other proof as the Commission may require.

Filing Of Documents With The Commission

- 9.1 Documents filed with the Commission shall be accompanied by two additional copies, or such other number as directed by the Commission, except in the case of filing by fax, which shall be accompanied by delivery of the original and two or more additional copies forthwith.
- 9.2 The address for service on or filing with the Commission is: Ontario Civilian Police Commission, 250 Dundas St. West, Suite 605, Toronto, Ontario, M7A 2T3.

Motions

- 10.1 A party may bring a motion at a hearing, or before a hearing by arrangement with the Registrar.
- 10.2 The Commission may direct that the motion be dealt with in writing or by any other means, and may direct the procedure to be followed.
- 10.3 Unless the Commission otherwise permits, a party bringing a motion shall deliver a notice of motion (Form 2), a factum and a brief of authorities at least fourteen days before the Commission deals with any motion regarding,
- (a) the jurisdiction of the Commission;
 - (b) a stay of proceeding;
 - (c) constitutional issues, including the Charter of Rights and Freedoms;
 - (d) disclosure of particulars, documents or things;
 - (e) standing or party status;
 - (f) a request to introduce fresh evidence under section 70(5) of the Act; or,
 - (g) any matter with significant legal issues or significant disputes in fact.
- 10.4 A notice of motion shall set out the grounds for the motion and the relief requested, and shall be accompanied by any evidence to be relied upon, which may include an affidavit setting out the facts.
- 10.5 A party who wishes to respond to the motion shall deliver any evidence to be relied upon, which may include an affidavit setting out the facts, together with a factum and a brief of authorities at least seven days before the Commission deals with the motion.
- 10.6 Where a motion is made on notice, proof of service in accordance with Rule 8.5 of the required motion materials shall be filed with the Commission.
- 10.7 This rule applies with necessary modifications to a statutory intervener as defined in rules 24 and 26.1 which has served a notice of intent to be heard on appeal (Form 5) in respect of an appeal brought under section 87 of the *Act*.

Summons To Witness

- 11.1 The Commission, at the request of a party or on its own motion, may issue a summons to require a person to attend at an oral or electronic hearing to give evidence and to produce documents or things, relevant to the subject-matter of the proceeding and admissible at a hearing.
- 11.2 A summons to witness (Form 1) shall be signed by a member of the Commission.
- 11.3 The issuance or refusal to issue a summons may be reviewed by the Commission.
- 11.4 A party requesting a summons shall,
- (a) write to the Registrar with the name and address of the witness;
 - (b) ensure that the summons is personally served on the witness, with reasonable notice prior to the hearing;
 - (c) pay the witness the same fees or allowances, for attending or otherwise participating in the hearing, as are paid to a person summoned to attend before the Ontario Superior Court of Justice [see Tariff A in the Rules of Civil Procedure]; and,
 - (d) where directed by the Commission, file an affidavit or other satisfactory proof of service.
- 11.5 When the Commission issues a summons on its own motion, the costs of serving the summons and witness fees will be borne by the Commission.

Pre-Hearing Conference

- 12.1 The Commission may direct parties or their representatives to attend one or more pre-hearing conferences, which may be held by conference telephone call or any other manner directed by the Commission for the purpose of settling any or all of the issues, the simplification of issues, the possibility of obtaining admissions that may facilitate the hearing, the estimated duration of the hearing and any other matter that may assist in the just and expeditious disposition of the proceedings.
- 12.2 The Chair may designate a Commission member or any other person to preside at a pre-hearing conference.
- 12.3 The Commission member or person who presides at a pre-hearing conference shall cause to be recorded, in a written memorandum, any binding orders, agreements or undertakings which are made at the pre-hearing conference.

Notice Of Pre-Hearing Conference

- 13.1 Unless otherwise directed by the Commission, written notice of a pre-hearing conference shall be given by the Commission to the parties and to such other persons as the Commission considers necessary, in a manner of service provided under Rule 8.
- 13.2 A notice of pre-hearing conference may be combined with a notice of hearing, and shall include,
- (a) the time, place and purpose of the pre-hearing conference; and
 - (b) a statement that any Commission member who presides at the pre-hearing conference may make orders with respect to the conduct of the proceeding which will be binding on all parties.

Set-Date Conference

- 14.1 The Registrar, or any person designated by the Chair, shall preside at an initial pre-hearing conference, known as the set-date conference telephone call, to coordinate the setting of dates for pre-hearing conferences and hearings, to set hearing locations and to deal with other preliminary matters.
- 14.2 Parties or their representatives participating in the set-date conference call shall be in a position to give a preliminary estimate of the time required for the hearing, and shall be prepared to set firm hearing dates.

Settlement

- 15.1 A presiding member who presides at a pre-hearing conference at which the parties attempt to settle the issues shall not be a member of the Commission at the hearing of the proceeding unless all parties consent.
- 15.2 Settlement discussions at a pre-hearing conference shall be held in the absence of the public.
- 15.3 Evidence filed or statements made for the purpose of settlement or otherwise filed or made “without prejudice”, shall not be revealed or communicated to the Commission members who are conducting the hearing, except with the consent of the party who filed the evidence or made the statement.
- 15.4 The Commission may require its approval of a settlement with respect to any or all of the matters,
- (a) if the Commission has begun hearing any evidence or argument, including at a motion hearing; or

(b) if the settlement arises from discussions at a pre-hearing conference or from some other participation of the Commission.

- 15.5 Where the Commission requires its approval of a settlement, the Commission shall approve or refuse to approve a settlement by way of a written order with reasons, although the Commission need not set out the full contents of the settlement in the public version of the order.
- 15.6 If the Commission has refused to approve any part of a settlement, the proceeding shall continue before a differently constituted hearing panel of the Commission, unless all parties consent.

Written Hearings

- 16.1 The Commission may hold a written hearing, unless a party objects by serving and filing an objection within seven days after receiving notice of the written hearing.
- 16.2 Whenever the Commission considers it appropriate, the Commission may continue a written hearing as an oral hearing or, subject to Rule 17, as an electronic hearing.
- 16.3 The Commission shall set out the time periods and other directions for the parties with respect to the exchange of documentary evidence, any opportunity to ask questions and receive answers, and the exchange of submissions.

Electronic Hearings

- 17.1 Subject to Rule 17.2, the Commission may hold an electronic hearing, unless a party objects by serving and filing an objection within seven days after receiving notice of the electronic hearing, and in any event, prior to the date set for the electronic hearing.
- 17.2 If a party objects to an electronic hearing under Rule 17.1 and it satisfies the Commission that holding an electronic rather than an oral hearing is likely to cause the party significant prejudice, the Commission shall accept the objection and shall not hold the hearing as an electronic hearing.
- 17.3 The Commission may continue an electronic hearing as an oral hearing whenever the Commission considers it appropriate or, subject to Rule 16, as a written hearing.
- 17.4 The Commission may impose any conditions for an electronic hearing which it considers appropriate, including a requirement that a party who requests the electronic hearing make arrangements for the electronic hearing or pay all or part of the expense.

Joint Hearings

- 18.1 If two or more proceedings involve the same or similar questions of fact or law, the parties may consent to an order, made by the Commission, to combine the proceedings or any part of them or to hear the proceedings at the same time.
- 18.2 Where two or more proceedings are heard together in a joint hearing,
- (a) the individual proceedings remain separate, each with their own set of parties; and
 - (b) the evidence at a joint hearing shall be considered as the evidence of each of the individual proceedings, unless otherwise ordered by the Commission with respect to that Commission's proceeding.
- 18.3 Where the combining of proceedings or the hearing of proceedings together unduly complicates or delays the proceedings or causes prejudice to a party, the Commission may order that the proceedings or the hearing be continued separately.

Recording Of Proceedings

- 19.1 Subject to section 136 of the Courts of Justice Act (concerning photography at court hearings), which applies with necessary modifications to Commission hearings, no person shall make or attempt to make a visual or audio recording,
- (a) at a hearing;
 - (b) of any person entering or leaving the hearing room; or
 - (c) of any person in the building in which the hearing room is located, who, on reasonable grounds, appears to be there for the purpose of the hearing.
- 19.2 The Commission shall arrange, or authorize a party to arrange, for the verbatim reporting by a qualified verbatim reporter of any part of the proceeding in which oral testimony is given, and parties may obtain transcripts at their own expense.

Proceedings In English Or French

- 20.1 The Commission may conduct proceedings in English or French, or partly in English and partly in French.

- 20.2 If a party wishes any part of a proceeding to be conducted in French, or requires a French-to-English or English-to-French interpreter for the party or witnesses, the party shall notify the Commission as early as possible, and in any event, at least fourteen days before the hearing, and the Commission will arrange for an interpreter at the Commission's expense.

Interpreters And Special Needs

- 21.1 If a party requires an interpreter in a language other than English or French, either for the party's testimony or to understand the proceeding, the party shall notify the Commission as early as possible, and in any event, at least fourteen days before the hearing, and the Commission will arrange for an interpreter at the Commission's expense.
- 21.2 If a witness other than a party requires an interpreter in a language other than English or French, the party calling the witness shall notify the Commission as early as possible, and arrange for an interpreter at the Commission's expense, unless the Commission arranges otherwise.
- 21.3 An interpreter shall be competent and independent and shall swear or affirm that they will interpret accurately.
- 21.4 The Commission will make every reasonable effort to meet the needs of individuals with disabilities, and parties should notify the Commission as early as possible of any special needs of parties or their witnesses.

Decisions

- 22.1 The Commission shall promptly give to all those who participated in the proceeding as a party or statutory intervener, a copy of the written reasons for its decision, in a manner of service provided under Rule 8, and post a copy on its website.
- 22.2 A decision of the Commission is effective from the date of the written decision, unless the Commission orders otherwise.
- 22.3 The Commission may give a copy of its written reasons for decision to the chief of police and any other interested persons.
- 22.4 Nothing in these Rules precludes the Commission from issuing oral orders or reasons, with the consent of the parties.

PART II – Disciplinary Appeals

Application

23. This Part applies to appeals to the Commission under section 87 (1) of the *Act*.

Definitions

24. In this Part,
- (a) “*Director*” means the person appointed Independent Police Review Director under section 26.1 (1) of the *Act*;
 - (b) “*disciplinary hearing*” means the hearing held under Part V of the *Act*;
 - (c) “*public complainant*” means a member of the public who made a complaint under Part V of the *Act* which resulted in a disciplinary hearing under Part V of the *Act*;
 - (d) “*police officer*” means a police officer, including a chief of police or deputy chief of police, who is the subject of a disciplinary hearing under Part V of the *Act*;
 - (e) “*Solicitor General*” means the Solicitor General for Ontario.

Parties

- 25.1 The parties to an appeal include,
- (a) the police officer;
 - (b) the prosecutor at the disciplinary hearing appealed from; and
 - (c) the public complainant.

Statutory Interveners

- 26.1 The statutory interveners entitled to be heard at an appeal relating to an event or events occurring on or after October 19, 2009, include,
- (a) the Solicitor General; and,
 - (b) the Director, where a member of the public made the complaint or complaints which were the subject of the disciplinary hearing.

Leave To Appeal

- 27.1 A public complainant who wishes to appeal the penalty imposed on a police officer following a disciplinary hearing under section 87(4) of the *Act* shall file with the Commission and serve on the other parties to the hearing a request for leave to appeal (Form 3) and a copy of the decision being appealed within 30 days of receiving notice of the decision.
- 27.2 Within 30 days after delivering the request for leave to appeal the proposed appellant shall deliver a factum and brief of authorities supporting the request.
- 27.3 The other parties to the hearing shall deliver their factums and briefs of authorities within 30 days of receiving the proposed appellant's factum and brief of authorities.
- 27.4 Requests for leave to appeal will be heard in writing unless a party serves and files an objection when he or she delivers their materials on the request for leave.
- 27.5 If leave to appeal is granted, unless otherwise directed, within seven days of receiving notice of the Commission's order the public complainant shall comply with rules 28.1 – 28.4 inclusive.

Appeal Process

- 28.1 A police officer or public complainant who appeals to the Commission under section 87 (1) or 87 (4) of the *Act* shall file with the Commission and serve on the other parties to the appeal a notice of appeal (Form 4) and a copy of the decision being appealed within thirty days of receiving notice of the decision, and, where applicable, a copy of the Commission's order under rule 27.5.
- 28.2 If the Solicitor General or the Director is entitled to be heard on the argument of an appeal, the appellant shall also serve on each of them the notice of appeal and a copy of the decision being appealed within 30 days of receiving notice of the decision, and, where applicable, a copy of the Commission's order under rule 27.5.
- 28.3 The appellant shall file with the Commission proof of service on the other parties and the statutory interveners of the notice of the appeal and a copy of the decision being appealed in accordance with Rule 8.5, and, where applicable, a copy of the Commission's order under rule 27.5.
- 28.4 The appellant shall also file with the Commission proof that he or she has ordered a transcript of all oral evidence, if any, at the hearing which the

appellant intends to rely on for the appeal. When the appellant is a member of the public, he or she shall file proof that the transcript has been requested from the chief of police. When the transcript has been received by the appellant he or she shall forthwith give written notice to all parties and the Registrar.

- 28.5 If the Solicitor General or the Director wishes to be heard on an appeal, within thirty days after receiving the notice of appeal, a copy of the decision being appealed and, where applicable, a copy of the Commission's order under rule 27.5, they shall serve on the parties a notice of intent to be heard on appeal (Form 5) and file proof of service with the Commission.

Record From Disciplinary Hearings

- 29.1 When the Commission intends to hold an appeal hearing, the chief of police shall prepare and submit to the Commission a copy of the record of the disciplinary hearing.
- 29.2 The record of a disciplinary hearing shall include the decision appealed from and shall be accompanied by copies of all documents, physical evidence and exhibits considered at the disciplinary hearing.
- 29.3 The appellant shall provide to the parties, the Commission, and, if they have delivered a notice of intent to be heard on appeal, the Solicitor General and the Director, a copy of the portions of the transcript, if any, of the disciplinary hearing upon which the appellant intends to rely. If the appellant is a public complainant, the chief of police shall provide a copy of the portions of the transcript upon which the appellant intends to rely, if any, to the parties, the Commission and, if they have delivered a notice of intent to be heard on appeal, the Solicitor General and the Director.

Appeal Materials

- 30.1 In all appeal hearings, each party, and, where they deliver a notice of intent to be heard on appeal, the statutory interveners, shall prepare a factum and a brief of authorities, serve one copy on the other parties and, where applicable, the statutory interveners, and file three copies of each with the Commission, or such other number as directed by the Commission.
- 30.2 Appeal factums, briefs of authorities, and any supporting materials shall be filed with Commission, cerlox-bound, with covers as follows:

Appellant	Blue
Respondent	Green
Public Complainant	Red
Solicitor General & Director	Buff

30.3 Unless otherwise directed by the Commission, the appellant's factum and brief of authorities shall be delivered within thirty days of receiving the transcript. All other parties and, where applicable, the statutory interveners, shall deliver their factums and briefs of authorities within thirty days of receiving the appellant's factum and brief of authorities.

30.4 A factum shall contain, in consecutively numbered paragraphs:

- Part I - Concise Summary of the Facts
- Part II - Statement of the Issues
- Part III - Statement of Order Sought
- Part IV - Authorities Being Relied Upon

Address for Service

31.1 For the purposes of this Part the address for service of appeal materials,

- (a) on the Solicitor General, is: Legal Services Branch, Ministry of Community Safety and Correctional Services, 77 Grenville St., 8th Floor, Toronto, Ontario, M5S 1B3;
- (b) on the Director, is: Legal Branch, Office of the Independent Police Review Director, 655 Bay St, 10th Floor, Toronto, Ontario, M7A 2T4.

**Ontario Civilian Police Commission
Police Services Act**

In The Matter Of:

Summons To A Witness

To: *(full name and address)*

YOU ARE HEREBY SUMMONED and required, under section 12 of the Statutory Powers Procedure Act, to attend before the Ontario Civilian Police Commission at a hearing to be held at:
(location)

_____ and from day to day until the hearing is concluded or the Commission otherwise orders, to give evidence on oath touching the matters in question in the proceeding and to bring with you and produce at such time and place:

DATE: _____

Summons requested and served by:

Counsel for: _____

Phone number: _____

Ontario Civilian Police Commission

Member _____

NOTE: You are entitled to be paid the same personal allowances for your attendance as are paid for the attendance of a witness summoned to attend before the Ontario Superior Court of Justice.

If you fail to attend and give evidence at the hearing, or to produce the documents or things specified, at the time and place specified, without lawful excuse, you are liable to punishment by the Ontario Superior Court of Justice in the same manner as if for contempt of that Court for disobedience to a summons.

Ontario Civilian Police Commission
Police Services Act

Notice Of Motion

THE _____ will make a motion to the Ontario Civilian Police Commission

(the party making the motion)

on [or: a date to be set by the Commission]

(date and time, if known)

at *(location)*

THE MOTION IS FOR:

(state the relief or order which you are requesting)

THE GROUNDS FOR THE MOTION ARE:

(state the reasons supporting your motion)

THE FOLLOWING EVIDENCE WILL BE RELIED ON AT THE HEARING OF THIS MOTION:

(list the affidavits or other documentary evidence to be relied upon)

Date:

Moving Party or Representative
Current Address and Contact Information

TO: *(names and addresses of other parties or representatives, who must be served this notice of motion and supporting materials; file copies with the Commission in accordance with Rules 9 and 10 of the Commission's Rules of Practice.)*

Ontario Civilian Police Commission
Police Services Act

Public Complainant:

Police Officer: (include Rank, Station/Detachment, Police Service)

Prosecutor:

Penalty Sought to be Appealed (please attach copy of penalty decision):

Date Proposed Appellant Received Notice of the Penalty Decision:

Request for Leave to Appeal a Disciplinary Penalty

I am seeking leave to appeal to the Commission under section 87 (4) of the Police Services Act in respect of the penalty imposed by the Decision.

1. The grounds for my proposed appeal are:
2. The reasons leave to appeal should be granted are:
3. The evidence I rely on is:

Dated: _____

Public Complainant/Representative
Current Address and Contact Information

TO: *(names and addresses of other parties or their representatives who must be served with this Request for Leave to Appeal; file a copy with the Commission as required by Rules 8, 9 and 27.1 of the Commission's Rules of Practice)*

NB: *Please note that under Rule 27.4 of the Commission's Rules of Practice a Request for Leave to Appeal a Disciplinary Penalty will be heard in writing unless a party delivers an objection.*

FORM 4

Ontario Civilian Police Commission

Police Services Act

Notice Of Appeal

Police Officer(s): *(include Rank, Number, Station/Detachment, Police Force)*

Complainant(s):

Prosecutor:

Date of Decision Being Appealed:

Decision: *(please attach copy of decision being appealed)*

Date of Appellant Receiving Written Notice of Decision Being Appealed:

I, hereby appeal to the Ontario Civilian Police Commission under subsection 87(1) of the Police Services Act, in respect of the following matter(s):

(Check one or more boxes)

- The finding of misconduct or unsatisfactory work performance.
- The penalty imposed.
- The finding that misconduct or unsatisfactory work performance was not proved on clear and convincing evidence.

1. The grounds for my appeal are as follows:

(please use a separate sheet if more space is needed)

2. The evidence I will rely upon is as follows:

3. The order which I seek from the Commission is:

Date

Appellant or Representative
Current Address and Contact Information

Please file with the Commission an affidavit of service proving service pursuant to Rule 8.5, or a letter stating who has been served, what documents have been served, the method of service and the date of service.

The Solicitor General for Ontario is entitled to be heard on the argument of an appeal of a decision made after a hearing in respect of a complaint concerning events which occurred on or after October 19, 2009 and must be served as required by the Commission's Rules of Practice.

The Independent Police Review Director for Ontario is entitled to be heard on the argument of an appeal of a decision made after a hearing in respect of a complaint made by a member of the public concerning events which occurred on or after October 19, 2009 and must be served as required by the Commission's Rules of Practice.

Where there are multiple findings of misconduct you must specify which finding or findings are being appealed.

Where there are multiple penalties imposed you must specify which penalty or penalties are being appealed.

Ontario Civilian Police Commission
Police Services Act

Appellant:

Respondent:

Notice Of Intent To Be Heard On Appeal

The (*Solicitor General or the Independent Police Review Director*) wishes to be heard on the argument of this appeal.

Dated: _____

Counsel for SG or Director
Current Address and Contact Information

To: The Public Complainant
To: Police Officer
To: Prosecutor