



**HALTON  
POLICE  
BOARD**  
EXCELLENCE IN GOVERNANCE

## Public Agenda

**Date:** Thursday, August 27, 2020

**Time:** 9:00 a.m.

**Location:** Zoom Video Conference

Link to register to watch meeting:

[https://us02web.zoom.us/webinar/register/WN\\_ZUqi6CjFORGwouhcNWIFUQ](https://us02web.zoom.us/webinar/register/WN_ZUqi6CjFORGwouhcNWIFUQ)

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### 1. GENERAL

1.1 Regrets

1.2 Disclosure of Conflicts of Interest

1.3 Confirmation of Minutes of Meeting P20-06 held Thursday, June 25, 2020  
(Agenda Pages 1 - 30)

### 2. PRESENTATIONS/DELEGATIONS

2.1 Board Communications Update – Kimberly Calderbank

### 3. CONSENT AGENDA

3.1 Halton Happenings - June/July 2020  
(Agenda Pages 31 – 46)

3.2 **P20-08-I-01** - Quarterly Human Resources Summary  
(Agenda Pages 47 – 50)

3.3 **P20-08-I-02** - Financial Report - Second Quarter 2020  
(Agenda Pages 51 – 58)

- 3.4 **P20-08-I-03** - Semi-Annual Complaints Statistical Report - Public/Internal - January-June 2020  
(Agenda Pages 59 – 62)
- 3.5 **P20-08-I-04** - Semi-Annual Purchasing Activity - January-June 2020  
(Agenda Pages 63 – 66)
- 3.6 **P20-08-I-05** - Trust Fund Statement - June 30, 2020  
(Agenda Pages 67 – 68)
- 3.7 **P20-08-I-06** - FOI Summary/Information Privacy Commission Annual Report  
(Agenda Pages 69 – 78)
- 3.8 **P20-08-I-07** - Update on Progress - HRPS Public Safety Broadband Network (PSBN) Initiative  
(Agenda Pages 79 – 92)
- 3.9 **CAO20-8-I-01** - Notice of Procedural By-law Amendments  
(Agenda Pages 93 – 94)
- 3.10 Correspondence from the Regional Municipality of Halton - 2021 Budget Directions  
(Agenda Pages 95 – 116)

#### 4. DISCUSSION ITEMS

- 4.1 **P20-08-R-11** - Request for Funding - Halton Regional Police Service Intimate Partner Violence Memorial  
(Agenda Pages 117 – 122)

##### RECOMMENDATION

*"THAT the Halton Regional Police Services Board support a funding request in the amount of \$13,240 from the Board's Trust Fund to assist the Halton Regional Police and Halton Women's Place with the inception of a memorial site commemorating victims of intimate partner violence in the Region of Halton."*

- 4.2 **P20-08-R-12** - Capital Projects/Programs Status - June 30, 2020  
(Agenda Pages 123 – 126)

##### RECOMMENDATION

*"THAT surplus funds of \$104,763 from T30808V Vehicles – 2018 that are no longer required be returned to the Police Vehicle Reserve and the Development Charge Reserves as appropriate."*

- 4.3 **P20-08-R-13** - Professional Services - Black Castle Networks Inc.  
(Agenda Pages 127 – 130)

RECOMMENDATION

*"THAT the Halton Police Board authorize an amendment to the existing Professional Consulting Services Agreement with Black Castle Networks Inc. to change the current expiry date to September 6, 2021 and to provide additional funds in an amount of \$268,672 (inclusive of contingency and HST)."*

- 4.4 **CAO20-8-R-02** - ADM-017 Safeguarding COVID-19 Status Information Policy  
(Agenda Pages 131 – 134)

RECOMMENDATION

*"THAT policy ADM-017 Safeguarding COVID-19 Status Information be repealed."*

- 4.5 **CAO20-8-R-03** - Emergency Pandemic Information Sharing Protocol - Amendment  
(Agenda Pages 135 – 138)

RECOMMENDATION

*"THAT the Emergency Pandemic Information Sharing Protocol be amended to require exception reporting only."*

- 4.6 **CAO20-8-R-04** - Board 2021 Governance Budget  
(Agenda Pages 139 – 142)

RECOMMENDATION

*"THAT the proposed 2021 Governance Budget be approved, and*

*THAT the Chief Administrative Officer be authorized to approve all contracts and expenditures in accordance with the Governance Budget, except those related to his own fees and expenses."*

- 4.7 State of Emergency Committee Report  
(Agenda Pages 143 – 144)

RECOMMENDATION

*"THAT the State of Emergency Report be received."*

5. OPERATIONAL VERBAL UPDATES

6. STATUS OF OUTSTANDING ITEMS
  - 6.1 Public Information Action Registry  
(Agenda Pages 145 – 146)
7. NEW BUSINESS
8. MOVE INTO CLOSED SESSION
9. CLOSED SESSION REPORT
10. ADJOURNMENT



# Public Minutes

**MEETING NO.** P20-06

**DATE OF MEETING:** Thursday, June 25, 2020  
9:00 a.m.

**LOCATION:** Zoom Video Conference

**MEMBERS PRESENT (via Zoom Video Conference):** Rob Burton (Chair)  
Councillor Jeff Knoll, Councillor Clark Somerville, Curt Allen, Gary Burkett, Donald Foster, Navneet Sekhon

**OTHERS PRESENT (via Zoom Video Conference):** Duane Sprague, Ministry of the Solicitor General

**STAFF PRESENT (via Zoom Video Conference):** Chief Stephen Tanner  
Deputy Chief Jeff Hill  
Deputy Chief Roger Wilkie  
Ken Kelertas, Director, Legal Services and Legal Counsel  
Paul Lavergne, Director, Corporate Services  
Fred Kaustinen, Chief Administrative Officer  
Superintendent Dave Stewart  
Staff Sergeant Anita Laframboise  
Kimberly Calderbank, Board Media Consultant  
Svetlana Sevillano, By-laws and Policies Project Consultant  
Graham Milne, Board Secretary

## 1. GENERAL

### 1.1 Regrets

None.



## 1.2 Welcome of New Board Member Navneet Sekhon

The Chair welcomed Navneet Sekhon to the Board.

## 1.3 Disclosure of Conflicts of Interest

The Chair called upon Board members to declare any conflicts of interest they might have on the agenda. No declarations were made.

## 1.4 Confirmation of Minutes of Meeting P20-05 held Thursday, May 21, 2020

Moved by: J. Knoll

Seconded by: C. Allen

*"THAT the Minutes of Meeting P20-05 held Thursday, May 21, 2020 be adopted as circulated."*

Carried.

## 2. PRESENTATIONS/DELEGATIONS

### 2.1 Domestic Violence/Child Abuse and Sexual Assault Response During COVID-19 - Acting Inspector Crystal Kelly

Acting Inspector Crystal Kelly, Regional Investigative Services, gave a presentation on the work of the Child Abuse and Sexual Assault, Internet Child Exploitation, Domestic Violence and Victim Services Units during the COVID-19 pandemic, noting the challenges, virtual solutions and related media campaigns. A copy of this presentation is appended to the meeting minutes.

Staff Sergeant Anita Laframboise gave a presentation on the Victims of Intimate Partner Violence Memorial Dedication, a joint venture with Halton Women's Place which is to be unveiled at the HRPS Headquarters site on Monday, November 2<sup>nd</sup> and celebrated annually during the first week of November for Provincial Woman Abuse Prevention Month and National Domestic Violence Awareness Month. A copy of this presentation is appended to the meeting minutes.

Moved by: J. Knoll

Seconded by: C. Somerville

*"THAT the presentations be received."*

Carried.



### 3. CONSENT AGENDA

#### 3.1 Halton Happenings - May 2020

#### 3.2 P20-6-I-04 - Accountability Mechanisms for the Police Response to Survivors of Sexual Assault

Moved by: C. Allen

Seconded by: J. Knoll

*"THAT Item Nos. 3.1 through 3.2 inclusive on the Consent Agenda be received for information."*

Carried.

### 4. DISCUSSION ITEMS

#### 4.1 P20-6-R-02 - Annual Report on Urgent Demands for Information Related to Missing Persons

Moved by: J. Knoll

Seconded by: N. Sekhon

*"THAT the Halton Regional Police Services Board receive and review the 2019 Annual Report on the urgent demands for information related to missing persons in accordance with the Missing Person Act 2018."*

Carried.

#### 4.2 P20-6-R-04 - Key Performance Indicators

Moved by: J. Knoll

Seconded by: N. Sekhon

*"THAT the Board adopt the Key Performance Indicators proposed in this Report as the Board's measures for evaluation of the 2020-2023 Strategic Plan Desired Outcomes; and*

*"THAT the CAO prepare an annual assessment of the Plan's performance using these KPIs and their linkages to the Peel Principles of Community Policing."*

Carried.



#### 4.3 State of Emergency Committee Report

Moved by: C. Allen  
Seconded by: D. Foster

*"THAT the State of Emergency Report be received."*

Carried.

#### 4.4 CAO20-5-R-09 - Strategic Plan Reporting Schedule

Moved by: C. Allen  
Seconded by: C. Somerville

*"THAT the Strategic Plan Peelian Progress Report be provided by the CAO in April of each year, linking the Plan's Key Performance Indicators to the nine Peel Principles."*

Carried.

#### 4.5 CAO20-5-R-10 - Procedural By-law

Moved by: J. Knoll  
Seconded by: C. Allen

*"THAT the proposed Procedural By-law 2020-1 be approved."*

Carried.

#### 4.6 Proposed Fees and Charges By-law

Moved by: C. Somerville  
Seconded by: C. Allen

*"THAT the proposed Fees and Charges By-law 2020-3 be approved."*

Carried.





#### 4.7 Proposed Records Retention, Storage and Destruction By-law

Moved by: N. Sekhon  
Seconded by: C. Allen

*"THAT the proposed Records Retention, Storage and Destruction By-law 2020-2 be approved."*

Carried.

#### 4.8 Collection of Demographic Data

Moved by: C. Allen  
Seconded by: J. Knoll

*"THAT the Board direct the HRPS to develop for the Board's consideration policies and procedures for the collection and analysis of demographic data in policing in Halton in accordance with the recommendations of the 2017 Report of the Independent Police Oversight Review by The Honourable Michael H. Tulloch, which the Board endorsed when it was presented to the Government."*

Carried.

### 5. OPERATIONAL VERBAL UPDATES

Operational updates were provided regarding the following:

- Investigation related to recent incident captured on video
- Liaison officers in schools
- Body-worn cameras

### 6. STATUS OF OUTSTANDING ITEMS

#### 6.1 Public Information Action Registry

Key Performance Indicators reporting removed as per Item No. 4.2 above.

Fred Kaustinen, CAO, provided an update on the annual reporting schedule.

There were no further updates.



7. **NEW BUSINESS**

There was no new business.

8. **MOVE INTO CLOSED SESSION**

Moved by: C. Allen

Seconded by: J. Knoll

*"THAT the Board do now convene into closed session."*

Carried.

9. **CLOSED SESSION REPORT**

The Chair reported that during the closed session, the Board considered legal and personnel matters and motions were approved by the Board regarding these matters.

10. **ADJOURNMENT**

The Chair adjourned the meeting at 1:25 p.m.

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Rob Burton  
Chair

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Graham Milne  
Board Secretary

# Collaborative Response to Covid-19

Child Abuse and Sexual Assault Unit,  
Internet Child Exploitation Unit, Domestic  
Violence Unit and the Victim Services Unit



June 25<sup>th</sup>, 2020

# Impact of Covid 19

April saw the following:

- Reduction of 74% in reports and referrals of child abuse (CASA).
- Increase of 46% in child luring and exploitation cases (ICE).
- Increase of 19% in Domestic and Intimate Partner Violence (DV).
  - Increase of 30% in arrests for DV.
  - Increase of 81% in number of charges laid (DV).
  - Intensity and seriousness of offences was elevated.
- Decrease in number of active files and in ability to support victim's of crime through traditional means (VSU).



# Child Abuse & Sexual Assault (CASA)

April 2020, saw a 74% drop in Child Abuse referrals and investigations. This was concerning because:

- Suspected child abuse complaints are most often raised by third parties such as schools, friends, other parents coaches and daycare providers.
- Isolation, financial stress, job and food insecurities and anxiety causes increased stress on families.
- Limited opportunity for children to reach out to a trusted adult – essentially there is no one to “tell” if they feel unsafe.



# CASA Response:

- Collaborated with the Children's Aid Society (CAS) and both Public and Catholic School Boards for training, messaging and support.
- Develop a multifaceted social media and outreach campaign targeting the community, teachers, parents, children and frontline officers:
  - Media Release to raise awareness #HereToHelp.
  - Joint HRPS-CAS "Duty to Report" training webinar for educators.
  - A support and resources "Letter to the Parents."
  - Child and youth appropriate social media campaign.
  - Development of virtual "top up" training for frontline officers.
  - Leveraging technology to ensure safety for all.



# CASA Media Campaign

23 media mentions with a potential reach of 6,168,948.

City News story and interview had a potential reach of 2 million and was picked up by other outlets garnering further reach.



**CityNews** LOCAL VIDEO CONTACT US

## Concerns raised after child abuse calls drop dramatically in the GTA

BY NEWS STAFF AND PAM SUTCLIFF  
POSTED APR 24, 2020 5:31 PM EDT LAST UPDATED APR 24, 2020 AT 5:30 PM EDT

Concerns are being raised about the effects that the COVID-19 lockdown is having on families after GTA police and child welfare agencies noticed a drop in child abuse reports.

This might normally be seen as good news, but some police services are worried that those numbers don't indicate a decrease in incidents of harm to children.

Halton police say there has been a 73 per cent drop in calls – only 8 in April compared to 30 last year in the same month.

Halton Children's Aid Society (CAS) is seeing a similar decline in investigations – from 169 last April to 85 this year.

Their concern is that the prevalence of child abuse may be just as high, but there are fewer opportunities to report it.

"We normally receive concerns from schools, friends, other parents, coaches, and daycare providers," said Halton Det. Sgt. Crystal Kelly. "With social distancing measures in place and increased stress on families, there is little opportunity for children to interact with or reach out to those they trust."

In a release, director of protection services Jennifer Birmingham for Halton CAS said, "We are concerned about the increased risk of child abuse and neglect due to families being isolated from the community."

Birmingham also added they are considered an essential service and are open if anyone might have any concerns about a child.



**COVID-19 PANDEMIC** **CHILD ABUSE REPORTING DOWN IN THE GTA** WED 12°

LOW UP. = THE CITY OF TORONTO SAYS HIGH PARK WILL OFFICIALLY CLOSE THURSDAY FOR THE 5:34 PM



# CASA Social Media Samples

Achieved 14,670 Impressions  
and 295 Engagements

HDSB participating in the  
campaign using HRPS provided  
material – post reached 32,200





# Internet Child Exploitation (ICE):

- National Centre for Missing & Exploited Children (US) has seen a 106% increase Year-Over-Year.
- Canadian NCECC report May cases have doubled from May 2019.
- Trickle down impact on HRPS within 1-2 months as international cases are processed and forwarded.
- Legislative and process changes may also be cause for influx.
- ICE has observed an increase in Sexual Exploitation type calls.
- Increase may be Covid related as children and youth spend more time on-line during the pandemic.



# ICE Response

- Collaborated with Canadian Center for Child Protection and National Child Exploitation Crime Center for education materials and on going real-time communication re: trends.
- Prioritizing investigations and executing search warrants where potential victims are at risk (in house).
- Developing “hot shot” training for frontline officers to enhance skills.
- Launched an Online Safety Social Media Campaign encouraging parents to talk to their children about online safety.

*ICE Social Media Campaign had a collective reach of 83,320.*



# ICE Social Media Samples

Post reached 18,600 with 330 engagements captured.



HRPS and Protect Kids Online working together. Post reached 12,067 with 140 engagements captured.



# Domestic Violence Unit (DVU)

- In collaboration with CASA, IT and the Crown's Office, has leveraged technology to replace in person statement taking:
  - Developed protocol for taking remote recorded video statements; ensures consistency, proper storage, retention and disclosure rules met.
  - Victim and officer safety; less face to face contact.
  - Maximizes our Victim Centric Approach by creating greater flexibility and minimizing further trauma to victim by displacement.



# DVU Response & Media Campaign

Combined media mentions – 33  
Reach 12,604,830

CHCH News interview had a reach of 493,000

- Launched media campaign urging vigilance and regular check ins.
- Featured recent de-identified cases to raise awareness and appeal to public.



# DVU Media Campaign samples

Twitter post reached over 30,000 in a single day.

IPV investigator shares personal story through interview with Halton Women's Place.



# Victim Services Unit (VSU)

## Challenges include:

- Engagement, outreach, meetings, and training.
- Significant drop in

## Virtual Solutions:

- Meetings, on-line team building, Zoom engagement, telephone outreach and a monthly newsletter.

## Media Campaign:

- Joint HRPS – SAAC video promoting changes #WeListened
- Maintained social media presence promoting VSU Volunteers.
- Released 3 “De-identified” case studies highlighting survivor journey’s through the process and the services accessed.



# VSU Media Campaign samples

Reached 21,131 with 1500 Engagements

Promoting VSU Volunteer Team  
Reached 23,013 with 1540 Engagements





# Contact Information

A/Inspector Crystal Kelly #5182  
Regional Investigative Services  
Halton Regional Police Service  
905-465-8965

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Collaborative Initiative with Halton Women's Place  
**Victims of Intimate Partner Violence  
Memorial Dedication**

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S/Sgt. Anita Laframboise  
Staff Officer to the Deputy Chief of Regional Operations



# Our Focus

*Erect a memorial site to commemorate victims of intimate partner violence in the Region of Halton.*



# Our Motivation

- Focus on the Peel Principles and the Community Safety and Well-Being Plan
- Bolster a Strong Community Partnership – Shared Vision
- Maximize on Community awareness opportunities

# HALTON REGIONAL POLICE SERVICE

One Vision One Mission One Team



# Our Vision





# Our Statement

We honour and mourn all those whose lives have been tragically taken as a result of Intimate Partner Violence.

We stand in solidarity with those who still experience abuse in their homes, and we work diligently to create meaningful change to end violence.

We acknowledge the men who pledge not to commit, condone or remain silent about violence against women.

We support a society that educates children and youth about their inherent right to live a life free of violence and fear.

“Because A Life Without Violence Is The Only Life To Live”



# Unveiling and Annual Dedication

Unveiling date Monday November 2nd 2020

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Celebrated annually during the 1st week of November for Provincial Woman Abuse Prevention Month and National Domestic Violence Awareness Month

Awareness strategies – maximize on community engagement



# Our Long Term Vision

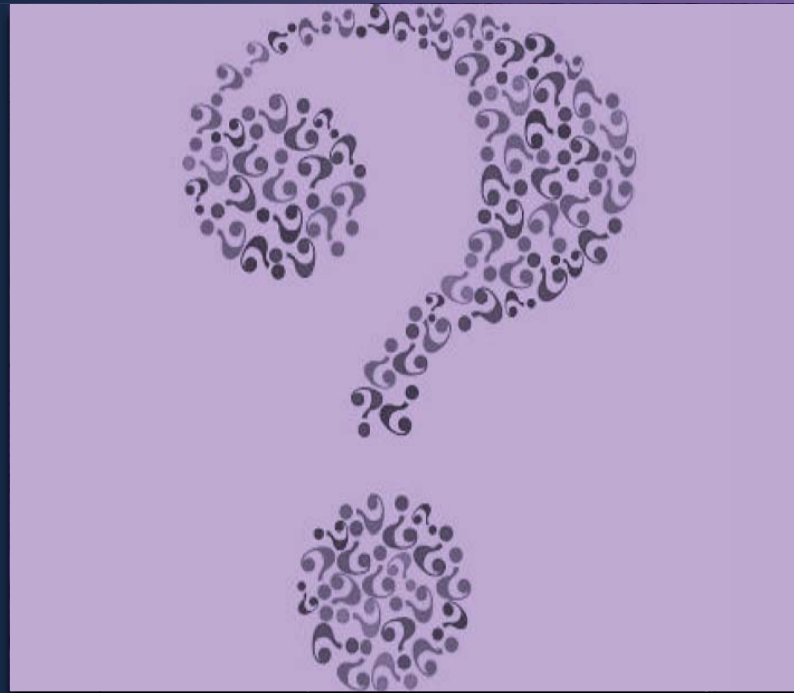


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# Questions



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## Halton Happenings - June/July 2020

Welcome to the condensed and combined June/July edition of Halton Happenings and the Community Safety and Well-Being Dashboard. Like many organizations across the country and world, Halton Regional Police Services Regional Community Mobilization Bureau has had to reassign, adapt and change normal service delivery. Weekly, changes have been made to address emerging needs and considerations. Regional Community Mobilization Bureau resources strive to follow the Framework for the Community Safety and Well-Being Plan, and to follow the strategic priorities:

1. **Incident Response** – To ensure those in need get the right response, at the right time, by the right responders.
2. **Risk Intervention** – To address the criminal behaviour that most affects the safety of community members.
3. **Prevention** – Community collaboration is the catalyst for positive, working relationships with all community agencies, resources and partners.
4. **Social Development** – To assist in the continued development, education and support of all social groups in Halton Region.

### 4 Strategic Priorities of Community Safety and Well-Being

#### What does it mean?

The delivery of police services in Ontario has evolved to include working with partners to focus on reducing the risk factors that affect community safety. This reduces the demand for incident response by providing a coordinated response to risk, and leads to more positive outcomes. The Halton Regional Police has built on our policing philosophy by including proactive measures of intervention, constituting the four strategic priorities of community safety and well-being.





## Halton Happenings - June/July 2020

### Incident Response

#### June

**High School Liaison and Elementary School Liaison Officers** throughout the region have been reassigned to patrol in each District, actively participating in calls for service, or have been seconded to investigative units.

#### Community Mobilization Bureau Officers

- Burlington Community Mobilization Officers have conducted outreach for multiple, ongoing, neighbor disputes.
- Burlington Community Mobilization Officers assisted the Street Crime Unit in the execution of five search warrants based on confidential information cultivated by a member of Community Mobilization Bureau. A quantity of drugs and stolen property was recovered.

**The Mobile Crisis Rapid Response Teams (MCRRT)** continued to provide Mental Health support throughout the region in conjunction with our Mental Health partners from St Joseph's Healthcare. The teams responded to 154 calls during the month of June, 93 of which were mental health related. This includes 39 in Burlington, 34 in Oakville, 8 in Milton and 12 in Halton Hills. This accounts for 60.4 per cent of the team's activities. The team continues to experience an increase in telephone support to other officers throughout the Region dealing with mental health related occurrences.

\*\*\*Occurrence of Note – June 29 – Oakville officers were dispatched to a residence in response to a suicidal male barricaded in a basement. Mobile Crisis Rapid Response Team Officer was requested to assist as the Mobile Crisis Rapid Response Team had previous contact with the male for a similar occurrence in May 2020. Mobile Crisis Rapid Response Team Officer entered the residence with members of the Tactical Response Unit and assisted with communications. The team had to force entry into a secured room, where they located the male with self-inflicted stab wounds. Male was apprehended and taken to Hamilton General Hospital. The male's wife was extremely emotional and expressed her gratitude to our Mobile Crisis Officer for his continued professional and caring involvement with her family.

#### July

#### Community Mobilization Bureau Officers

- Burlington Community Mobilization Officers have conducted outreach for multiple, ongoing, neighbor disputes.
- Burlington Community Mobilization Officers assisted the Street Crime Unit in the execution of five search warrants based on confidential information cultivated by a member of Community Mobilization Bureau. A quantity of drugs and stolen property was recovered.



## Halton Happenings - June/July 2020

**The Mobile Crisis Rapid Response Teams (MCRRT)** continued to provide Mental Health support throughout the Region in conjunction with our Mental Health partners from St Joseph's Healthcare. The teams responded to 165 calls during the month of July, 82 of which were mental health related. This includes 32 in Burlington, 31 in Oakville, 11 in Milton and 8 in Halton Hills. This accounts for 49.7 per cent of the team's activities. The team continues to experience an increase in telephone support to other officers throughout the Region dealing with mental health related occurrences.

\*\*\*The Mobile Crisis Rapid Response Teams have been called to assist with several high priority occurrences involving barricaded persons believed to be in crisis, suicide threats and suicide completions.



## Halton Happenings - June/July 2020

### Risk Intervention

#### June

**Crisis Outreach and Support Team (COAST)** continued to provide mental health risk intervention supports throughout the Region. Service delivery was adapted as our partner for the COAST program, Canadian Mental Health Association of Halton (CMHA), suspended their in-person supports due to the COVID-19 situation, while still providing telephone supports. Information sharing continued through alternate means, and in person risk interventions were conducted by officer alone. Of Note – the COAST position has not been staffed seven-days-a-week due to officer time off and requirement for the officer to cover Mobile Crisis Rapid Response shifts. The COAST Officers had three total occurrences, with two of them being mental health related accounting for 66.7 per cent of the officer’s time. Discussions are under way with CMHA about the return of their Crisis Intervention Worker to the COAST team, with the anticipated return time the first week of August.

#### Traffic Services Unit

- Traffic Services Unit continued its’ investigation into the previously reported concerns pertaining to volume and speed of dump trucks on local roadways in the 10 Sideroad and Second Line Nassagaweya area. Traffic Services Unit officers partnered with representatives of the Halton Region Conservation Authority via a web-based meeting to assess ‘upstream intervention’ options to review the granted site permit for 40,000 cubic meters of dirt and options to better manage dump truck traffic in the area while minimizing the impact on area residents. Efforts continue.

#### Commercial Motor Vehicle Enforcement

- June 2020 was a particularly busy month for our Commercial Motor Vehicle Unit, despite the current COVID-19 environment. Commercial Motor Vehicle officers attended and supported four separate significant Commercial Motor Vehicle involved motor vehicle collisions, including the pedestrian fatality at Fearman’s in Burlington. The Commercial Motor Vehicle Unit also conducted four ‘mini-blitz’ style enforcement projects with District officers in all three Districts and supported GTA truck enforcement efforts by participating in blitzes initiated by both Niagara and Peel Police.
- On June 24, the Commercial Motor Vehicle Unit conducted a ‘wheel-off’ investigation, pertaining to the circumstances of why a commercial flatbed tow truck lost a pair of dual wheels while operating in Burlington. Investigation determined that despite a claimed truck inspection that morning – with no issues noted – all 8-wheel studs on the dual tire and rim had sheared off. Further evidence of wear indicated this was a long-term issue, creating a needless safety risk for all road users. Multiple appropriate charges were laid and the vehicle was placed out of service. On June 29, Commercial Motor Vehicle officers



## Halton Happenings - June/July 2020

conducted a proactive stop of a large container truck hauling kitchen cabinets. On interaction with the truck operator, grounds were developed to believe the operator had previously consumed alcohol. A roadside test was administered and a 'Fail' was obtained. The truck operator later blew twice the limit for alcohol and had his licence suspended for 90-days. The 11,000kg truck and its' load were also impounded for seven days.

- For the month of June, Commercial Motor Vehicle officers conducted 61 inspections. 39 trucks or 64 per cent of these failed inspections and were removed from the road. 128 Provincial Offence Notices were laid.

### **Older Adult Support Officer**

- continues to work with community partners such as Links2Care, Behavioural Supports Ontario (BSO), Crisis Outreach and Support Team (COAST), Halton Housing and Mobile Crisis Rapid Response Team (MCRRT).
- Older Adult Support Officer met with family in order to council older adult on the consequences of violating a Provincial driving prohibition (i.e. license placed on medical suspension)

**District Youth Officers/Social Workers** continue to provide support to youth and families in the community. Existing Diversion contracts continue to be monitored and checked on.

**Community Mobilization Officers** assigned to general patrol have continued to assist the service and community as they would have in the past.

- Due to increased retail thefts from LCBO stores in Burlington, Community Mobilization Bureau Officers proactively patrol in and around the areas of the various stores.

### **Community Safety and Well-Being Officer**

- Community Safety and Well-Being Officer continues to work to provide support to internal and external partners. Continued communication to determine what community supports were going to be available throughout the Region.
- The Situation Table continues to meet on a weekly basis by utilizing video conferencing tools. Regularly, 30 plus community partners met to discuss cases of Acutely Elevated Risk.
- Community Safety and Well-Being highlight June - Discussions are ongoing with municipalities related to incorporating a regional response to Inclusion and diversity using the Community Safety and Well-Being framework. The Community Safety and Well-Being working group has been tasked to look at the following and responded to the Community Safety and Well-Being steering committee by months end;
  - Role of Community Safety and Well-Being in addressing broader issues surrounding systemic discrimination
  - Funding request by Halton Equity and Diversity Roundtable



## Halton Happenings - June/July 2020

### Action Table on Coordinate Relief-COVID

- Using the framework of the Halton's Community Safety and Well-Being plan a need was established with many community partners in Halton Region to form a coordinated response to relief efforts. The key objectives of the action table are:
  - To support well-being among vulnerable residents by creating access to essential goods during self-isolation
  - To coordinate relief efforts, maximize system resources and avoid fragmentation. The Action Table sits weekly (virtually) and is working on numerous initiatives related to food insecurity, funding for programing and assisting Halton most vulnerable.
- **Participants:** Food for Life; Halton Region Social and Community Services Department; Halton Region Public Health Department; City of Burlington; Town of Halton Hills; Town of Milton; Town of Oakville; United Way of Halton and Hamilton; Oakville Community Foundation and the Halton Regional Police Service.

### Crime Stoppers

- Crime Stoppers continues to receive tips and distribute them to the necessary investigative bureaus. Approximately 100 tips were received in June! Crime Stoppers of Halton member is still not attending in person to the Halton Regional Police Headquarters due to COVID-19 restrictions. Crime Stoppers Co-ordinator maintains continued contact with the Crime Stoppers of Halton. All community-based initiatives have been suspended until further notice.

\*\*\*Of note – Crime Stoppers Coordinator has also been assisting with coverage for the Mobile Crisis Rapid Response Team.

### July

**Crisis Outreach and Support Team (COAST)** continued to provide mental health risk intervention supports throughout the Region. Service delivery was adapted as our partner for the COAST program, Canadian Mental Health Association of Halton (CMHA), suspended their in-person supports due to the COVID-19 situation, while still providing telephone supports. Information sharing continued through alternate means, and in person risk interventions were conducted by officer alone. Of Note – the COAST position has not been staffed 7-days-a-week due to officer time off and requirement for the officer to cover Mobile Crisis Rapid Response shifts. The COAST Officers have ten total occurrences, with six of them being mental health related accounting for 60 per cent of the officer's time. Discussions are under way with CMHA about the return of their Crisis Intervention Worker to the COAST team, with the anticipated return time now pushed back until September.





## Halton Happenings - June/July 2020

### Traffic Services Unit

- Concluding its investigation pertaining to truck concerns in the 10 Sideroad and Second Line, Nassagaweya area, Traffic Services Unit continued its partnership with the Halton Region Conservation Authority, identified areas of concern in need of improvement pertaining to approved fill permits including advance community and police consultation, and debriefed Town of Milton officials and the initial complainant on police efforts to resolve the situation. Moving forward, Traffic Services Unit has offered to partner with Town and Regional level officials to review and provide recommendations on fill permit applications, with the objective being to mitigate potential complaints and quality of life issues for area residents before they occur. It's anticipated this sort of upstream intervention can ultimately pay dividends for Halton Regional Police Service in the form of reduced complaints and costs associated with Police response when these concerns arise.

### Commercial Motor Vehicle Enforcement

- For the month of July, Commercial Motor Vehicle officers conducted an additional 64 inspections throughout the Region, resulting in a 74 per cent failure rate. Commercial Motor Vehicle officers also attended and assisted with two Commercial Motor Vehicle involved motor vehicle collisions on area roadways.

### Older Adult Support Officer

- continues to work with community partners such as Links2Care, Behavioural Supports Ontario (BSO), Crisis Outreach and Support Team (COAST), Halton Housing and Mobile Crisis Rapid Response Team (MCRRT).

**District Youth Officers/Social Workers** continue to provide support to youth and families in the community. Existing Diversion contracts continue to be monitored and checked on.

- The 1 District Social Worker was instrumental in providing safe accommodation for an elderly adult male from Georgetown. The client's home was deemed to be uninhabitable due to extensive disrepair and a dangerous amount of hoarding. With the assistance of the Situation Table partners the client was treated at Oakville Trafalgar Memorial Hospital for some physical health issues and later rehoused at a local Motel, until such a time as more permanent housing can be arranged.
- During the past eight weeks there have been a high number of police encounters with an individual who commutes to Milton from Toronto. The male has a cognitive brain injury and does not process the consequences of his actions. After several assaults on both the Milton OPP Detachment and Halton Police 12 Division, the client was brought before the court for criminal offences - Mischief. Collaboratively the Regional Community Mobilization Bureau team apprehended the client under the Mental Health Act and secured a remand to Oakville Trafalgar Memorial Hospital for a psychiatric assessment and subsequent treatment.



## Halton Happenings - June/July 2020

- 2 District the youth office had a total of 25 youth related meetings with or regarding youth and their families consisting of: 3 new diversion intakes, 5 diversion follow up meetings, 13 social work outreach meetings/consults, and 4 youth officer outreaches. There were also seven new social work referrals

**Community Mobilization Officers** assigned to general patrol have continued to assist the service and community as they would have in the past.

- 2 District Community Mobilization Bureau conducted two Crime Prevention Through Environmental Design audits
- 2 District Community Mobilization assisted in Project Police On Park Patrol (POPP) eight Provincial Offence Notices laid
- 2 District Community Mobilization Bar Project - Bar Checks
- 3 District Community Mobilization Officers have conducted outreach for multiple ongoing neighbor disputes and have been able to successfully resolve them.

### **Community Safety and Well-Being Officer**

- Community Safety and Well-Being Officer continues to work to provide support to internal and external partners. Continued communication to determine what community supports were going to be available throughout the region.
- The Situation Table continues to meet on a weekly basis by utilizing video conferencing tools. Regularly, 30 plus community partners met to discuss cases of Acutely Elevated Risk.

### **Action Table on Coordinate Relief-COVID**

- Using the framework of the Halton's Community Safety and Well-Being plan a need was established with many community partners in Halton Region to form a coordinated response to relief efforts. The key objectives of the action table are:
  - To support well-being among vulnerable residents by creating access to essential goods during self-isolation
  - To coordinate relief efforts, maximize system resources and avoid fragmentation. The Action Table sits weekly (virtually) and is working on numerous initiatives related to food insecurity, funding for programming and assisting Halton most vulnerable.
- **Participants:** Food for Life; Halton Region Social and Community Services Department; Halton Region Public Health Department; City of Burlington; Town of Halton Hills; Town of Milton; Town of Oakville; United Way of Halton and Hamilton; Oakville Community Foundation and the Halton Regional Police Service.



## Halton Happenings - June/July 2020

### Prevention

#### June

##### Traffic Services Unit

- During May, Traffic Services received a complaint from a Milton constituent about volume and speed of dump trucks on local roadways in the 10 Sideroad and Second Line Nassagaweya area. Commercial Motor Vehicle officers attended the area and conducted enforcement however via a partnership with the Town of Milton, a property was identified on Second Line where a permit had been approved by Conservation Halton to permit the delivery of 40,000 cubic meters of dirt to level a field at a horse farm. Traffic Services Unit clarified that 40,000 cubic meters equated to 4,000 dump truck loads; thus, the constituent would see a total of 8000 trucks pass his home as a result of trucks both attending and later departing the area. Viewed through the lens of Community Safety and Well-Being, Traffic Services Unit continues to work with the Town of Milton on identifying potential avenues to mitigate the resulting issues that affect area homeowners in terms of increased traffic, noise and safety concerns. More information will be reported as it unfolds in the June Halton Happenings report.

##### District Youth Officer's and Social Worker's

- continue to work with youth and families pertaining to pre-charge Youth Diversion, and external partners for the Adult Diversion Programs. Video conferencing and telephone contact utilized for intakes on new cases, and for continued work/education/support for existing cases.

**District Community Mobilization** – while being assigned to patrol duties, these officer's engaged in proactive crime prevention initiatives by being highly visible around closed schools and community organizations that they have previous connections with.

##### Crime Prevention

- In a proactive step, Burlington Community Mobilization Officer has met with Animal Control representatives to determine a proper police response to calls regarding animals left in unoccupied vehicles during the summer months. The information will be relayed to front line officers so we have a consistent response.
- Oakville Community Mobilization Officer conducted six Crime Prevention Through Environmental Design audits for Oakville residents in June. This crime prevention initiative has been very well-received by the public and will continue throughout the year.



## Halton Happenings - June/July 2020

### July

#### Traffic Services Unit

- During July 2020, Traffic Services Unit partnered with Milton 'MY-FM 101.3' radio station to create a safe cycling news story, in light of recent collisions involving motorists and cyclists. While cyclist involved collisions are down 27 per cent year over year (2020 vs 2019, Jan-June CROMS collision reporting data), Traffic Services Unit approached this community outreach opportunity from the perspective that cyclists, like motorcyclists, are vulnerable road users. This included a discussion noting that while traffic laws provide certain rights to cyclists, the key to a safe ride is recognizing the need to ride defensively and mitigate risk given the tragic consequences that can occur even when a cyclist is compliant with all applicable traffic laws. The news story is scheduled to air end-July.

#### District Youth Officer's and Social Worker's

- continue to work with youth and families pertaining to pre-charge Youth Diversion, and external partners for the Adult Diversion Programs. Video conferencing and telephone contact utilized for intakes on new cases, and for continued work/education/support for existing cases.

**District Community Mobilization** – while being assigned to patrol duties, these officer's engaged in proactive crime prevention initiatives by being highly visible around closed schools and community organizations that they have previous connections with.

- Officers of the 1-District Community Mobilization Bureau have been working cooperatively with the CIB Unit to deploy and monitor a bait bike along the Milton bike path network. There has been a double-digit increase in the number of bicycle thefts over the past two months. The bike is placed in a strategic location throughout the day and evening and is equipped with a GPS tracking device. If the bike is stolen the tracking device will allow officers to monitor and trace its location with desktop and phone app software
- Members of the 1 District Community Mobilization Bureau are working cooperatively with a citizen who collects and restores vintage automobiles. The Milton resident is planning to conduct a parade of 25 vintage cars in a drive-by parade to four senior's homes in Milton. This gesture is a safe alternative to the annual 'show and shine' car show that is held each summer and well attended by the Milton Community.

#### Crime Prevention

3 District Community Mobilization Bicycle Officer assisted on Project Police On Park Patrol (POPP) doing proactive enforcement to reduce illegal activities and liquor violations that have been identified as a community concern. He has laid four Provincial Liquor Licence Act offences and issued multiple warnings.



## Halton Happenings - June/July 2020

### Social Development

#### June

##### Traffic Services Unit

- During June 2020, Traffic Services Unit partnered with the Independent Free Press newspapers in Halton to educate area road users on the risks associated to unsafe speed and related collisions. This article was picked up region wide and resulted in significant exposure as we continue to focus on area citizen's number 1 concern: Traffic Safety. Traffic Services Unit also partnered with the Weather Network to complete an educational news article on the new Provincial Animal Welfare Services Act, and particularly the community concern of pets left in hot vehicles during the summer. The article educated viewers on the role police play in these investigations, penalties for contraventions of the Act and a cautionary note for area citizens to not take matters into their own hands but rather to call 911 and assist in the Police response.

**Community Mobilization Officer** continue to conduct community outreach and support.

- Members of the 3 District Community Bureau worked with both internal and external partners to safely police an anti-racism march and rally that took place at Burlington City Hall
- June 19, 2020, members of the Community Mobilization Unit attended headquarters and participated in the "Run ON for NS." This was a 5km and 23 push-up challenge to honour Royal Canadian Mounted Police Cst. Heidi Stevenson. Halton Regional Police Service as well as other police services throughout Canada have raised money through t-shirt sales. Money raised will go to the Peace and Police Officer Memorial Ribbon Society. One of the objectives of the Memorial Ribbon Society includes a scholarship for children of fallen officers.

##### Regional Community Mobilization

- Regional Community Mobilization Officer's continue to have contact with our various Religious and Cultural partners in the Region to provide information of service delivery/supports during the COVID-19 situation.
- During the month of June, several Anti-Racism Marches were held across the region. All of the marches were well attended by members of the community and were peaceful ensuring minimal Police presence. Our primary role during these protests was to liaise with the separate organizers across the region to ensure ongoing dialogue to assist in our response. Through these conversations, many positive relationships were built with organizations and members of the public which will assist with ongoing programming and engagement opportunities in the future.



## Halton Happenings - June/July 2020

### **Children's Safety Village**

- Halton's Children Safety Village was closed for March break and continued to be closed following school closures due to COVID-19. Preparations underway for the pending retirement of the current Safety Village Co-ordinator and subsequent replacement. Coordinator announced her retirement for mid-July. Efforts underway to identify a new Coordinator.

### **Auxiliary Policing Unit**

- All activities have been suspended until further notice. Online training continues for the Auxiliary Unit pertaining to COVID-19 and Personal Protection Equipment use. All online training resources being offered to front line officers for pertaining to the COVID-19 situation will be available to the Auxiliary Unit. Auxiliary Officers have been completing online training on various topics.
- Thirteen new Auxiliary members began training in January, 2020. Due to COVID-19 restrictions, in March, their in-person training had to be postponed. In an effort to keep the new Auxiliary engaged, and to ensure in-person training can begin when directed, Regional Community Mobilization has worked with the Training Bureau to provide the new Auxiliary with a series of online (virtual) training experiences. Academic portions that would typically be taught in person, continue to be covered in a virtual format.

### **Halton Regional Police Volunteers (COPPS, SALT, Pipes and Drums, Chorus, Halton Seniors Helpline, Victim Services, Auxiliary)**

- All volunteer activities have been suspended until further notice. Members of the Regional Community Bureau continue to have regular contact with service volunteers to provide them with ongoing information and to offer supports.

### **Youth in Policing Initiative (YIPI)**

- The 2020 Youth in Policing Initiative Program had to be cancelled due to COVID-19 restrictions. Eight candidates were identified who were going to be our Youth in Policing Initiative employees for the summer. Regional Community Mobilization is developing online learning initiatives to remain engaged with these youth.

### **Other**

- Two, 1 District Community Mobilization Officers have been seconded to the Domestic Violence Unit until September.
- One, 2 District Community Officer has been seconded to the Child Abuse and Sexual Assault Bureau until September.



## Halton Happenings - June/July 2020

- Five, 3 District Community Mobilization Officers have been seconded to other units throughout the Halton Police until September 2020. Four to the Homicide Unit and one to the Child Abuse and Sexual Assault Unit.

### July

#### Commercial Motor Vehicle Unit

- July, 2020 was another busy month for our Commercial Motor Vehicle Unit, despite the current COVID-19 environment. Commercial Motor Vehicle officers hosted a three-day uniform officer 'commercial vehicle enforcement' course, designed to teach the basics of Commercial Motor Vehicle compliance and enforcement in order to create a higher level of awareness and ability at the frontline level in what is known as a complex area of vehicle enforcement. A total of ten district officers attended and passed the course. A component of the three-day Commercial Motor Vehicle course is a one-day 'hands on' truck inspection component, conducted during live traffic stops and inspections of area trucks. Thanks to support from the Ministry of Transportation and other District level officers, this one-day training exercise morphed into a 'mini truck blitz' within the region that saw 23 trucks inspected with 19 of those taken out of service for defects. This translates into an 82 per cent failure rate. A total of 130 Provincial Offence Notices were written and five sets of plates were seized, thus mandating these particular truck owners to fix critical defects and assume costs related to recertifying and re-plating these vehicles, or scrapping them.

**Community Mobilization Officer** continue to conduct community outreach and support.

- An officer from 3 District Community Mobilization has had success in working with a young man who was previously charged with hate-related offences however it's been learned that he suffers from mental health issues which were likely an aggravating factor in the offence in which he was charged with. The young man has secured employment, begun volunteering, is graduating University with an honors degree this year and is on a positive upwards trajectory.
- 3 District Community Mobilization Officer has been assisting a local resident in the resurrection of the Block Parent program in her neighborhood.
- 3 District Community Mobilization Officer has been working with a recent immigrant to Canada to assist them in preparing an application to get a job with the Halton Regional Police Service.

#### Youth

- On July 21, 2020, 2 District Youth Office Social Worker chaired the Oakville Child and Youth Networking Committee (OCYNC). This committee comprised of over 30 member agencies, comes together to share information about child and youth programming in Oakville and develop partnerships to better service our child, youth and families of our community.



## Halton Happenings - June/July 2020

- On July 16, 2020 2 District Youth Office Social Worker attended the Transitional Aged Youth (TAY) committee meeting. This is where community partners come together to hear cases of transitional aged youth who need to be connected to services and have a well-developed plan in transitioning from child to adult services. There is also the opportunity to learn about the services provided by team members in order to better serve the youth we work with.

### **Regional Community Mobilization**

- Regional Community Mobilization Officer's continue to have contact with our various Religious and Cultural partners in the Region to provide information of service delivery/supports during the COVID-19 situation.
- In partnership with the Halton Multicultural Council, we began the process of enhancing our current Emergency Services Introduction to New Canadians (ESINC) program to provide it in a virtual format. This is to ensure consistent programming within the current COVID-19 restrictions. The ESINC program was developed to provide new Canadians an inside looks at policing and other emergency services in Halton with the goal of breaking down barriers and providing an understanding of what our role is in enhancing public safety. The virtual ESINC program will be delivered through our external website and contain various documents and informative video segments.
- At the end of July, our Service launched the new, member driven, South Asian Internal Support Network. This Internal Support Network was designed to provide a supportive space for our South Asian members to make a difference both within the Service and our community. This group of individuals within the internal support network will assist our Police Service with building strong connections and partnerships within the community and serve as a resource towards developing a more inclusive workplace.
- Regional Community Officer conducted four presentations on the "Life of a Police Officer" to a virtual youth camp hosted by HMC (Halton Multicultural Centre)

### **Children's Safety Village**

- Halton's Children Safety Village was closed for March break and continued to be closed following school closures due to COVID-19. Preparations underway for the pending retirement of the current Safety Village Co-ordinator and subsequent replacement. Coordinator announced her retirement for mid July. Efforts underway to identify a new Coordinator.

### **Auxiliary Policing Unit**

- All activities have been suspended until further notice. Online training continues for the Auxiliary Unit pertaining to COVID-19 and Personal Protection Equipment use. All online training resources being offered to front line officers for pertaining to the COVID-19 situation will be available to the Auxiliary Unit. Auxiliary Officers have been completing online training on various topics.





## Halton Happenings - June/July 2020

- Thirteen new Auxiliary members began training in January, 2020. Due to COVID-19 restrictions, in March, their in-person training had to be postponed. In an effort to keep the new Auxiliary engaged, and to ensure in-person training can begin when directed, Regional Community Mobilization has worked with the Training Bureau to provide the new Auxiliary with a series of online (virtual) training experiences. Academic portions that would typically be taught in person, continue to be covered in a virtual format.

### **Halton Regional Police Volunteers (COPPS, SALT, Pipes and Drums, Chorus, Halton Seniors Helpline, Victim Services, Auxiliary)**

- All volunteer activities have been suspended until further notice. Members of the Regional Community Bureau continue to have regular contact with service volunteers to provide them with ongoing information and to offer supports.

### **Other**

- 1 District Community Mobilization Officers and School Liaison Officer's have been seconded to the Domestic Violence Unit until September
- 2 District Community Officer's and School Liaison Officer's have been seconded to the Child Abuse and Sexual Assault Bureau until September and the Homicide Unit, and
- 3 District Community Mobilization Officers and School Liaison Officer's have been seconded to other units throughout the Halton Police until September 2020. Four to the Homicide Unit and one to the Child Abuse and Sexual Assault Unit.

### **Upcoming Dates**

- Halton Hills Farmers Market – Resumes in downtown Georgetown from June 6 to October 16.
- Guinness Record 10km Run – Velodrome September 7





# Halton Regional Police Service Public Agenda Information Report

**To:** Chair and Board Members

**From:** Chief Stephen J. Tanner

**Subject:** QUARTERLY HUMAN RESOURCES SUMMARY

**Report #:** P20-08-I-01

**Date:** August 27, 2020

## INTRODUCTION AND BACKGROUND:

The following is the Police Service personnel summary as at quarter's end.

| POLICE                | 3Q 2019<br>Actual | 4Q 2019<br>Actual | 1Q 2020<br>Actual | 2Q 2020<br>Actual | Current<br>Authorized<br>Positions | Current<br>Variance |
|-----------------------|-------------------|-------------------|-------------------|-------------------|------------------------------------|---------------------|
| Chief                 | 1                 | 1                 | 1                 | 1                 | 1                                  | 0                   |
| Deputy Chief          | 1                 | 2                 | 2                 | 2                 | 2                                  | 0                   |
| Superintendent        | 5                 | 5                 | 6                 | 6                 | 6                                  | 0                   |
| Inspector             | 11                | 11                | 10                | 9                 | 10                                 | -1                  |
| Staff Sergeant        | 21                | 21                | 19                | 20                | 22                                 | -2                  |
| Detective Sergeant    | 12                | 11                | 12                | 10                | 10                                 | 0                   |
| Sergeant              | 50                | 51                | 48                | 58                | 56                                 | 2                   |
| Detective             | 40                | 40                | 41                | 41                | 40                                 | 1                   |
| Constable (1st Class) | 466               | 477               | 471               | 464               | N/A                                |                     |
| Constable (2nd Class) | 34                | 30                | 25                | 24                |                                    |                     |
| Constable (3rd Class) | 23                | 27                | 33                | 36                |                                    |                     |
| Constable (4th Class) | 54                | 46                | 58                | 56                |                                    |                     |
| Recruits in Training  | 20                | 30                | 10                | 10                |                                    |                     |
| Total Constables      | 597               | 610               | 597               | 590               | 591                                | -1                  |
| <b>TOTAL SWORN</b>    | <b>738</b>        | <b>752</b>        | <b>736</b>        | <b>737</b>        | <b>738</b>                         | <b>-1</b>           |
| Cadet *               | 11                | 11                | 11                | 1                 | 0                                  | 1                   |

\* Cadets not included in complement (uniform contract positions)

| CIVILIAN                             | 3Q 2019<br>Actual | 4Q 2019<br>Actual | 1Q 2020<br>Actual | 2Q 2020<br>Actual | Current<br>Authorized<br>Positions | Current<br>Variance |
|--------------------------------------|-------------------|-------------------|-------------------|-------------------|------------------------------------|---------------------|
| Senior Management/<br>Administration | 11                | 11                | 11                | 11                | 11                                 | 0                   |

|  |            |            |            |            |            |            |
|--|------------|------------|------------|------------|------------|------------|
| Supervisory/Professional/<br>Senior Clerical | 87         | 86         | 85         | 84         | 94         | -10        |
| Clerical                                     | 108        | 109        | 106        | 107        | 113        | -6         |
| Communications                               | 50         | 51         | 50         | 52         | 52         | 0          |
| Special Constables<br>(Escorts/Summons)      | 31         | 31         | 31         | 31         | 31         | 0          |
| Facilities Technicians                       | 5          | 5          | 6          | 6          | 6          | 0          |
| <b>TOTAL CIVILIAN</b>                        | <b>292</b> | <b>293</b> | <b>289</b> | <b>291</b> | <b>307</b> | <b>-16</b> |

|                         |             |             |             |             |             |            |
|-------------------------|-------------|-------------|-------------|-------------|-------------|------------|
| <b>TOTAL COMPLEMENT</b> | <b>1030</b> | <b>1045</b> | <b>1025</b> | <b>1029</b> | <b>1045</b> | <b>-16</b> |
|-------------------------|-------------|-------------|-------------|-------------|-------------|------------|

| <b>TEMPORARY STAFF</b><br><i>(Temporary employees do not form part of the authorized complement.)</i> | <b>3Q 2019 Actual</b> | <b>4Q 2019 Actual</b> | <b>1Q 2020 Actual</b> | <b>2Q 2020 Actual</b> | <b>Comments</b>   |
|---|-----------------------|-----------------------|-----------------------|-----------------------|---|
| Full-time   | 10                    | 8                     | 10                    | 7                     | <b>* See details below</b>  |
| Part-time   | 1                     | 1                     | 4                     | 2                     |   |
| As Required   | 45                    | 50                    | 46                    | 50                    | Communications/Courts Services/Districts/Drugs, Guns & Gangs/Forensic Identification/Homicide/ Human Resources/ Intelligence/ Police Analytics/ Information & Records Services/Support Services/Victim Services |
| Total Temporary Staff   | 56                    | 59                    | 60                    | 59                    |   |

| <b>* FULL-TIME ALLOCATIONS</b>                       | <b>3Q 2019 Actual</b> | <b>4Q 2019 Actual</b> | <b>1Q 2020 Actual</b> | <b>2Q 2020 Actual</b> | <b>Comments</b>  |
|--|-----------------------|-----------------------|-----------------------|-----------------------|--|
| Replacements<br>(Secondments/<br>Maternity/ LTD/etc. | 6                     | 5                     | 6                     | 4                     | 1 - Social Worker<br>1 - Administrative Assistant, Admin Services<br>2 - Communicators |
| Special Projects                                     | 2                     | 2                     | 3                     | 2                     | 1 - Technical Support PRISM<br>1 - Victim Quick Response Coordinator                   |
|  | 0                     | 0                     | 0                     | 0                     | No Change  |

One Vision, One Mission, One Team

|  |                       |                       |                       |                       |   |
|--|-----------------------|-----------------------|-----------------------|-----------------------|---|
| In Training  |                       |                       |                       |                       |   |
| Work Volume  | 0                     | 0                     | 0                     | 0                     | No Change   |
| Vacancy  | 2                     | 1                     | 1                     | 1                     | 1-Data Entry Clerk DR   |
| <b>SPECIAL SITUATIONS - UNIFORM</b><br><i>*(Not included in authorized complement)</i> | <b>3Q 2019 Actual</b> | <b>4Q 2019 Actual</b> | <b>1Q 2020 Actual</b> | <b>2Q 2020 Actual</b> | <b>Comments</b>   |
| External Secondments   | 7                     | 7                     | 6                     | 4                     | 1 – Ontario Police College<br>1 – Repeat Offender Parole Enforcement<br>1 – Provincial Firearms Office<br>1 – Provincial Anti Terrorism |
| WSIB >1 year   | 6                     | 5                     | 8                     | 8                     |   |
| Leaves of Absences   | 2                     | 3                     | 1                     | 3                     | 1 – HRP A President<br>1 - Unpaid   |
| * Long Term Disability > 2 yrs   | 4                     | 4                     | 4                     | 6                     |   |
| Long Term Disability < 2 yrs   | 7                     | 6                     | 5                     | 2                     |   |
| Sick Leave (Long Term)   | 12                    | 15                    | 18                    | 9                     |   |
| Parental/Pregnancy Leave   | 4                     | 6                     | 4                     | 4                     |   |
| Jobs Shared by 2 Members   | 1                     | 1                     | 0                     | 0                     |   |

|   |                       |                       |                       |                       |   |
|---|-----------------------|-----------------------|-----------------------|-----------------------|---|
| <b>SPECIAL SITUATIONS - CIVILIAN</b><br><i>*(Not included in authorized complement)</i> | <b>3Q 2019 Actual</b> | <b>4Q 2019 Actual</b> | <b>1Q 2020 Actual</b> | <b>2Q 2020 Actual</b> | <b>Comments</b>                         |
| External Secondments  | 0                     | 0                     | 0                     | 0                     |   |
| WSIB >1 year  | 3                     | 3                     | 2                     | 3                     |   |
| Leaves of Absences  | 0                     | 1                     | 1                     | 1                     |   |
| * Long Term Disability > 2 yrs  | 8                     | 7                     | 7                     | 8                     |   |
| Long Term Disability < 2 yrs  | 5                     | 3                     | 4                     | 3                     | Largely filled with Temporary Full-time |
| Sick Leave (Long Term)  | 7                     | 6                     | 11                    | 8                     |   |
| Parental/Pregnancy Leave  | 9                     | 7                     | 5                     | 7                     | Largely filled with Temporary Full-time |
| Jobs Shared by 2 Members  | 0                     | 0                     | 0                     | 0                     |   |

One Vision, One Mission, One Team

| DEPARTURES                 | 3Q 2019<br>Total | 4Q 2019<br>Total | 1Q 2020<br>Total | 2Q 2020<br>Total | Total YTD 2020 |
|----------------------------|------------------|------------------|------------------|------------------|----------------|
| <b>TOTAL</b>               |                  |                  |                  |                  |                |
| <b>Uniform</b>             |                  |                  |                  |                  |                |
| Retirements                | 3                | 1                | 11               | 4                | 15             |
| Resignations               | 3                | 1                | 7                | 6                | 13             |
| Terminations               | 0                | 0                | 0                | 0                | 0              |
| Deaths                     | 0                | 0                | 0                | 0                | 0              |
| <b>Civilian</b>            |                  |                  |                  |                  |                |
| Retirements                | 0                | 2                | 4                | 2                | 6              |
| Resignations               | 1                | 0                | 3                | 1                | 4              |
| Terminations               | 1                | 0                | 0                | 0                | 0              |
| Other – position redundant | 0                | 0                | 0                | 0                | 0              |
| Deaths                     | 0                | 0                | 0                | 1                | 1              |

| ADVANCEMENTS               | 3Q 2019<br>Total | 4Q 2019<br>Total | 1Q 2020<br>Total | 2Q 2020<br>Total | Total YTD 2020 |
|----------------------------|------------------|------------------|------------------|------------------|----------------|
| <b>TOTAL</b>               |                  |                  |                  |                  |                |
| Sworn Reclassifications    | 29               | 25               | 22               | 36               | 58             |
| Sworn Promotions           | 4                | 5                | 7                | 14               | 21             |
| Civilian Reclassifications | 17               | 16               | 15               | 15               | 30             |




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**Stephen J. Tanner**  
Chief of Police

:CB



# Halton Regional Police Service Public Agenda Information Report

**To:** Chair and Board Members

**From:** Chief Stephen J. Tanner

**Subject:** FINANCIAL REPORT – SECOND QUARTER 2020

**Report #:** P20-08-I-02

**Date:** August 27, 2020

## INTRODUCTION AND BACKGROUND:

Given below is a summary of the Quarterly Financial Report as of June 30, 2020. Details of each major cost element indicated in the summary are included in the following pages.

### SUMMARY

\$ 000's  
Favourable (Unfavourable)

| Cost Elements             | Current Quarter | June 30, 2020 YTD |               |              |             | 2020 Full Year |              | 2019 QTR 2    |
|---------------------------|-----------------|-------------------|---------------|--------------|-------------|----------------|--------------|---------------|
|                           | Actual          | Actual            | Planned       | Var \$       | Var %       | Budget         | Proj. Var.   | Actual        |
| Compensation & Benefits   | 38,392          | 71,949            | 73,420        | 1,471        | 2.0%        | 146,640        | 1,671        | 68,654        |
| Materials & Supplies      | 1,515           | 3,171             | 3,277         | 106          | 3.3%        | 7,107          | 80           | 3,510         |
| Purchased Services        | 3,385           | 7,022             | 7,068         | 46           | 0.6%        | 10,336         | 49           | 7,654         |
| Rent & Financial          | 63              | 162               | 184           | 22           | 12.0%       | 368            | 0            | 257           |
| Debt Charges              | 400             | 1,442             | 1,442         | 0            | 0.0%        | 4,166          | 0            | 2,683         |
| Transfer To Reserve       | 4,206           | 5,608             | 5,608         | 0            | 0.0%        | 5,608          | 0            | 5,211         |
| Interdepartmental Charges | 525             | 999               | 1,063         | 64           | 6.0%        | 2,126          | 50           | 964           |
| <b>Total Expenditure</b>  | <b>48,486</b>   | <b>90,353</b>     | <b>92,062</b> | <b>1,709</b> | <b>1.9%</b> | <b>176,351</b> | <b>1,850</b> | <b>88,933</b> |
| Total Revenue             | 4,244           | 6,912             | 7,570         | (658)        | (8.7%)      | 14,376         | (1,360)      | 6,531         |
| <b>Net Expenditure</b>    | <b>44,242</b>   | <b>83,441</b>     | <b>84,492</b> | <b>1,051</b> | <b>1.2%</b> | <b>161,975</b> | <b>490</b>   | <b>82,402</b> |

### Comments:

- As of the end of the second quarter, we have expended \$83.4 million (or 52% of the annual budget) which results in YTD savings of \$1.05 million as compared to our approved 2020 Budget.
- Based on meetings with Operational and Administration managers to discuss their 2020 variances and expectations, Staff is currently projecting a Net Expenditure savings

of \$490 thousand for the full year. Projected savings related to salaries and benefits should offset the loss of government funding and costs associated with COVID.

- Government funding impacts include:
  - Community Safety and Policing funding, a reduction of \$641K
  - Cancellation of Maplehurst funding, a loss of \$413K
  - Introduction of Guns and Gangs funding, an additional \$150K for 2020
- COVID continues to impact our daily operations and the longer the pandemic lasts the greater the impact will be on our organization. We continue to closely monitor the situation but currently the significant variances are related to:
  - Increased Safety Supplies (PPE)
  - Increased IT costs related to work from home arrangements
  - Increased Janitorial costs for touchpoint cleaning
  - Reduced Training and Development costs
  - Reduced Program Fee revenue mainly related to Security Clearances
  - Recued External Recovery revenue including Secondments

The following tables present additional details regarding year-to-date variances for each major cost element.

**Compensation & Benefits**

\$ 000's  
Favourable (Unfavourable)

| Cost Elements                     | Current Quarter | June 30, 2020 YTD |               |              |             | 2020 Full Year |              | 2019 QTR 2    |
|-----------------------------------|-----------------|-------------------|---------------|--------------|-------------|----------------|--------------|---------------|
|                                   | Actual          | Actual            | Planned       | Var \$       | Var %       | Budget         | Proj. Var.   | Actual        |
| Salaries                          | 27,386          | 50,990            | 52,512        | 1,522        | 2.9%        | 105,026        | 2,700        | 48,444        |
| Temporary Help                    | 959             | 1,699             | 1,236         | (463)        | (37.5%)     | 2,470          | (1,100)      | 1,675         |
| Net Wages                         | 28,345          | 52,689            | 53,748        | 1,059        | 2.0%        | 107,496        | 1,600        | 50,119        |
| Overtime & Court-time             | 651             | 1,320             | 1,610         | 290          | 18.0%       | 3,221          | (250)        | 1,624         |
| Retention Pay                     | 583             | 1,089             | 1,200         | 111          | 9.2%        | 2,399          | 221          | 1,069         |
| Other Personnel Costs             | 594             | 1,041             | 989           | (52)         | (5.3%)      | 3,902          | 0            | 1,010         |
| Total Expenditure                 | 30,173          | 56,139            | 57,547        | 1,408        | 2.4%        | 117,018        | 1,571        | 53,822        |
| Benefits                          | 8,219           | 15,810            | 15,873        | 63           | 0.4%        | 29,622         | 100          | 14,832        |
| <b>Total Comp. &amp; Benefits</b> | <b>38,392</b>   | <b>71,949</b>     | <b>73,420</b> | <b>1,471</b> | <b>2.0%</b> | <b>146,640</b> | <b>1,671</b> | <b>68,654</b> |

**Comments:**

- **Net Wages** –The full year projected favourable variance of \$1.6 million reflects our best estimate at this time. On the Uniform side, OPC was closed but did open for June and



there will be two intakes this year instead of three. On the Civilian side, recruiting is currently on hold but we are anticipating that hiring be begin again in September.

- **Overtime & Court-time** –Projected full year unfavourable variance based on historical utilization and requirements for overtime in the later parts of the year partially offset by current decreases in OT due to COVID.
- **Retention Pay** –Projected full year savings relates to retirements of officers who would otherwise have been eligible for Retention Pay at the end of the year.
- **Benefits** –The projected full year favourable variance relates to staff vacancies.

**Materials and Supplies**

\$ 000's Favourable (Unfavourable)

| Cost Elements                         | Current Quarter | June 30, 2020 YTD |              |            |             | 2020 Full Year |            | 2019 QTR 2   |
|---------------------------------------|-----------------|-------------------|--------------|------------|-------------|----------------|------------|--------------|
|                                       | Actual          | Actual            | Planned      | Var \$     | Var %       | Budget         | Proj. Var. | Actual       |
| Tires & Parts For Fleet               | 161             | 300               | 315          | 15         | 4.7%        | 630            |            | 325          |
| Telephone & Data Line                 | 259             | 444               | 391          | (53)       | (13.5%)     | 782            | (70)       | 465          |
| Fuel Cost For Fleet                   | 294             | 655               | 779          | 124        | 15.9%       | 1,557          | 200        | 664          |
| Clothing & Equipment                  | 119             | 313               | 382          | 69         | 17.9%       | 1,015          |            | 527          |
| Supplies                              | 120             | 263               | 237          | (26)       | (11.0%)     | 474            | (150)      | 230          |
| Utilities                             | 228             | 421               | 570          | 149        | 26.1%       | 1,440          | 75         | 461          |
| Minor Capital                         | 267             | 448               | 324          | (124)      | (38.4%)     | 648            | (100)      | 472          |
| Other Misc. Material & Supplies       | 67              | 327               | 279          | (48)       | (16.6%)     | 561            | 125        | 366          |
| <b>Total Materials &amp; Supplies</b> | <b>1,515</b>    | <b>3,171</b>      | <b>3,277</b> | <b>106</b> | <b>3.3%</b> | <b>7,107</b>   | <b>80</b>  | <b>3,510</b> |

**Comments:**

- **Telephone & Data Line** – The projected full year unfavourable variance relates mainly to costs associated with increasing bandwidth to assist with work from home accommodations related to COVID.
- **Fuel Cost For Fleet** – The projected favourable variance relates to a reduction in the net pump price of fuel which has been low since the start of the year.
- **Supplies** – The projected full year unfavourable variance relates mainly to additional safety supply (PPE) purchases required as a result of COVID.
- **Utilities** – The projected favourable variance relates mainly to lower than anticipated hydro costs for the new headquarters.
- **Minor Capital** – The projected full year unfavourable variance relates mainly to costs associated with acquiring additional phones and laptop computers to assist with work from home accommodations related to COVID.

- **Other Misc. Material & Supplies**– The projected full year favourable variance relates to miscellaneous savings within the multiple accounts included in this category.

**Purchased Services**

\$ 000's  
Favourable (Unfavourable)

| Cost Elements                   | Current Quarter | June 30, 2020 YTD |              |           |             | 2020 Full Year |            | 2019 QTR 2   |
|---------------------------------|-----------------|-------------------|--------------|-----------|-------------|----------------|------------|--------------|
|                                 | Actual          | Actual            | Planned      | Var \$    | Var %       | Budget         | Proj. Var. | Actual       |
| Computer Maintenance            | 1,848           | 4,192             | 4,123        | (69)      | (1.7%)      | 4,445          | (100)      | 4,032        |
| Building Maintenance            | 229             | 424               | 445          | 21        | 4.8%        | 890            |            | 419          |
| Janitorial Services             | 207             | 337               | 364          | 27        | 7.6%        | 729            | (71)       | 639          |
| Staff Development               | 114             | 355               | 450          | 95        | 21.1%       | 900            | 250        | 603          |
| Professional Services           | 482             | 772               | 617          | (155)     | (25.1%)     | 1,234          | (200)      | 879          |
| Fleet Support Costs             | 117             | 272               | 244          | (28)      | (11.7%)     | 487            | (50)       | 310          |
| Advertising/Public Relations    | 8               | 26                | 24           | (2)       | (7.7%)      | 48             |            | 12           |
| Other Misc. Services            | 390             | 644               | 801          | 157       | 19.5%       | 1,603          | 220        | 760          |
| <b>Total Purchased Services</b> | <b>3,385</b>    | <b>7,022</b>      | <b>7,068</b> | <b>46</b> | <b>0.6%</b> | <b>10,336</b>  | <b>49</b>  | <b>7,654</b> |

**Comments:**

- **Computer Maintenance** – The projected full year unfavourable variance relates to additional licensing required to roll out work from home options for staff due to COVID.
- **Janitorial Services** – The projected full year unfavourable variance relates to additional touchpoint cleaning services required as a result of COVID.
- **Staff Development** – The projected full favourable variance relates to cancellation of training courses as a result of COVID.
- **Professional Services** – The projected full year unfavourable variance relates mainly to ongoing consulting costs required to backfill IT positions due to vacancies.
- **Fleet Support Costs** – The projected full year unfavourable variance relates to increased utilization of external garages for vehicle maintenance. These costs are offset by savings in labour chargebacks from the Region garage (within Interdepartmental Charges below).
- **Other Misc. Services** – The projected full year favourable variance relates mainly to savings related to the cancellation of events and ceremonies, uniform cleaning, and miscellaneous savings within the multiple accounts included in this category.

## Various

\$ 000's  
Favourable (Unfavourable)

| Cost Elements                    | Current Quarter | June 30, 2020 YTD |              |           |             | 2020 Full Year |            | 2019 QTR 2   |
|----------------------------------|-----------------|-------------------|--------------|-----------|-------------|----------------|------------|--------------|
|                                  | Actual          | Actual            | Planned      | Var \$    | Var %       | Budget         | Proj. Var. | Actual       |
| Rent & Financial                 | 63              | 162               | 184          | 22        | 12.0%       | 368            |            | 257          |
| Debt Charges                     | 400             | 1,442             | 1,442        | 0         | (0.0%)      | 4,166          |            | 2,683        |
| Transfer to Reserves             | 4,206           | 5,608             | 5,608        | 0         | 0.0%        | 5,608          |            | 5,211        |
| <b>Interdepartmental Charges</b> | <b>4,669</b>    | <b>7,212</b>      | <b>7,234</b> | <b>22</b> | <b>0.3%</b> | <b>10,142</b>  | <b>0</b>   | <b>8,152</b> |

**Comments:**

None.

## Interdepartmental Charges

\$ 000's  
Favourable (Unfavourable)

| Cost Elements                    | Current Quarter | June 30, 2020 YTD |              |           |             | 2020 Full Year |            | 2019 QTR 2 |
|----------------------------------|-----------------|-------------------|--------------|-----------|-------------|----------------|------------|------------|
|                                  | Actual          | Actual            | Planned      | Var \$    | Var %       | Budget         | Proj. Var. | Actual     |
| Risk Management                  | 251             | 501               | 501          | 0         | 0.0%        | 1,003          |            | 451        |
| Fleet Maintenance                | 252             | 460               | 532          | 72        | 13.5%       | 1,065          | 50         | 483        |
| Other Charges                    | 23              | 37                | 29           | (8)       | (27.5%)     | 58             |            | 30         |
| <b>Interdepartmental Charges</b> | <b>525</b>      | <b>999</b>        | <b>1,063</b> | <b>64</b> | <b>6.0%</b> | <b>2,126</b>   | <b>50</b>  | <b>964</b> |

**Comments:**

- **Fleet Maintenance** – The projected favourable variance of \$50 K relates to lower labour charges from the Regional garage. These savings are offset by additional external labour costs for external garage services as described within Purchased Services.

## Revenue

\$ 000's  
Favourable (Unfavourable)

| Cost Elements         | Current Quarter | June 30, 2020 YTD |              |              |               | 2020 Full Year |                | 2019 QTR 2   |
|-----------------------|-----------------|-------------------|--------------|--------------|---------------|----------------|----------------|--------------|
|                       | Actual          | Actual            | Planned      | Var \$       | Var %         | Budget         | Proj. Var.     | Actual       |
| Government Subsidy    | 1,562           | 2,451             | 2,705        | (254)        | (9.4%)        | 6,373          | (462)          | 2,176        |
| Program Fees          | 291             | 729               | 1,022        | (293)        | (28.6%)       | 2,044          | (500)          | 938          |
| External Recoveries   | 538             | 1,223             | 1,301        | (78)         | (6.0%)        | 3,263          | (398)          | 1,456        |
| Internal Recoveries   | 62              | 121               | 154          | (33)         | (21.8%)       | 308            |                | 117          |
| Transfer from Reserve | 1,791           | 2,388             | 2,388        | 0            |               | 2,388          |                | 1,844        |
| <b>Total Revenue</b>  | <b>4,244</b>    | <b>6,912</b>      | <b>7,570</b> | <b>(658)</b> | <b>(8.7%)</b> | <b>14,376</b>  | <b>(1,360)</b> | <b>6,531</b> |

**Comments:**

- **Government Subsidy** – The projected unfavourable variance relates to reductions in Policing Effectiveness and Modernization (PEM) which is decreasing by 25% (\$641K full year impact) partially offset by higher than anticipated funding for Court Security and Prisoner Transportation (+\$29K) and newly introduced Guns and Gangs funding (\$150K impact on 2020).
- **Program Fees** – The projected unfavourable variance relates mainly to reductions in Security Clearance due to COVID. Program fees related to fingerprinting, FOI, and prisoner escorts will also be impacted by COVID.
- **External Recoveries** – The projected unfavourable variance relates mainly to the cancellation of provincial funding related to the Maplehurst Correctional facility (\$413K). Additionally, recoveries related to secondments to OPC have been impacted by COVID.

**Overall**

As of the end of the second quarter, we have YTD savings of \$1.05 million as compared to our 2020 Budget which represents a combination of expenditure timing differences which will correct themselves by year-end plus permanent expense savings / revenue increases.

Based on a line by line review of all expense and revenue items with Budget Managers, Staff currently projects a savings of \$490 thousand for the full year.



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**Stephen J. Tanner**  
**Chief of Police**

:PL / GK





# Halton Regional Police Service Public Agenda Information Report

**To:** Chair and Board Members

**From:** A/Chief Jeff Hill

**Subject:** SEMI-ANNUAL COMPLAINTS STATISTICAL REPORT – PUBLIC/INTERNAL  
JANUARY – JUNE 2020

**Report #:** P20-08-I-03

**Date:** August 27, 2020

## INTRODUCTION AND BACKGROUND:

The following is a statistical summary of the complaints received during the first six months of the year 2020 as prepared by the Professional Standards Bureau.

### Public Complaints

Members of the public who have a complaint regarding conduct of Police Officers, the policies and/or services provided by the Police Service must file their complaint with the Office of the Independent Police Review Director (OIPRD).

| <b>Table 1 - Summary –<br/>Halton Related Public Complaints filed with OIPRD</b> |   | <b>2017</b> | <b>2018</b> | <b>2019</b> | <b>2020<br/>YTD</b>   |
|--|---|-------------|-------------|-------------|-----------------------|
| <b>Total complaints</b> (Total Lines 1, 2, 3, 4)                                 |   | <b>70</b>   | <b>49</b>   | <b>75</b>   | <b>56<sup>1</sup></b> |
| Line 1   | <b>Not accepted (no action taken)<sup>2</sup></b>       | <b>23</b>   | <b>19</b>   | <b>23</b>   | <b>29</b>             |
| Line 2   | <b>Retained by OIPRD<sup>3</sup></b>                    | <b>3</b>    | <b>1</b>    | <b>0</b>    | <b>0</b>              |
| Line 3   | <b>Referred to another Service by OIPRD<sup>4</sup></b> | <b>1</b>    | <b>0</b>    | <b>1</b>    | <b>1</b>              |
| Line 4   | <b>Referred to our Service</b>                          | <b>43</b>   | <b>29</b>   | <b>51</b>   | <b>26</b>             |
| Line 5   | • Conduct - <i>Refer to Table 2</i>                     | 46          | 28          | 49          | 27                    |
| Line 6   | • Policy/Service – <i>Refer to Table 4</i>              | 1           | 2           | 3           | 0                     |

<sup>1</sup> This statistic does not reflect 90 telephone calls/e-mails from members of the public to the Professional Standards Bureau phone extension/website inbox. These complaints were resolved prior to the citizen filing a complaint with the OIPRD.

<sup>2</sup> Made too late; frivolous, vexatious, bad faith; dealt with under another Act; not in the public interest; no direct effect on complainant

<sup>3</sup> After investigation, the OIPRD may deem the complaint to be unsubstantiated or, if based on reasonable grounds, there is misconduct or unsatisfactory work performance; the complaint shall be referred to the Service for disposition. Disposition is included in the “Disposition of Complaints” section. (See Table 2)

<sup>4</sup> The Chief of another Service is required to investigate the complaint and submit a written report to our Chief. Disposition is included in the “Disposition of Complaints” section. (See Table 2)

## Conduct Complaints

The following charts outline the disposition and any discipline imposed regarding the conduct complaints investigated by the OIPRD, by another Service or by Halton Police.

| <b>Table 2 - Disposition of All Conduct Complaints</b>                               | <b>2017</b> | <b>2018</b> | <b>2019</b> | <b>2020 YTD</b> |
|--|-------------|-------------|-------------|-----------------|
| <b>Total Number of Conduct Complaints (Line 5 of Table 1)</b>                        | <b>46</b>   | <b>28</b>   | <b>49</b>   | <b>27</b>       |
| Outstanding/Under Review   | 0           | 1           | 3           | 10              |
| Unsubstantiated/Withdrawn  | 32          | 19          | 26          | 12              |
| Informal Resolution  | 10          | 7           | 19          | 5               |
| Substantiated  | <b>4</b>    | <b>1</b>    | <b>1</b>    | <b>0</b>        |
| <b>Disposition of Substantiated Complaints</b>                                       |             |             |             |                 |
| Awaiting Disposition   | 0           | 0           | 0           | 0               |
| Informal Discipline  | 2           | 1           | 1           | 0               |
| Formal Resolution/Discipline   | <b>2</b>    | <b>0</b>    | <b>0</b>    | <b>0</b>        |
| Suspension without pay, forfeiture of time, reprimand, counselling, specific program | 2           | 1           | 1           | 0               |
| Dismissal; Resignation Accepted, Demotion  | 2           | 0           | 0           | 0               |
| Resulting in Police Act or other charges laid  | 0           | 0           | 0           | 0               |

| <b>Table 3 - Appeals of Conduct Complaint Decisions</b> | <b>2017</b> | <b>2018</b> | <b>2019</b> | <b>2020 YTD</b> |
|---|-------------|-------------|-------------|-----------------|
| <b>Appealed to OCPC or OIPRD</b>                        | <b>5</b>    | <b>2</b>    | <b>4</b>    | <b>1</b>        |
| Outstanding/Under Review                                | 0           | 0           | 2           | 0               |
| Confirmed by OCPC or OIPRD                              | 5           | 2           | 2           | 1               |
| Modified by OCPC or OIPRD                               | 0           | 0           | 0           | 0               |

### Policy/Service Complaints:

In accordance with Section 63 of the *Police Services Act (PSA)*, policy/service complaints must be reviewed by the Chief whose written disposition must be submitted to the complainant, the OIPRD and the Police Services Board.

Within 30 days of receiving the Chief's written report, a complainant may request a review by the Board of the Chief's decision.

| <b>Table 4 - Requests for Review of Chief's Decision</b>           | <b>2017</b> | <b>2018</b> | <b>2019</b> | <b>2020 YTD</b> |
|--|-------------|-------------|-------------|-----------------|
| <b>Total Number of Policy/Service complaints (Line 6, Table 1)</b> | <b>1</b>    | <b>2</b>    | <b>3</b>    | <b>0</b>        |
| <b>Requests to the Police Services Board for Review</b>            | <b>1</b>    | <b>0</b>    | <b>0</b>    | <b>0</b>        |
| Outstanding/Under Review   | 0           | 0           | 0           | 0               |
| No action taken by the Board                                       | 1           | 0           | 0           | 0               |



|                           |   |   |   |   |
|---------------------------|---|---|---|---|
| Action taken by the Board | 0 | 0 | 0 | 0 |
|---------------------------|---|---|---|---|

### Special Investigations Unit (SIU) Investigations

| Table 5 - Special Investigations Unit Investigations | 2017 | 2018 | 2019 | 2020 YTD |
|--|------|------|------|----------|
| Investigations Commenced by SIU                      | 7    | 4    | 0    | 6        |
| Outstanding  | 0    | 0    | 0    | 5        |
| Concluded with No Action Taken                       | 7    | 4    | 0    | 1        |
| Concluded with Criminal Charges Laid                 | 0    | 0    | 0    | 0        |

### Chief's Internal Conduct Complaints

Table 6 provides a summary of internal complaints initiated by the Chief of Police regarding the conduct of a Police Officer.

| Table 6 - Summary - Internal Complaints |  | 2017      | 2018      | 2019     | 2020 YTD |
|---|--|-----------|-----------|----------|----------|
| Line 1                                  | <b>Total Internal Chief's Complaints</b>                 | <b>15</b> | <b>12</b> | <b>4</b> | <b>6</b> |
| Line 2                                  | Still Outstanding/under Investigation                    | 0         | 0         | 1        | 5        |
| Line 3                                  | Referred to another Chief for investigation <sup>5</sup> | 0         | 0         | 0        | 0        |
| Line 4                                  | Completed/disposed – Refer to Table 7                    | 15        | 12        | 3        | 1        |

The following charts outline the disposition and any discipline imposed regarding the Chief's Internal Conduct Complaints.

| Table 7 - Disposition of Chief's Internal Conduct Complaints                         | 2017 | 2018 | 2019 | 2020 YTD |
|--|------|------|------|----------|
| <b>Total Number of Internal Complaints Completed/Disposed</b> (Line 4 of Table 6)    | 15   | 12   | 3    | 1        |
| Unsubstantiated  | 9    | 6    | 0    | 1        |
| Substantiated  | 6    | 6    | 3    | 0        |
| <b>Substantiated Complaints</b>  |      |      |      |          |
| Awaiting Discipline Disposition  | 0    | 0    | 0    | 0        |
| Informal Discipline  | 4    | 4    | 3    | 0        |
| Formal Discipline  | 2    | 2    | 0    | 0        |
| Suspension without pay, forfeiture of time, reprimand, counselling, specific program | 4    | 3    | 3    | 0        |
| Dismissal; Resignation Accepted, Demotion  | 2    | 3    | 0    | 0        |
| Resulting in Police Act or other charges laid  | 0    | 0    | 0    | 0        |
| Withdrawn or Resolved prior to PSA hearing   | 0    | 0    | 0    | 0        |

<sup>5</sup> The Chief is required to seek Board approval prior to referring a complaint to the Chief of another Service to investigate.

| <b>Table 8 – Appeals of Chief’s Internal Conduct Complaint Decisions</b> | <b>2017</b> | <b>2018</b> | <b>2019</b> | <b>2020 YTD</b> |
|--|-------------|-------------|-------------|-----------------|
| <b>Appealed to OCPC or OIPRD</b>   | <b>0</b>    | <b>0</b>    | <b>0</b>    | <b>0</b>        |
| Outstanding/Under Review   | 0           | 0           | 0           | 0               |
| Confirmed by OCPC or OIPRD   | 0           | 0           | 0           | 0               |
| Modified by OCPC or OIPRD  | 0           | 0           | 0           | 0               |

Workplace Violence and Harassment Investigations

| <b>Table 9 - Workplace Violence and Harassment Investigations</b> | <b>2017</b> | <b>2018</b> | <b>2019</b> | <b>2020 YTD</b> |
|---|-------------|-------------|-------------|-----------------|
| <b>Total Number of Complaints filed by employees this period</b>  | <b>5</b>    | <b>7</b>    | <b>2</b>    | <b>5</b>        |
| <b>Total Complaints Still Outstanding</b>                         | <b>0</b>    | <b>0</b>    | <b>0</b>    | <b>2</b>        |
| <b>Disposition</b>  |             |             |             |                 |
| Unsubstantiated   | 4           | 5           | 0           | 1               |
| Informal Resolution   | 0           | 1           | 1           | 1               |
| Formal Resolution   | 1           | 1           | 1           | 1               |




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**Jeff Hill**  
**A/Chief of Police**

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# Halton Regional Police Service Public Agenda Information Report

**To:** Chair and Board Members

**From:** Chief Stephen J. Tanner

**Subject:** SEMI-ANNUAL PURCHASING ACTIVITY – JANUARY - JUNE 2020

**Report #:** P20-08-I-04

**Date:** August 27, 2020

## INTRODUCTION AND BACKGROUND:

The Regional Municipality of Halton Police Services Board adopted By-Law 2016-001 (and as amended by By-law 2017-002) on August 4<sup>th</sup>, 2016 to come into effect on January 1, 2017.

This report is submitted in accordance with By-Law 2016-001 (as amended), Section 14.5 whereby:

*The Director shall submit a report to the Board semi-annually listing all purchases of Goods and Services including Consulting Services Contracts, not otherwise approved by the Board, in excess of \$100,000 for the information of the Board.*

The purpose of this report is to provide detailed information to the Board regarding the procurement activity of the Service with a value in excess of \$100,000 during the period Jan 1 to June 30, 2020. The attached chart provides that activity whether based on a single/sole source award, contract extension or a competitive procurement process.

|                                    | <i>January 1 to<br/>June 30, 2020</i> |
|------------------------------------|---------------------------------------|
| Total value of all Purchase Orders | \$8,089,982                           |
| Total number of Purchase Orders    | 989                                   |
| Total number of Vendors            | 334                                   |

The Purchasing Services Unit, in cooperation with internal clients and Regional Purchasing staff (when required by the By-law), issued and awarded a number of contracts through a bid solicitation process (both formal and informal) during the reporting period.

In addition to the bid solicitation processes, the Purchasing Services Unit performs all the contract administrative functions for the various contracts/agreements including;; resolving invoice discrepancies; coordinating the Service’s security clearance process/ collecting and monitoring the insurance certificates / monitoring the WSIB status;

reviewing contractor performance with internal clients; negotiating changes to terms and rates and working with internal clients to make recommendations to extend contracts.

The Purchasing Services Unit continues to participate (whenever possible) with and contribute to, two main Buying Groups - the HCPG (Halton Cooperative Purchasing Group) and the PCPG (Police Cooperative Purchasing Group). The Unit also monitors the Ministry of Government and Consumer Services' available Vendor of Record Agreements and Volume Licensing Agreements where Halton Regional Police Service is identified as a Non-OPS Client. These are efficient procurement processes that support the goals of the Service and the Board's By-Law.

The Director, Legal Counsel and the Purchasing Coordinator will provide support and/or guidance (as required) in the review of the Board's By-law "*to regulate procurement of goods and services*" with the Board's Professional Consultant.



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**Stephen J. Tanner**  
Chief of Police

:SC/AL

**Attachments: Awards with the Value in Excess of \$100,000**

**HALTON REGIONAL POLICE SERVICE  
 CONTRACT AWARDS WITH THE VALUE IN EXCESS OF \$100,000  
 FOR THE PERIOD: JANUARY 1 TO JUNE 30, 2020**

*HCPG = Halton Cooperative Purchasing Group  
 PCPG = Police Cooperative Purchasing Group  
 MoGS = Ministry of Government Services  
 OSS = Ontario Shared Services  
 PFO = Provincially Funded Organization*

| <i>Month</i> | <i>Vendor</i> | <i>Service / Goods</i> | <i>Value</i> | <i>Type</i>                                   | <i>Budget Type</i> | <i>Comments</i>   |
|--------------|---------------|------------------------|--------------|---|--------------------|---|
| January      | Kennedy Ford  | Goods / Vehicles       | \$ 1,204,547 | supply and delivery of police patrol vehicles | Capital            | <i>Police Services Board Report # P19-01-R-07 ... "authorized the Service to utilize the Police Cooperative Purchasing Group pricings as established by the Ministry of Government Services through their Vendor of Record # OSS-00634452 for the procurement of police fleet vehicles as needed without an additional bid solicitation."</i> |





# Halton Regional Police Service Public Agenda Information Report

**To:** Chairman and Board Members

**From:** Chief Stephen J. Tanner

**Subject:** TRUST FUND STATEMENT – JUNE 30, 2020

**Report #:** P20-08-I-05

**Date:** August 27, 2020

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## INTRODUCTION AND BACKGROUND:

Attached is a financial statement indicating the status of the Trust Fund held by the Halton Police Board as at June 30, 2020.

The Board Trust Fund's revenues are mainly generated through police auctions and interest earnings. As per the Police Services Act requirement, these monies are directed specifically to purposes the Board considers to be in the public interest.

A handwritten signature in black ink, appearing to be "S. J. Tanner".

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**Stephen J. Tanner**  
Chief of Police

:GK

**Attachments:** Board Trust Fund Financial Statement

**BOARD TRUST FUND  
FINANCIAL STATEMENT  
For the six month period ended June 30, 2020**

|   | <b>Revenues</b>            | <b>Expenditures</b>            | <b>Balance</b>    |
|---|----------------------------|--------------------------------|-------------------|
| <b>Balance as of January 1, 2020</b>        |                            |                                | <b>\$ 266,519</b> |
| Transactions:                               |                            |                                |                   |
| Found Money                                 | 6,429                      |                                |                   |
| Auction Proceeds                            | 5,518                      |                                |                   |
| Interest Earnings                           | 3,085                      |                                |                   |
| Our Kids Network                            |                            | 30,000                         |                   |
| OAPSB Annual Meeting & Conference           |                            | 5,000                          |                   |
| Expenditures from specific funds below:     |                            |                                |                   |
| Discretionary Fund - Chief of Police        |                            | 1,500                          |                   |
| Discretionary Fund - Police Services Board  |                            | 3,000                          |                   |
| Community Consultation Committee            |                            | 0                              |                   |
| Sexual Assault Advisory Committee           |                            | 0                              |                   |
| Halton SALT Committee                       |                            | 0                              |                   |
|   | 15,032                     | 39,500                         | (24,468)          |
| <b>Balance Available - June 30, 2020</b>    |                            |                                | <b>242,051</b>    |
| <br>  |                            |                                |                   |
|   | <b>Approved<br/>Amount</b> | <b>Balance<br/>Outstanding</b> |                   |
| Purpose:                                    |                            |                                |                   |
| Discretionary Fund - Chief of Police        | 10,000                     | 8,500                          |                   |
| Discretionary Fund - Police Services Board  | 5,000                      | 2,000                          |                   |
| Community Consultation Committee            | 5,000                      | 5,000                          |                   |
| Sexual Assault Advisory Committee           | 15,000                     | 8,643                          |                   |
| William McIntyre Homicide Reward            | 50,000                     | 50,000                         |                   |
| Halton SALT Committee                       | 5,000                      | 5,000                          |                   |
|   | 90,000                     | 79,143                         | 79,143            |
| <b>Unencumbered Balance - June 30, 2020</b> |                            |                                | <b>\$ 162,908</b> |





# Halton Regional Police Service Public Agenda Information Report

**To:** Chair and Board Members

**From:** Chief Stephen J. Tanner

**Subject:** FOI SUMMARY/INFORMATION PRIVACY COMMISSION ANNUAL REPORT

**Report #:** P20-08-I-06

**Date:** August 27, 2020

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## INTRODUCTION AND BACKGROUND:

The *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)* was enacted January 1, 1991, and applies to Ontario's municipalities, school boards, and local boards, including police services boards. The *Act* requires that the government protect the privacy of an individual's personal information existing in government records. It also gives individuals the right to request access to government information, including general records and records containing their own personal information.

The Freedom of Information Unit of the Service consists of three full-time employees – an Information Privacy Officer/FOI Coordinator and 2 Freedom of Information Analysts. There is one 1 secondment position fulfilling the role of Freedom of Information Clerk. The Unit's workflow is driven by a statutory requirement to process all access requests made pursuant to *MFIPPA* within 30 days.

The following are the statistics generated by the Halton Regional Police Service in 2019 pursuant to *MFIPPA*:

1. The FOI Unit received 1,386 requests in 2019, up from 1,202 requests in 2018 (a 15% increase).
2. 27 notices were sent to third party individuals affected by an FOI request.
3. 6 requests for the correction of personal information were received. Originally, 3 were denied, however two requestors also submitted Statements of Disagreements; they were all submitted and recorded.
4. 16 requests (1.2%) were appealed to the IPC; the Halton Regional Police Service requested a reconsideration of an IPC Order regarding an appeal from 2016.
5. A total of \$6,955.00 was generated in application fees. An additional \$13,300.65 was generated in recovery fees, which includes preparation, search, shipping, photocopy and off-site retrieval fees.
6. A total of \$130.50 was waived under the authority of Ontario Regulation 823, section 8(2).

7. In total, 1104 requests or 79.3% of requests were completed within the initial 30 day statutory period. One (0.07%) request took over 90 days to complete. Compliance with MFIPPA increased by nearly 20% in comparison to 2018.
8. In addition to the 1,386 FOI requests, the FOI Unit processed:
  - a) 310 information-sharing requests from law-enforcement or administration of justice agencies in 2019, up from 272 requests in 2018 (a 14% increase). This number does not include direct requests for information and records from other police services.
  - b) 73 requests received from the Office of the Children’s Lawyer.
  - c) 20 requests requesting information from technical collision investigations in accordance with the Board’s Accident Reconstruction Reports By-Law 05-01. A total of \$5,455.20 in fees was invoiced; a total of \$702.00 has been recovered.
  - d) 21 requests for records under the Youth Criminal Justice Act were received (records disclosure under YCJA became an FOI Unit responsibility in May 2019).

Taking into account all access requests made pursuant to MFIPPA, all information sharing requests, appeals, and court orders, the FOI Unit processed close to 1,790 separate access to information requests in 2019.



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**Stephen J. Tanner**  
**Chief of Police**

:DD

**Attachments: Year-End Statistical Report for the Information and Privacy Commissioner of Ontario**



The Year-End Statistical Report  
for the  
Information and Privacy Commissioner of Ontario

**Statistical Report of  
Halton Regional Police Service  
for the Reporting Year 2019**

**for**

*Municipal Freedom of Information and Protection of Privacy Act*

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## Section 1: Identification

|            |                                    |  |
|------------|------------------------------------|--|
| <b>1.1</b> | Organization Name                  | Halton Regional Police Service             |
|            | Head of Institution Name & Title   | Steve Tanner, Chief of Police              |
|            | Head of Institution E-mail Address | Amanda.Shantz@haltonpolice.ca              |
|            | Management Contact Name & Title    | Shannon King/Records Manager               |
|            | Management Contact E-mail Address  | Shannon.King@haltonpolice.ca               |
|            | Primary Contact Name & Title       | Amanda Shantz/ Information Privacy Officer |
|            | Primary Contact Email Address      | Amanda.Shantz@haltonpolice.ca              |
|            | Primary Contact Phone Number       | 9058254710                                 |
|            | Primary Contact Fax Number         | 9058255467                                 |
|            | Primary Contact Mailing Address 1  | 2485 North Service Rd W                    |
|            | Primary Contact Mailing Address 2  |  |
|            | Primary Contact Mailing Address 3  |  |
|            | Primary Contact City               | Oakville                                   |
|            | Primary Contact Postal Code        | L6M 3H8                                    |
| <b>1.2</b> | Your institution is:               | Police Services Board                      |

## Section 2: Inconsistent Use of Personal Information

|            |  |   |
|------------|--|---|
| <b>2.1</b> | Whenever your institution uses or discloses personal information in a way that differs from the way the information is normally used or disclosed (an inconsistent use), you must attach a record or notice of the inconsistent use to the affected information. | 0 |
|------------|--|---|

### Your institution received:

- No formal written requests for access or correction
- Formal written requests for access to records
- Requests for correction of records of personal information only

### Section 3: Number of Requests Received and Completed

Enter the number of requests that fall into each category.

|   | <b>Personal Information</b> | <b>General Records</b> |
|---|-----------------------------|------------------------|
| <b>3.1</b> New Requests received during the reporting year              | 911                         | 467                    |
| <b>3.2</b> Total number of requests completed during the reporting year | 921                         | 472                    |

### Section 4: Source of Requests

Enter the number of requests you completed from each source.

|  | <b>Personal Information</b> | <b>General Records</b> |
|--|-----------------------------|------------------------|
| <b>4.1</b> Individual/Public                           | 913                         | 42                     |
| <b>4.2</b> Individual by Agent                         | 0                           | 0                      |
| <b>4.3</b> Business                                    | 8                           | 196                    |
| <b>4.4</b> Academic/Researcher                         | 0                           | 1                      |
| <b>4.5</b> Association/Group                           | 0                           | 0                      |
| <b>4.6</b> Media                                       | 0                           | 3                      |
| <b>4.7</b> Government (all levels)                     | 0                           | 4                      |
| <b>4.8</b> Other                                       | 0                           | 226                    |
| <b>4.9</b> Total requests (Add Boxes 4.1 to 4.8 = 4.9) | 921                         | 472                    |

BOX 4.9 must equal BOX 3.2

### Section 5: Time to Completion

How long did your institution take to complete all requests for information? Enter the number of requests into the appropriate category. How many requests were completed in:

|  | <b>Personal Information</b> | <b>General Records</b> |
|--|-----------------------------|------------------------|
| <b>5.1</b> 30 days or less                             | 715                         | 389                    |
| <b>5.2</b> 31 - 60 days                                | 175                         | 65                     |
| <b>5.3</b> 61 - 90 days                                | 31                          | 17                     |
| <b>5.4</b> 91 days or longer                           | 0                           | 1                      |
| <b>5.5</b> Total requests (Add Boxes 5.1 to 5.4 = 5.5) | 921                         | 472                    |

BOX 5.5 must equal BOX 3.2

### Section 6: Compliance with the Act

In the following charts, please indicate the number of requests completed, within the statutory time limit and in excess of the statutory time limit, under each of the four different situations:

- NO notices issued;
- BOTH a Notice of Extension (s.27(1)) and a Notice to Affected Person (s.28(1)) issued;
- ONLY a Notice of Extension (s.27(1)) issued;
- ONLY a Notice to Affected Person (s.28(1)) issued.

Please note that the four different situations are mutually exclusive and the number of requests completed in each situation should add up to the total number of requests completed in Section 3.2. (Add Boxes 6.3 + 6.6 + 6.9 + 6.12 = BOX 6.13 and BOX 6.13 must equal BOX 3.2)

**A. No Notices Issued**

|  | <b>Personal Information</b> | <b>General Records</b> |
|--|-----------------------------|------------------------|
| <b>6.1</b> Number of requests completed within the statutory time limit (30 days) where neither a Notice of Extension (s.27(1)) nor a Notice to Affected Person (s.28(1)) were issued.       | 712                         | 385                    |
| <b>6.2</b> Number of requests completed in excess of the statutory time limit (30 days) where neither a Notice of Extension (s.27(1)) nor a Notice to Affected Person (s.28(1)) were issued. | 200                         | 82                     |
| <b>6.3</b> Total requests (Add Boxes 6.1 + 6.2 = 6.3)  | 912                         | 467                    |

**B. Both a Notice of Extension (s.27(1)) and a Notice to Affected Person (s.28(1)) Issued**

|   | <b>Personal Information</b> | <b>General Records</b> |
|---|-----------------------------|------------------------|
| <b>6.4</b> Number of requests completed within the time limits permitted under both the Notice of Extension (s.27(1)) and a Notice to Affected Person (s.28(1)).                            | 0                           | 0                      |
| <b>6.5</b> Number of requests completed in excess of the time limit permitted by the Notice of Extension (s.27(1)) and the time limit permitted by the Notice to Affected Person (s.28(1)). | 0                           | 0                      |
| <b>6.6</b> Total requests (Add Boxes 6.4 + 6.5 = 6.6)   | 0                           | 0                      |

**C. Only a Notice of Extension (s.27(1)) Issued**

|  | <b>Personal Information</b> | <b>General Records</b> |
|--|-----------------------------|------------------------|
| <b>6.7</b> Number of requests completed within the time limits permitted under both the Notice of Extension (s.27(1)). | 1                           | 1                      |
| <b>6.8</b> Number of requests completed in excess of the time limit permitted by the Notice of Extension (s.27(1)).    | 0                           | 0                      |
| <b>6.9</b> Total requests (Add Boxes 6.7 + 6.8 = 6.9)  | 1                           | 1                      |

**D. Only a Notice to Affected Person (s.28(1)) Issued**

|   | <b>Personal Information</b> | <b>General Records</b> |
|---|-----------------------------|------------------------|
| <b>6.10</b> Number of requests completed within the time limits permitted under both the Notice to Affected Person (s.28(1)). | 7                           | 4                      |
| <b>6.11</b> Number of requests completed in excess of the time limit permitted by the Notice to Affected Person (s.28(1)).    | 1                           | 0                      |
| <b>6.12</b> Total requests (Add Boxes 6.10 + 6.11 = 6.12)   | 8                           | 4                      |

**E. Total Completed Requests (sections A to D)**

|  | <b>Personal Information</b> | <b>General Records</b> |
|--|-----------------------------|------------------------|
| <b>6.13</b> Total requests (Add Boxes 6.3 + 6.6 + 6.9 + 6.12 = 6.13) | 921                         | 472                    |

BOX 6.13 must equal BOX 3.2

## Section 6a: Contributing Factors

Please outline any factors which may have contributed to your institution not meeting the statutory time limit. If you anticipate circumstances that will improve your ability to comply with the Act in the future, please provide details in the space below.

A lack of resources (particularly staffing) was the main cause of our institution not meeting the statutory time limit. It is important to note, however, that new practices that were put into place in order to improve our compliance were extremely beneficial; the institution was able to increase compliance nearly 20% in comparison to 2018.

## Section 7: Disposition of Requests

What course of action was taken with each of the completed requests? Enter the number of requests into the appropriate category.

|   | <b>Personal Information</b> | <b>General Records</b> |
|---|-----------------------------|------------------------|
| <b>7.1</b> All information disclosed                          | 4                           | 8                      |
| <b>7.2</b> Information disclosed in part                      | 746                         | 285                    |
| <b>7.3</b> No information disclosed                           | 156                         | 146                    |
| <b>7.4</b> No responsive records exists                       | 43                          | 65                     |
| <b>7.5</b> Request withdrawn, abandoned or non-jurisdictional | 16                          | 11                     |
| <b>7.6</b> Total requests (Add Boxes 7.1 to 7.5 = 7.6)        | 965                         | 515                    |

BOX 7.6 must be greater than or equal to BOX 3.2

## Section 8: Exemptions & Exclusions Applied

For the Total Requests with Exemptions/Exclusions/Frivolous or Vexatious Requests, how many times did your institution apply each of the following? (More than one exemption may be applied to each request)

|   | <b>Personal Information</b> | <b>General Records</b> |
|---|-----------------------------|------------------------|
| <b>8.1</b> Section 6 — Draft Bylaws, etc.                                       | 0                           | 0                      |
| <b>8.2</b> Section 7 — Advice or Recommendations                                | 0                           | 0                      |
| <b>8.3</b> Section 8 — Law Enforcement <sup>1</sup>                             | 781                         | 330                    |
| <b>8.4</b> Section 8(3) — Refusal to Confirm or Deny                            | 3                           | 4                      |
| <b>8.5</b> Section 8.1 — Civil Remedies Act, 2001                               | 0                           | 0                      |
| <b>8.6</b> Section 8.2 — Prohibiting Profiting from Recounting Crimes Act, 2002 | 0                           | 0                      |
| <b>8.7</b> Section 9 — Relations with Governments                               | 0                           | 0                      |
| <b>8.8</b> Section 10 — Third Party Information                                 | 0                           | 1                      |
| <b>8.9</b> Section 11 — Economic/Other Interests                                | 0                           | 2                      |
| <b>8.10</b> Section 12 — Solicitor-Client Privilege                             | 0                           | 0                      |
| <b>8.11</b> Section 13 — Danger to Safety or Health                             | 0                           | 0                      |
| <b>8.12</b> Section 14 — Personal Privacy (Third Party) <sup>2</sup>            | 0                           | 304                    |
| <b>8.13</b> Section 14(5) — Refusal to Confirm or Deny                          | 8                           | 6                      |
| <b>8.14</b> Section 15 — Information soon to be published                       | 16                          | 61                     |

## Section 8: Exemptions & Exclusions Applied

|   |      |     |
|---|------|-----|
| <b>8.15</b> Section 20.1 Frivolous or Vexatious                           | 0    | 0   |
| <b>8.16</b> Section 38 — Personal Information (Requester)                 | 741  | 0   |
| <b>8.17</b> Section 52(2) — Act Does Not Apply <sup>3</sup>               | 103  | 73  |
| <b>8.18</b> Section 52(3) — Labour Relations & Employment Related Records | 1    | 5   |
| <b>8.19</b> Section 53 — Other Acts                                       | 18   | 5   |
| <b>8.20</b> PHIPA Section 8(1) Applies                                    | 0    | 0   |
| <b>8.21</b> Total Exemptions & Exclusions<br>Add Boxes 8.1 to 8.20 = 8.21 | 1671 | 791 |

<sup>1</sup> not including Section 8(3)

<sup>2</sup> not including Section 14(5)

<sup>3</sup> not including Section 52(3)

## Section 9: Fees

Did your institution collect fees related to request for access to records?

|  | <b>Personal Information</b> | <b>General Records</b> | <b>Total</b> |
|--|-----------------------------|------------------------|--------------|
| <b>9.1</b> Number of REQUESTS where fees other than application fees were collected  | 701                         | 286                    | 987          |
| <b>9.2.1</b> Total dollar amount of application fees collected                       | \$4595.00                   | \$2360.00              | \$6955.00    |
| <b>9.2.2</b> Total dollar amount of additional fees collected                        | \$1717.00                   | \$11583.65             | \$13300.65   |
| <b>9.2.3</b> Total dollar amount of fees collected (Add Boxes 9.2.1 + 9.2.2 = 9.2.3) | \$6312.00                   | \$13943.65             | \$20255.65   |
| <b>9.3</b> Total dollar amount of fees waived  | \$101.80                    | \$28.70                | \$130.50     |

## Section 10: Reasons for Additional Fee Collection

Enter the number of REQUESTS for which your institution collected fees other than application fees that apply to each category.

|  | <b>Personal Information</b> | <b>General Records</b> | <b>Total</b> |
|--|-----------------------------|------------------------|--------------|
| <b>10.1</b> Search time  | 0                           | 276                    | 276          |
| <b>10.2</b> Reproduction   | 699                         | 280                    | 979          |
| <b>10.3</b> Preparation  | 0                           | 274                    | 274          |
| <b>10.4</b> Shipping   | 0                           | 259                    | 259          |
| <b>10.5</b> Computer costs                                       | 0                           | 3                      | 3            |
| <b>10.6</b> Invoice costs (and other as permitted by regulation) | 0                           | 0                      | 0            |
| <b>10.7</b> Total (Add Boxes 10.1 to 10.6 = 10.7)                | 699                         | 1092                   | 1791         |

## Section 11: Correction and Statements of Disagreement

Did your institution receive any requests to correct personal information?

**11.1** Number of correction requests received

- 76 -

**Personal Information**

6



Section 11: Correction and Statements of Disagreement

**11.2** Correction requests carried forward from the previous year

|   |
|---|
| 0 |
|---|

**11.3** Correction requests carried over to next year

|   |
|---|
| 0 |
|---|

**11.4** Total Corrections Completed [(11.1 + 11.2) - 11.3 = 11.4]

|   |
|---|
| 6 |
|---|

BOX 11.4 must equal BOX 11.9

What course of action did your institution take regarding the requests that were received to correct personal information?

**Personal Information**

**11.5** Correction(s) made in whole

|   |
|---|
| 3 |
|---|

**11.6** Correction(s) made in part

|   |
|---|
| 0 |
|---|

**11.7** Correction refused

|   |
|---|
| 3 |
|---|

**11.8** Correction requests withdrawn by requester

|   |
|---|
| 0 |
|---|

**11.9** Total requests (Add Boxes 11.5 to 11.8 = 11.9)

|   |
|---|
| 6 |
|---|

BOX 11.9 must equal BOX 11.4

In cases where correction requests were denied, in part or in full, were any statements of disagreement attached to the affected personal information?

**Personal Information**

**11.10** Number of statements of disagreement attached:

|   |
|---|
| 2 |
|---|

If your institution received any requests to correct personal information, the Act requires that you send any person(s) or body who had access to the information in the previous year notification of either the correction or the statement of disagreement. Enter the number of notifications sent, if applicable.

**Personal Information**

**11.11** Number of notifications sent:

|   |
|---|
| 0 |
|---|

**Note:**

This report is for your records only and should not be faxed or mailed to the Information and Privacy Commissioner of Ontario in lieu of online submission. Faxed or mailed copies of this report will NOT be accepted. Please submit your report online at: <https://statistics.ipc.on.ca>.

**Thank You for your cooperation!**

**Declaration:**

I, Shannon King/Records Manager, confirm that all the information provided in this report, furnished by me to the Information and Privacy Commissioner of Ontario, is true, accurate and complete in all respects.

---

*Signature*

*Date*



# Halton Regional Police Service Public Agenda Information Report

**To:** Chair and Board Members

**From:** A/Chief Jeff Hill

**Subject:** UPDATE ON PROGRESS – HRPS PUBLIC SAFETY BROADBAND NETWORK (PSBN) INITIATIVE

**Report #:** P20-08-I-07

**Date:** August 27, 2020

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## **INTRODUCTION AND BACKGROUND:**

In August of 2017, the Board approved a single-source purchase from Motorola Solutions Inc. for a new Public Safety Grade LTE Data Network. This network was required to enhance and secure data communications throughout the Region utilizing newly set-aside radio frequency spectrum for public safety. Additionally, an update report was submitted to the Board in November 2019 [P19-12-I-03]. This Information Report is to provide the Board with an update of progress on the 2017 and 2019 reports and to provide background and detailed reference information in the attached updates.

The Halton PSBN is the first of its kind in Canada and is now a critical component in delivering reliable and secure data communications to our front-line officers.

### **Installation of Infrastructure**

The initial installation of the system to provide initial network coverage was successfully completed in November 2018 and was achieved within budget approved by the Board. Following the construction of the system, a considerable amount of testing and optimization was performed leading to the implementation of devices onto the PSBN.

Also included in the 2017 Board report was an outline of budget for expansion of the system by three (3) sites per year for six (6) years following the commissioning of the system. With the goal of enhancing on street coverage of the system, plans are underway to install the first of the site expansions. The required networking equipment has been purchased and site agreements and permits are in progress – again within the established budget approved by the Board.

### **Device Implementation**

With the completion of the rollout of new mobile workstations in police vehicles, HRPS's fleet of patrol vehicles (145 devices) are now connected to this new PSBN. As an enhancement to reliability and coverage – HRPS patrol vehicles automatically switch between the PSBN and commercial carrier networks to ensure that our front-line officers have access to mission critical data at all times.

## **Network Core Update**

As outlined in the 2017 Board recommendation report, an opportunity existed to share in costs for the network core by permitting other agencies to use the core.

We are pleased to report that we have begun sharing of the core network with Peel Region – through the Peel Police and their VCom association as Peel Region is close to completing the construction of a region-wide PSBN within Peel.

Several consultations and meetings have been conducted with other Ontario police services that are interested in participating in the shared core as well. We continue to discuss these options with Hamilton, Niagara, York, Toronto, and Durham's police services, and a number of other agencies that are interested in joining our growing Public Safety LTE core network association

## **Staffing Update**

The 2017 Board report also recommended the hiring of one (1) full time staff member to manage the LTE system. As the licensing and decisions concerning the management of PSBNs in Canada are yet to be finalized, staff have used the salary dollars in this budget to fund LTE consulting services. At such time that the Halton model is adopted by the Province, staff would recommend seeking to fill that role on a permanent basis.

## **Advocacy Update**

As outlined in the 2017 and 2019 Board reports, significant effort has been put into advocacy – both for the continued use of the Band 14 spectrum, and for a provincial governance model to ensure its effective use within the Province of Ontario. Through the formation of the PSBN Innovation Alliance (PIA), the HRPS – along with Peel Police and the Greater Toronto Airport Authority (GTAA) – and also recently joined members including York Regional Police, Hamilton Police, Niagara Regional Police and South Simcoe Police, and additional Fire Agencies in advisor roles – we have established a viable and working governance model for Halton and other municipalities in the Province.

The PSBN Innovation Alliance has established numerous working committees, and attracted the membership of more than 35 public safety agencies, municipal entities, utility stakeholders, Universities, First Responder associations, and high tech companies all sharing our vision of a secure, reliable and resilient data communications network for Ontario emergency responders.

The Service has established an online presence for our PSBN advocacy – accessible from [www.psbnnovationallicance.ca](http://www.psbnnovationallicance.ca). The site provides information to interested agencies and technology providers, a document library of reference material, and sign-up for newsletters from the PSBN Innovation Alliance.

Finally, in support of advocacy and continued use of the spectrum, the Service has obtained an experimental Mobile Network Code (MNC) – an important step in establishing

interoperable use of the PSBN with commercial systems. Additionally, the Service has put forth applications for official Mobile Network Operator (MNO) status with the CRTC, to further our growth and establish the Halton shared network core as the PSBN nucleus and core for a Provincial PSBN in Ontario.



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**Jeff Hill**  
**A/Chief of Police**

:BP

**Attachments: Updates**

## UPDATES

### INTRODUCTION AND BACKGROUND

On September 11, 2001 the United States suffered a large scale coordinated terrorist attack resulting in a tragic loss of lives and serious injuries in both target areas of the attacks. Tragically, among the casualties were 343 firefighters and 71 law enforcement officers.

As published in reports from the National Commission on Terrorist Attacks Upon the United States (9/11 Commission), communication among First Responders during the response to the attacks was severely hampered. Responding agencies were unable to communicate with each other while on scene, existing systems failed, First Responders used different codes and commands to communicate, and commanders were unable to communicate with and recall First Responders as the World Trade Center began to collapse. The 9/11 Commission therefore made several directives to facilitate communications in the future – many of which are also being adopted in Canada.

Among the recommendations of the 9/11 Commission were directives outlining a plan for universal interoperability among First Responders and the dedication of wireless data spectrum for public safety use – a Public Safety Broadband Network (PSBN).

As a result, a block of radio frequency spectrum was set aside in the United States in 2008 for Public Safety use. Named “Band 14”, this block of spectrum was designated to be used for Long Term Evolution (LTE) technology – also known as 4G – similar to the technology that cellular providers use. Following a lengthy process of auctioning neighboring bands, a nation-wide RFP was awarded to AT&T for \$100 Billion USD for the provision of wireless network services to First Responders. Named “FirstNet”, the AT&T service went live with its core network being commissioned in 2018.

In Canada, the benefits of reserving data spectrum were also seen as a critical enabler of public safety efforts for emergencies, day-to-day use, and interoperable communications within Canada and with the USA. In support of this, the same section of radio spectrum was set aside in Canada in 2014 and auctions were conducted for neighboring bands.

The goal of commissioning a dedicated PSBN in Canada is taking a considerable time to achieve and in the absence of Federal funding proportionate to what was allocated in the USA, establishment of a PSBN in Canada has been slow.

As considerable time has passed since the events of 9/11 and the declaration of reserved radio spectrum for public safety, the communication needs of Public Safety agencies all across Canada and particularly within the Region of Halton have evolved considerably. While wireless communication over the Halton Region’s public safety grade Project 25 (P25) voice radio system remains the backbone of communication for Police, Fire, and thirteen (13) regional partners, the value of reliable broadband data communications has become a critical component of communications. Reliable, secure, and high-speed access to

information by front-line First Responders and 911 operators has become a key component to delivering services throughout our Region, the province, and the country. With access to locations and status to keep front-line officers safe, access to criminal records and vehicle information to keep the public safe, access to mapping information, dangerous goods information, floor plans, sharing critical data with other First Responders, and medical data - data communication has become as critical as voice communications.

Broadband data to First Responders has typically been achieved through the use of commercial cell phone systems. These systems – which are shared with consumers and other business users are often not available when needed by public safety.

Large scale events which drive usage of commercial cellular systems, weather events which interrupt service for extended periods of time, commercial network designs that are based on “best effort” reliability, and a coverage model based on where phone subscribers are most likely located – all lead to deficiencies in commercial networks – rendering them unusable by public safety – often when they are needed the most.

In Halton, we are not immune to commercial cellular network outages and network overloads as we host major events within the Region, respond to calls where mass groups of people are competing for the same network resources our officers are, and suffering weather related outages to commercial infrastructure. Halton First Responders need the same level of reliability, security, and coverage that was designed into the existing Regional P25 voice radio system.

Additionally, beyond outages, there are also issues regarding spotty and unreliable / unavailable commercial wireless broadband services within certain areas of Halton Region (e.g. in various rural areas, in certain areas near and on the escarpment, and even in certain urban areas), where commercial carriers have declined to invest due to lower population or lack of business interest. However, First Responders must be able to operate and use data and voice communications in response to 911 calls across all parts of Halton Region – including in those areas that are underserved by the main incumbent telecom carriers.

Without reliable voice and data access both our field staff and residents are potentially at risk in 911 emergency situations, and so the PSBN fulfills a clear benefit to the safety of both our staff and our communities, by ensuring always-available access to critical data in the course of emergency 911 response. Furthermore, with the rapidly approaching near-term deadlines for implementation of “Next Generation 911” services – (which will permit civilians to send both SMS text, data files and video calls to 911 dispatchers and field staff), the need for reliable data for 911 response will only grow even further in terms of criticality to our daily operations over the next 5 years.

Providing the level of security, reliability, and performance needed by Public Safety can be achieved by utilizing a combination of tools – from enabling multiple carrier networks to aggregate coverage, and constructing dedicated and interconnected Public Safety grade broadband data networks where required.

In 2018, Public Safety Canada assembled a temporary committee to assess the needs of PSBN in Canada. Made up of 31 members from many disciplines concerning public safety, transit, and utilities, the Temporary National Coordination Office (TNCO) planned to publish final recommendations for a national PSBN approach this past June. Due to the COVID-19 pandemic, the highly anticipated TNCO final report has been delayed – likely until the fourth (4<sup>th</sup>) quarter of 2020.

Unfortunately, as the TNCO was formed, it was noted that there was no seat assigned for police representation on the committee. As such, Halton and our partner police services and associations have undertaken to provide advocacy on behalf of Police and other stakeholders to the TNCO.

Additionally, the Service’s advocacy efforts have included the publishing of several white papers to the Canadian Radio-television and Telecommunications Commission (CRTC) and the Ministry of Industry, Science and Economic Development (ISED), along with the formation of a PSBN Innovation Alliance, and participation in hearings supporting the Halton developed PSBN operating model.

With the approval of the Halton Police Board in 2017, the HRPS has setup the first wide-area field operational Band 14 PSBN in Canada – effectively becoming our own wireless data carrier for the Region. The system is in full operation and now supports data communications to the entire fleet of police vehicles with plans underway to expand services to other Halton agencies (Fire, EMS, utilities, transit and others). Through our internal development, we have created a PSBN analytics dashboard and reporting system which enables the Service to measure the effectiveness of this valuable asset.

Halton Police has become a leader in PSBN implementation, our shared network core model, and our advocacy for PSBN in Ontario and across Canada. We are regularly sought out for our insights and expertise, both on technical and policy fronts, for the development of a workable PSBN model for the province and the rest of the country, and for our experience in operating our private PSBN within the Region of Halton.

Through our advocacy efforts we have attracted a large number of public safety agencies, associations, municipalities, and high-tech companies - all with a unified goal of ensuring that local municipalities and First Responder agencies have a choice in determining and specifying the best PSBN deployment model for their regional needs.

In this “Updates” attachment, we provide updates to the Halton Police Board on our efforts to-date regarding our three (3) main areas of focus for PSBN:

- Halton Regional PSBN,
- Halton Shared PSBN Core,
- PSBN Advocacy.



## HALTON REGIONAL PSBN

### Background and Implementation

In August 2017, the Board approved the purchase of equipment and services for the installation of a Halton-wide PSBN. The system was successfully implemented and was put into testing in November 2018. Considerable design and testing followed to permit patrol cars to “roam” from the Halton PSBN to commercial networks – wherever the best signal is present. Integration of patrol cars into the new system commenced in Jan 2020 and as of the date of this report, all 152 active patrol vehicles have been enabled on the Halton PSBN.

### Metrics

Through analytics software created by HRPS as well as tools purchased through Motorola, staff have up-to-the-minute views of performance and usage of the PSBN. Our observations indicate that on a day to day basis, our patrol vehicles use the PSBN for 60%-80% of their data usage within the Region - in favour of the PSBN over commercial cellular networks.

Staff monitor trends in usage of the PSBN and note that upwards of 14Gigabytes of data are passed through the PSBN to HRPS patrol vehicles on a daily basis (see Figure 1- Daily upload and download traffic).

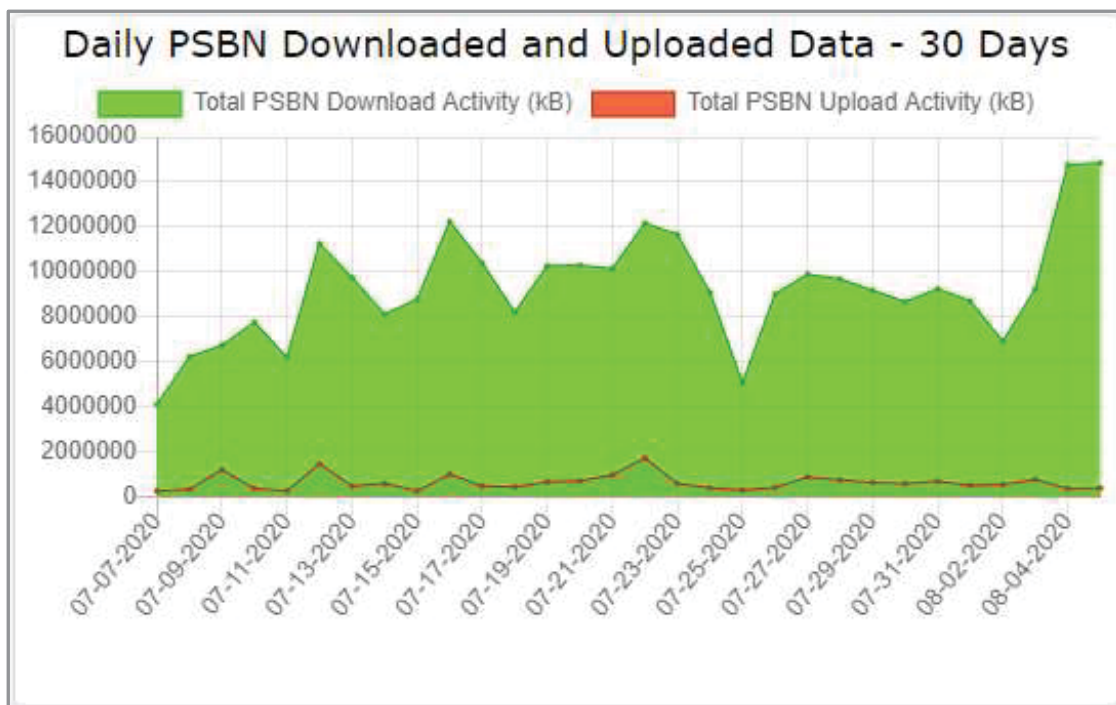


Figure 1 - Daily upload and download traffic.

Among other parameters, staff are able to monitor the availability of the PSBN and note that in the 90 days preceding 5 August 2020 – the network and all PSBN sites have been up and available for 99.962% of the time. Having the ability to measure uptime and further,

achieving this level of availability of a region-wide wireless data network, are significant achievements for the Service. Given the alternative, with commercial networks having been designed for “best effort” service levels, these levels of reliability and measurement are otherwise not practical to obtain.

Ongoing observation of radio site usage, gives staff a clear picture of the effectiveness of the PSBN – allowing for plans of expansion and enhancement of coverage. (See figure 2 for a sample 14 day running comparison of download traffic usage per cell site.)

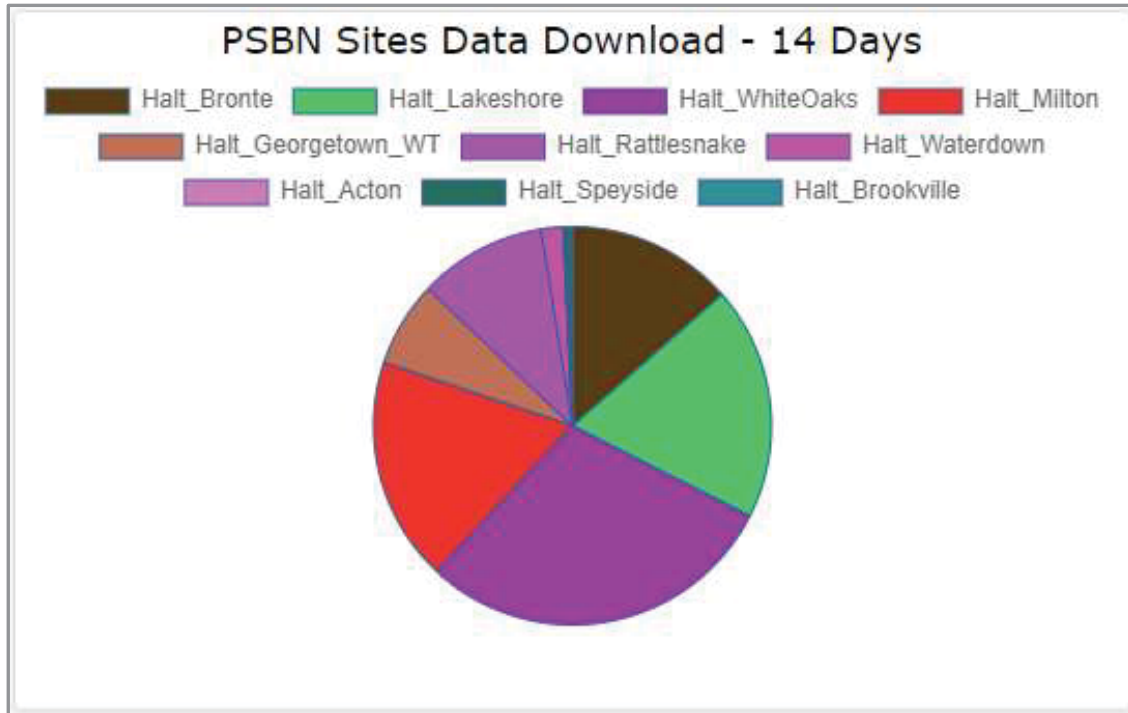


Figure 2 – Chart of 14 Day System Utilization providing a comparison of individual PSBN site usage

### PSBN System Expansion

With the goal of increasing on-street coverage and practical handheld device access, implementation of three (3) additional sites are planned for 2020. The first of six (6) approved system expansions are underway as contracts are being negotiated for one of the sites (Bell tower in Burlington), construction is being planned for the second site (North Oakville tower), and site requests are being drawn up for the third site (North side of Dundas between Bronte and 3<sup>rd</sup> line). This addition will bring our LTE site constellation to a total of 13 Radio Access Network (RAN) sites.

### Additional Halton Agencies joining the PSBN

As with the Regional P25 voice radio system, the Halton PSBN is available to other Halton based First Responders and municipal participants. Agencies may join by participating in

sharing of network access costs, procuring their own end user devices, and establishing links to their systems.

Burlington Fire has procured devices for their response vehicles and will be integrating with the Halton PSBN over the coming months. Any other First Responder and approved utility/municipal agencies in Halton are now welcome to join the system.

Beyond Halton Region we have had interest from a number of other regions and potential critical infrastructure commercial partners. Alectra – a large regional utility in Ontario, has requested access for testing mission-critical electricity control and signalling use cases within Peel Region’s geography, and a number of other municipal regions (eg. York, Hamilton, Niagara and Kawartha Lakes) are likewise considering deploying PSBN RAN networks that would “plug into” our central core in Halton Region. Hydro One Networks has also expressed interest and we are in discussions with Hydro One as well on potential areas of cooperation on the PSBN file.

**HALTON SHARED PSBN CORE**

As part of the 2017 report to the Board, a cost sharing model for the PSBN network core was outlined. Peel Region’s VCOM group – a regional association responsible for critical communications within the Region of Peel - has joined the shared core, thus reducing the costs to the HRPS to operate the core by 50%. Additional future regional municipalities that join our PSBN core would connect their Radio Access Networks to the Halton PSBN core, and in turn further share on these common core costs together with Halton.

**HALTON / PEEL / GTAA PSBN – AN OVERVIEW**



**Figure:** Approx. Halton-Peel Coverage Extent

**FAST FACTS:**

- **Over 2 MILLION** of Ontario’s Population already covered by Halton-Peel-GTAA’s PSBN initiative
- **Transit, Utility, Airport, Municipal & Tri-Services Public Safety** all participating
- **Joined together via MoU** into a nascent PSBN that could act as a core model for all of Ontario → **scalable & cost effective**
- **Governance & Business Models** described in detail in Halton whitepapers
- **22 RAN Sites + Secure Core Network** already in place → **expansion to more regions ahead**

**A STRONG COLLABORATION & THE CORE OF A FUTURE ONTARIO PSBN**

Figure 3 - Map and overview of current collaboration and PSBN coverage

Through the efforts of the PSBN Innovation Alliance, additional agencies are seeing the benefits of operating their own mission critical data infrastructure. We continue to work with these agencies as they develop their plans and budgets toward acquiring PSBN equipment along with other features in support of access to the shared LTE network core.

As public safety agencies and utility stakeholders across Canada eagerly await the final TNCO report from Public Safety Canada, HRPS with the PSBN Innovation Alliance is preparing for the next set of features to be added to the PSBN. Those new features being: seamless carrier roaming, voice services, and other carrier services such as text messaging, secure applications store, device certification, cloud-based data sharing, and much more.

These new features will bring a high degree of utility to the PSBN. For example – enabling voice phone calls over public safety grade infrastructure and enabling roaming to and from commercial carriers as users roam in and out of PSBN coverage – will dramatically extend the reach and utility of the PSBN network core across Ontario and Canada.

In support of readiness for these new integrations and features, the Service has applied to the CRTC for Mobile Network Operator (MNO) carrier service status. This will be a significant achievement for the Service and for PSBN efforts in the country. Establishing the Service's network as a registered carrier gives the Service access to CRTC rates with carriers - and will pave the way for roaming agreements.

### **PSBN ADVOCACY**

Among the critical factors contributing to the delay of PSBN development for public safety in Canada has been the absence of coordinated municipal stakeholder engagement and the development of a workable business and governance model for use of the reserved Public Safety Band spectrum.

In the early days of development of PSBN policy in Canada – serious consideration was given to simply handing over the spectrum to carriers to assimilate into their other spectrum holdings and overall commercial operations – and then sell services back to public safety over “best effort” commercial networks.

Halton Police, Peel Police, and GTAA – and now through the PSBN Innovation Alliance - support an alternative model of preserving the monetization value of this highly valuable spectrum for use by municipalities, as they require – with overall governance by public safety to assure the long-term needs of Public Safety are met with this key spectrum.

The HRPS is driving advocacy on appropriate licensing policies for the PSBN band to ensure control and benefits of the spectrum is retained by First Responders to best meet their local needs – and for policies that assign a permanent regional license to municipal First Responder agencies (similar to the approach used to date in Land Mobile Radio narrow-band spectrum assignments). This long-term policy approach is being suggested as a final replacement for the current “experimental use” license obtained from Industry Science and Economic Development Canada (ISED).

In June of 2019, with the establishment of the PSBN Innovation Alliance, research and collaboration was started with public safety agencies, utilities, and critical infrastructure service providers across the province and the country. Through this collaborative effort - financial, operating, and governance models were developed to enable scaling our Halton PSBN to potentially grow to support the core needs of the entire Province – thus preserving the PSBN spectrum’s use and benefits where it most needed and most beneficial – namely for support of local 911 field operations, with the governance and oversight of the spectrum in the hands of local First Responder agencies.

Work on the establishment of the PSBN Innovation Alliance included - the development of a charter, by-laws, the election of an executive committee and sub-committees, and the development of a memorandum of understanding (MOU) as an instrument of accepting new members.

Through the initial work of Halton Police and then additionally by members of the PSBN Innovation Alliance, the association has attracted membership of 35 public safety agencies and associations, utility stakeholders, university and research firms, and high-tech companies. Of note - our public safety memberships represent a served population of 4 million residents in Ontario. Please see current members and advisors in Figure 4.

## PSBN INNOVATION ALLIANCE:

### VOTING MEMBERS:



### ASSOCIATION ADVISOR MEMBERS:



Represents the Chiefs of 56 Policing Agencies in the Province of Ontario



Represents all 11,200 career Firefighters in the Province of Ontario



Represents 18,000 sworn and civilian police personnel from 47 police associations across Ontario.

**ADVISOR / OBSERVER MEMBERS:**



Figure 4 - PSBN Innovation Alliance Members

Our advocacy efforts thus far have also included publishing three (3) research white papers on our PSBN model to the Canadian Radio-Television Commission (CRTC) and participating in testimony of at CRTC hearings on carrier services. The association has also consulted with and provided research and model outlines to the Public Safety Canada established Temporary National Coordination Office (TNCO) – mandated to assemble recommendations for a Canadian PSBN.

Additionally, HRPS – in support of the PIA has developed and released a PSBN Innovation Alliance website that is now available online at [www.psbnnnovationalliance.ca](http://www.psbnnnovationalliance.ca). This website was designed in order to educate the public, First Responder agencies, high-tech companies, and government on the Halton/Peel/GTAA developed PSBN model. An example of the website can be seen in Figure 5, below.

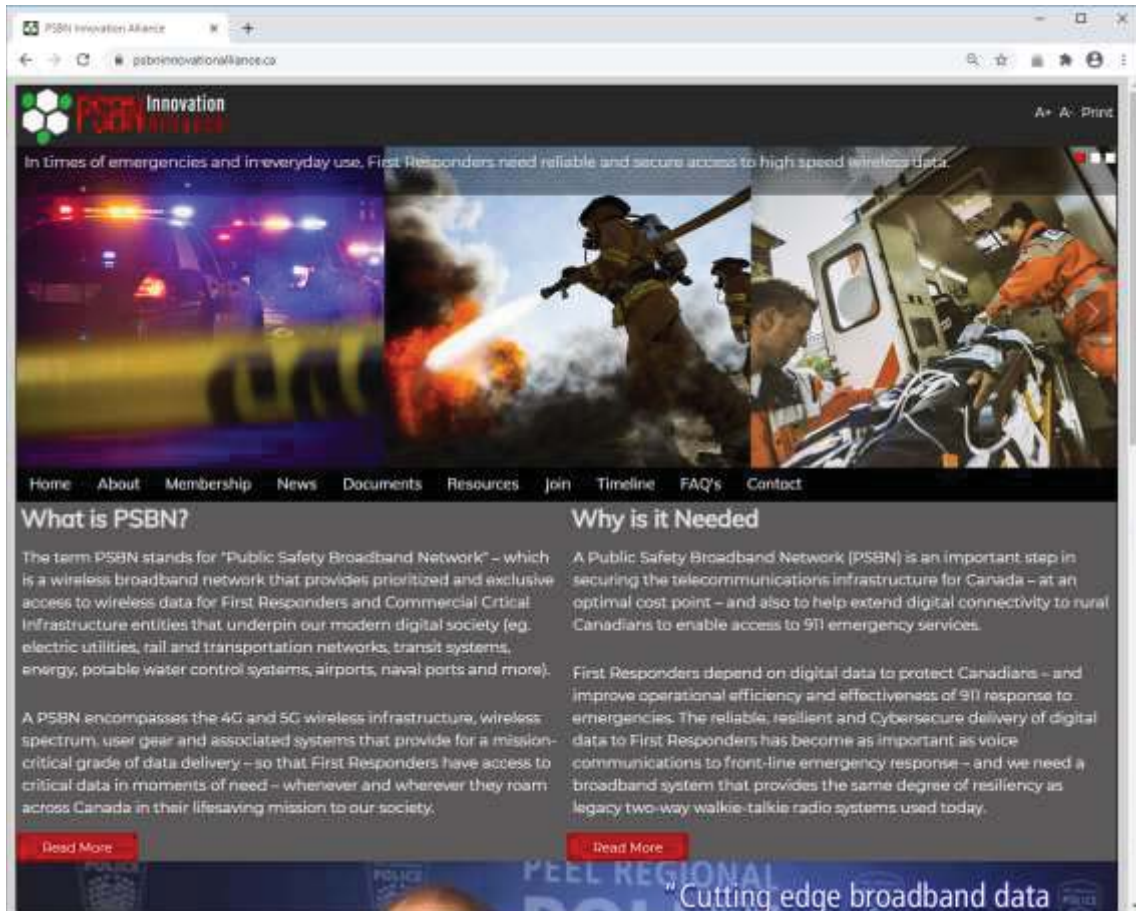


Figure 5 - PSBN Innovation Alliance Home Page

## **SUMMARY & CONCLUSIONS**

With the leadership of the Halton Police Board, HRPS has become known both nationally within Canada and internationally, as a leader in public safety technology and governance. With the Board's support, the Service's work thus far on PSBN represents many significant achievements in advancing public safety technology both locally, provincially and nationally.

With the establishment of a highly secure, reliable, and ubiquitous PSBN – we are ensuring that First Responders within Halton are able to communicate and respond quickly, efficiently, and effectively in their day-to-day duties and during emergencies where network congestion and dropped calls and missed data can mean the difference between life and death during 911 response.

The work being performed within Halton to establish a viable and working PSBN for Ontario, and more broadly through our collaborative efforts with the members of the PSBN Innovation Alliance, will bring great benefit to advancing the Community Safety and Wellbeing of the residents of Halton and other participating municipalities across Ontario for decades to come.







# Public Agenda Information Report

**To:** Chair and Police Service Board Members      **From:** Graham Milne  
Board Secretary

**Subject:** Notice of Procedural By-law Amendments

**Report #:** CAO20-8-I-01      **Date:** 27 August 2020

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## INTRODUCTION AND BACKGROUND:

The Regional Municipality of Halton Police Services Board adopted Procedural By-law 2020-1 at its meeting of June 25, 2020. This report is submitted in accordance with By-Law 2020-1, Section 25.2, whereby:

*The Board will only consider amendments or repeal of this By-law at a Board meeting if a previous regular Board meeting received notice of the proposed amendment or repeal.*

The purpose of this report is to provide formal notice and information to the Board regarding proposed administrative amendments to Procedural By-law 2020-1 for consideration at the Regular Board meeting of September 24, 2020.

The following are the areas of the Procedural By-law that have been identified for administrative amendment at this time:

- Schedule of Agenda Preparation/Distribution
- Preparation/Disposition of Meeting Minutes
- Scheduling of Delegations/Permitted Subject Matter and Timing for Delegations
- Provisions of Notice for Amendment/Repeal of Procedural By-law
- Emergency Meeting Provisions including Electronic Participation in Meetings

Additional proposed amendments may be brought forward for the Board's consideration at the September meeting subject to staff's further review of Procedural By-law 2020-1.



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Graham Milne, Board Secretary

Attachments: None



Finance  
Office of the Commissioner  
Halton Region  
1151 Bronte Road  
Oakville, ON L6M 3L1

July 16, 2020

**VIA EMAIL**

Mayor Rob Burton, Chair  
Halton Regional Police Services Board  
2485 North Service Rd. W.  
Oakville, ON L6M 3H8

Dear Chair Burton:

The Council of the Regional Municipality of Halton approved the 2021 Budget Directions at its meeting, held Wednesday, July 15, 2020 as attached in this letter (Report No. FN-26-20 Re: 2021 Budget Directions), and adopted the following resolution:

**RESOLUTION: FN-26-20 – 2021 Budget Directions**

4. THAT a letter from the Commissioner of Finance and Regional Treasurer identifying the 2021 Budget Directions target of the following budget increases and a copy of Report No. FN-26-20 be forwarded to the respective boards as follows:
  - a. Halton Regional Police Service 3.7% increase
  - b. Conservation Halton 3.7% increase
  - c. Credit Valley Conservation 3.7% increase
  - d. Grand River Conservation Authority 3.7% increase
  - e. Royal Botanical Gardens 2.0% increase

To achieve the budget directions approved by Regional Council, the budget guideline for the Halton Regional Police Services Board is a net expenditure increase of no more than 3.7%. This maintains the Region's key priority of an effective tax increase less than or equal to inflation of 2%, assuming assessment growth in the 2021 Budget of 1.7%, totaling 3.7%. As part of the 2021 Budget process, Halton Region Finance staff will meet with Halton Regional Police Services Finance staff during the upcoming months to discuss Halton Regional Police Services' 2021 budget submission.

Sincerely,

Cyndy Winslow  
Acting Commissioner of Finance & Regional Treasurer

Cc: Stephen J. Tanner, Chief of Police, Halton Regional Police Services Board  
Fred Kaustinen, Strategic Advisor, Halton Regional Police Services Board  
Gary Carr, Halton Regional Chair  
Jane MacCaskill, Chief Administrative Officer, Halton Region

**Regional Municipality of Halton**

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The Regional Municipality of Halton

Report To: Regional Chair and Members of Regional Council

From: Cyndy Winslow, Acting Commissioner, Finance and Regional Treasurer

Date: July 15, 2020

Report No. - Re: FN-26-20 - 2021 Budget Directions

RECOMMENDATION

1. THAT the 2021 Tax Supported Budget, excluding the Halton Regional Police Service (HRPS), be prepared such that the tax increase is at or below the rate of inflation (2.0%).
2. THAT the 2021 Rate Supported Budget be prepared such that the rate increase related to operations is at or below the rate of inflation (2.0%) with a total rate increase including the state-of-good-repair capital program not to exceed 3.5%.
3. THAT the 2021 Budget Schedule as set out in Attachment #1 to Report No. FN-26-20 be approved.
4. THAT a letter from the Commissioner of Finance and Regional Treasurer identifying the 2021 Budget Directions target of the following budget increases and a copy of Report No. FN-26-20 be forwarded to the respective boards as follows:
  - a. Halton Regional Police Service 3.7% increase
  - b. Conservation Halton 3.7% increase
  - c. Credit Valley Conservation 3.7% increase
  - d. Grand River Conservation Authority 3.7% increase
  - e. Royal Botanical Gardens 2.0% increase

REPORT

**Executive Summary**

- The 2021 Budget Directions have been prepared with identified pressures as highlighted in Report No. FN-26-20 that will be considered as part of the budget process.
- The 2021 target tax increase and water and wastewater rate increase related to operations are targeted at or below the rate of inflation.

- The target budget increase for Regional Services before assessment is 3.7%. After assessment growth of 1.7%, a target of 2.0% tax rate increase for Regional and Police Services is projected.
- The budget direction for the Halton Regional Police Service (HRPS), Conservation Halton, Credit Valley Conservation and Grand River Conservation Authority is 3.7%. The budget direction for the Royal Botanical Gardens is an inflationary increase of 2.0%.
- The 2021 Budget and Business Plan is scheduled to be reviewed by Regional Council on December 9, 2020 and consideration of approval is scheduled on December 16, 2020 as outlined in Attachment #1.

## **Background**

The purpose of this report is to seek approval for the 2021 budget guidelines and schedule for the Tax and Rate Supported Budgets and to highlight some of the challenges that will be addressed in preparing the 2021 Budget and Business Plan. These guidelines are intended to provide direction to staff in preparing the 2021 budgets to deliver Regional services. There are still many unknown variables related to COVID-19 that have the potential to impact the 2021 budget, including the duration of the pandemic and recovery. Throughout the development of the 2021 budget, staff will continue to monitor the impacts of COVID-19 and the projected recovery plan, and will identify pressures that are anticipated to extend to 2021. In addition, with the release of the 2020 Provincial Budget being deferred from March to November, 2020, there continues to be Provincial impacts that are still not known specifically related to funding models and programs that the Province has communicated will be changing or are currently under review. Given these uncertainties, the 2021 budget will be developed with a conservative approach, and will incorporate the latest information available while identifying risks and pressures. There will be a continued focus on core services, continuous improvement and finding cost efficiencies in all program areas to achieve the targets set.

## **Discussion**

### **BUDGET SCHEDULE**

The proposed 2021 budget schedule outlined in Attachment #1 to this report has been developed so that the Tax and Rate Supported Budgets will be prepared and presented to Council together. The Budget Book will be printed in mid-November, and the Budget Presentations by the Boards & Agencies will take place on November 25, 2020. Council is scheduled to review the Regional budget on December 9, 2020 and consideration of approval of both the Tax and Rate Supported Budgets is scheduled for December 16, 2020.

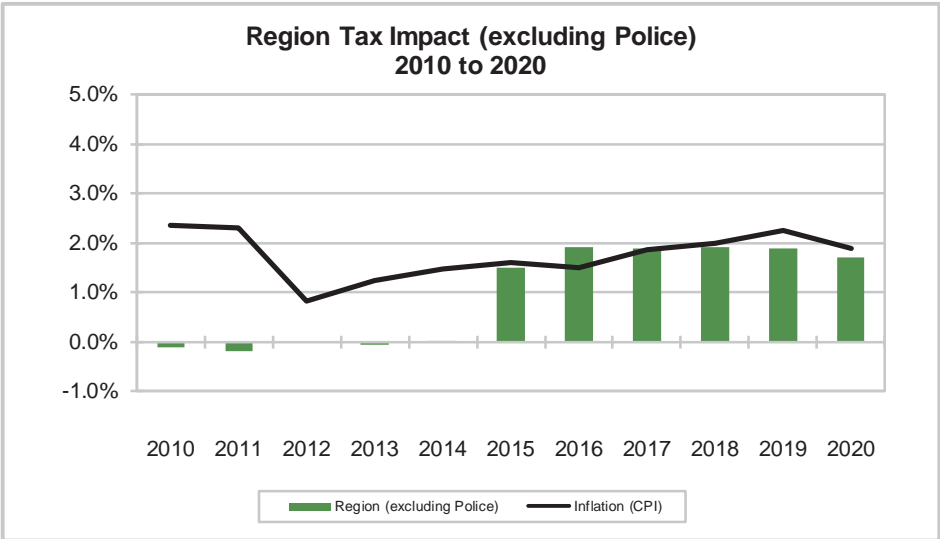
STRATEGIC ACTIONS SHAPING HALTON'S 2021 BUDGET

**AAA Credit Rating**

Maintaining a AAA credit rating over the past 32 years is a testament to the financial position, policies and practices of the Region and Local Municipalities. The AAA credit rating reflects Halton's strong and stable operating budgetary results, very low debt burden, high levels of liquidity, a commitment to multi-year planning, stable revenue and expenditure flows, a very strong and well-diversified economy, prudent and conservative fiscal management practices and a stable and well-qualified management team. Maintaining a AAA credit rating provides the best possible capital financing rates and minimizes long-term infrastructure capital financing costs. In the January 29, 2020 Moody's Investors Service published report, it was identified that the Region has a strong capacity to absorb provincial funding changes from continued surpluses and high levels of liquidity. Further, in the June 16, 2020, S&P Global Ratings annual review, it was noted that the Region has prudent financial management practices with a solid economic base and exceptional liquidity. Achieving a AAA rating status ensures Halton Region and the four Local Municipalities that borrow under this credit rating will continue to obtain the best possible financing rates in the capital markets minimizing the longer term costs of infrastructure capital.

**Tax Rate Increases at or Below the Rate of Inflation**

The key priority in developing the tax budget guidelines is to prepare the Tax Supported Budget with an increase at or below the rate of inflation. The Region has been successful in delivering a property tax increase at or below the rate of inflation while maintaining or enhancing services. The chart below provides the history of property tax increases for Regional services (excluding Police) in Halton since 2010. The Region has been successful in delivering an average property tax increase of 1.0% for Regional Services (excluding Police) from 2010 to 2020, while focusing on maintaining existing levels of service and approving investments in high priority core service areas.



## **Continuous Improvement & Efficiencies**

Halton has maintained and enhanced services with tax increases at or below the rate of inflation over the past 14 years by identifying improvements and efficiencies through continuous improvement. Halton has for many years identified savings and reallocated resources to priority areas to address program pressures and service levels without having an impact on the budget. Many of these savings and efficiencies have been identified in the budget book, with over \$30 million in savings identified between 2014-2020 for the Tax and Rate Supported budgets. Continuing this practice through the 2021 budget development process, staff will continue to work to identify savings and opportunities for reallocation of resources to address pressures.

## **Financing Growth**

The Provincial Growth Plan has imposed financial challenges on the Region. For more than 20 years, the Region has had a long-standing practice that an acceptable development financing plan must be approved by Regional Council prior to proceeding with growth-related programs. Regional Council is committed to supporting planned growth by working in partnership with the development community in order to maintain the Region's objective of protecting Halton Region's tax and rate payers from impacts related to financing growth-related infrastructure, while also maintaining Halton's strong financial position. This principle is upheld through the Region's Development Financing Plan, which states that all growth-related costs that can be recovered from development charges (DCs) will be recovered in accordance with the *Development Charges Act* (DCA). Currently, the Region is implementing the 2020 Allocation Program and financing plan to accommodate over 18,230 Single Detached Equivalents (SDE) units approved by Council at an estimated cost of \$2.1 billion through FN-46-19/PW-50-19/LPS112-19 (re: 2020 Allocation Program Options).

Despite Halton's rigorous process to develop its Development Charges Background Study through its Master Plans, Growth Plans, developer consultations and consultant review, a significant amount of growth-related costs cannot be recovered under the current DCA as amended. Council has made several submissions to the province for changes to the DC legislation. These submissions reflected Regional Council's request to make amendments to the DCA consistent with the principle that "growth pays for growth". As part of the 2017 DC update process, staff identified and updated the capital costs that are not being recovered from growth based on this principle. Under the current DCA, Halton Region's DC revenues are estimated to be, at minimum, \$14.1 million per year lower than a calculation based on a "growth pays for growth" principle.

Further, as outlined to Council through FN-31-19 (re: Bill 108 – Growth Related Financing), FN-32-19 (re: Bill 108 – Growth Related Financing update on proposed regulations) and FN-13-20 (re: Bill 108 Update – Proposed Regulatory Matters Pertaining to Community Benefits Authority Under the Planning Act, the Development Charges Act and the Building Code Act (ERO 019-1406)), the Ministry of Municipal Affairs and Housing, through Bill 108 and Bill 138, introduced changes to both the DCA and the *Planning Act*, that affected growth related financing.

On January 1, 2020 portions of Bill 108 and Bill 138, which amends the DCA were enacted. As set out in the Memo dated January 10, 2020 (re: January 1, 2020 changes to the Development Charges Act and its regulations) and FN-08-20 (re: Implications of amendments to the *Development Charges Act, 1997 S. O. 1997 c.27*) this change affected the timing of DC collection, determination of DC rates and interest payable on DC's.

In February 2020, the Ministry of Municipal Affairs and Housing posted on the Environmental Registry ERO 019-1406 "Proposed Regulatory Matters Pertaining to Community Benefits Authority Under the *Planning Act*, the *Development Charges Act* and the *Building Code Act*" for public consultation to deal with additional aspects of Bill 108 as discussed in FN-13-20.

The Province has indicated that it has not finalized any regulations and that they are relying on all the public consultation to inform their final decisions. Some of the proposed regulations are a direct result of the feedback provided from municipalities.

The changes enacted as well as the ones currently proposed will cause financial uncertainty due to timing of DC collection, the gap between timing of DC rate determination and building permit, and the removal of "soft services" from the DCA to a capped Community Benefits Charge under the *Planning Act*. The financial impact is still uncertain as there are substantial associated regulations that are yet to be prescribed. Staff were expecting the final regulations in the summer of 2020 however due to the COVID-19 pandemic the timing is now uncertain.

### **Asset Management Plans**

Maintaining Regional assets and infrastructure in a state-of-good-repair is a key priority. The Corporate Asset Management Plan demonstrates sound stewardship of the Region's existing assets to support services at desired levels and to ensure financial sustainability. It also supports decision-making for future investments regarding the construction, operation, maintenance, renewal, replacement, expansion and disposal of infrastructure assets while minimizing risk and cost to the Region and residents. Halton's Asset Management Plan has resulted in most infrastructure assets rated to be in good condition and meeting desired service levels.

Staff continue work to align the current Asset Management Plan with the requirements set out in the Asset Management Planning for Municipal Infrastructure (O. Reg. 588/17) regulation for July 1, 2021. In 2020, Halton Region embarked on the Asset Management Program Update, with the objective to align the Council approved Asset Management Policy (FN-19-19 re: Asset Management Policy (O. Reg. 588/17)) to the Asset Management Strategy and Asset Management Plan to comply with O. Reg. 588/17. This program will consider industry best practice, including ISO 55000, where the development of the Asset Management Strategy and Asset Management Plan enables a line of sight between capital/operating investments and Halton Region's strategic priorities and services to residents and businesses.



As highlighted later in this report, a key objective of the annual budget continues to be to invest appropriately in the state-of-good-repair program to maintain the condition of the assets as infrastructure ages and expands due to growth. Staff continue to implement the Public Works Asset Management Road Map Implementation Plan. In early 2020, staff completed the optimized decision making project which will be used in the prioritization of infrastructure needs and will be included as part of the 2021 Budget & Forecast. In addition, staff embarked on two initiatives in 2020 to further refine the capital budget process; a review of capital project costing methodology, to improve transparency and consistency in capital project costings and an update to the Life Cycle Models that are utilized for the 9-year capital program forecasting that is not covered by risk assessment. The state-of-good-repair capital program financing has been adjusted based on the Asset Management Program.

### **Public Accountability, Transparency and Engagement**

As a key priority, Halton Region continues to advocate for support from all levels of government on critical issues affecting the Region. In order to maintain a high quality of life, build the necessary infrastructure, and ensure the financial integrity of the Region, significant funding investments and legislative changes from the Provincial and Federal governments are required. As part of these advocacy efforts, the Region continues to work with the Association of Municipalities of Ontario (AMO) and the Federation of Canadian Municipalities (FCM) on issues of municipal concern.

## **2021 BUDGET ASSUMPTIONS & PRINCIPLES**

### **Real GDP**

As reported through Report No. FN-25-20 re: "Investment Performance to April 30, 2020", the COVID-19 pandemic lockdown of most major economies in the world has caused a sharp contraction in GDP during the first four months of 2020. The global economy has been shuttered by the COVID-19 pandemic and April 2020 will likely end up ranking as one of the worst months ever for global growth. The unprecedented lockdown in North America, as well as most of Europe and Asia, will cause immense damage to the global economy. Canada's GDP fell by a 10% annual rate in Q1-20 as the economy is dealing with the effects of both COVID-19 and the plunge in global oil prices. However there has been a strong, coordinated policy response to help mitigate the impacts until lockdown measures are lifted. The Bank of Canada reacted swiftly by cutting the overnight interest rate by a total of 1.50% in March. The Bank also began open market bond purchases in order to ensure liquidity was maintained. In addition, both the Federal and Provincial governments have implemented considerable fiscal policy measures to support the economy and mitigate the anticipated impacts of the downturn.

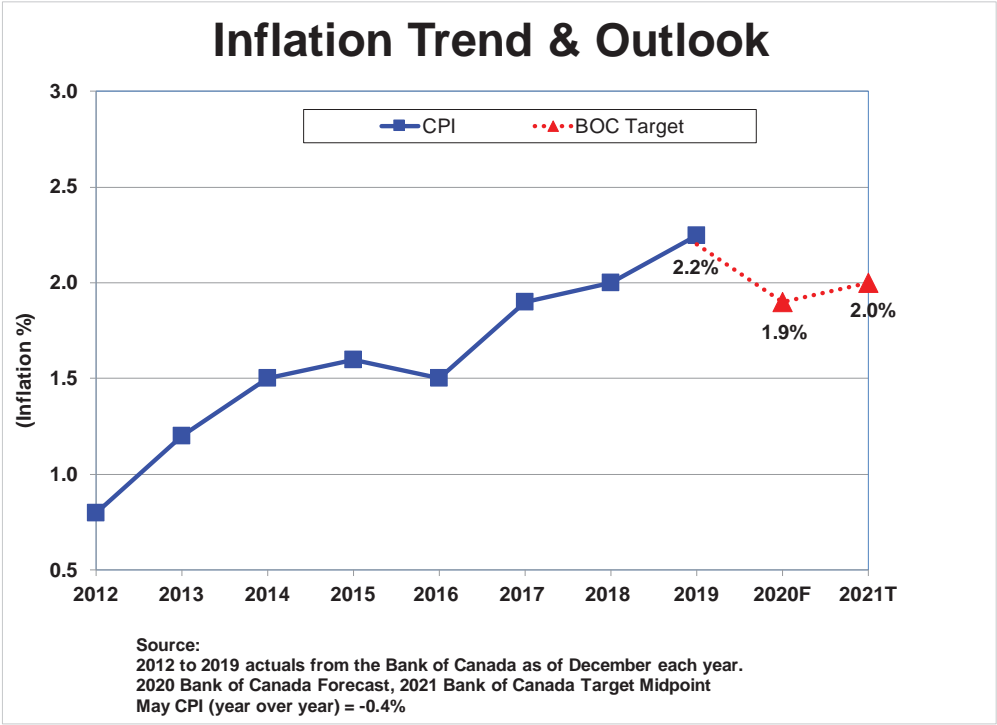
### **Inflation**

There is considerable uncertainty on the future of inflation given the severe and adverse effects of the COVID-19 pandemic. The Bank of Canada's inflation control target remains at 2.0%, which is the midpoint of the Bank's 1.0% to 3.0% target range. The annual inflation rate was down to -0.2% in April, the first deflationary print since 2009, when COVID-19 restrictions were at their most stringent, and has further decreased to -0.4% in

May. Inflation is expected to be close to 0% in the second quarter of 2020, primarily reflecting the sharp drop in gasoline prices and, to a lesser extent, travel services such as hotels/flights. The impact on inflation will be partially mitigated in the interim as the lower Canadian dollar results in higher import prices.

The combination of the COVID-19 pandemic and oil price collapse poses unique challenges for the conduct of monetary policy and achieving the Bank’s 2% inflation target. The pandemic and the resulting control measures are having profound effects on both demand and supply as well as causing extraordinary financial market stress which is disrupting the flow of credit. The Bank interest rate cut by 1.50% in March 2020 reinforced other actions taken to help ensure affordable credit is available to households and businesses. This access is critical during the containment period to facilitate the borrowing needed to bridge temporary shortfalls in income. Lower interest rates will help lower the cost of borrowing, thereby supporting demand. These actions complement the substantial fiscal stimulus recently put in place by the federal and provincial governments to sustain jobs, income and businesses in Canada.

The Bank of Canada closely monitors the effectiveness of its actions, along with the fiscal and other policy actions taken, to assess whether output and inflation are on paths towards full employment and their 2% inflation target. The following graph outlines the historical inflation trends and 2021 outlook.

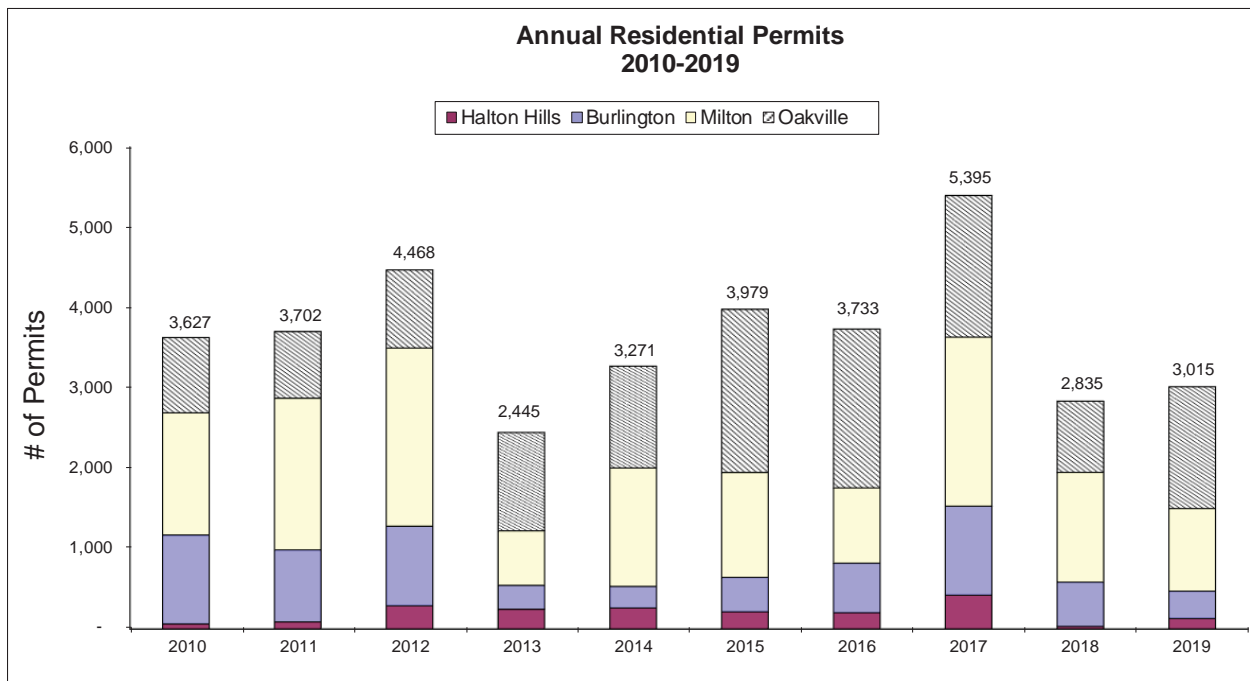


Staff reviewed the various economists research from the major Canadian banks and based on this review have found that they are currently forecasting Canadian annual inflation in a range of 1.1% to 2.2% for 2021. The forecasting is dependent on how quickly the economy recovers from the COVID-19 pandemic and the timing and strength of the

recovery. As outlined in the April 2020 Monetary Policy Report, the Bank of Canada’s inflation-control target is 2%, which is the midpoint of a 1.0% to 3.0% per cent target range. This target is set jointly by the Bank of Canada and the federal government and, since 1991, has shown that the best way to foster confidence in the value of money and to contribute to sustained economic growth, employment gains and improved living standards is by keeping inflation low, stable and predictable. The inflation-control target guides Bank of Canada decisions on the appropriate setting for the policy interest rate, which is aimed at maintaining a stable price environment over the medium term. As such, staff are recommending that the 2021 budget be prepared in line with the Bank of Canada mid-target policy inflation rate of 2.0%.

### Economic Development

As shown in the chart below, the average residential building permits between 2010 and 2019 was 3,647 per year. The decline in permits issued in 2013 was largely due to the delay in the commencement of the 2012 Allocation Program. Once implemented it allowed residential permit activity to rebound from 2014 to 2017, with the strong results in 2017 attributed to a considerable increase in condominium development. 2018 and 2019 saw a substantial decline due to delays in some planning approvals (secondary plans, etc.) that had resulted in delays in advancing the next Allocation Program.

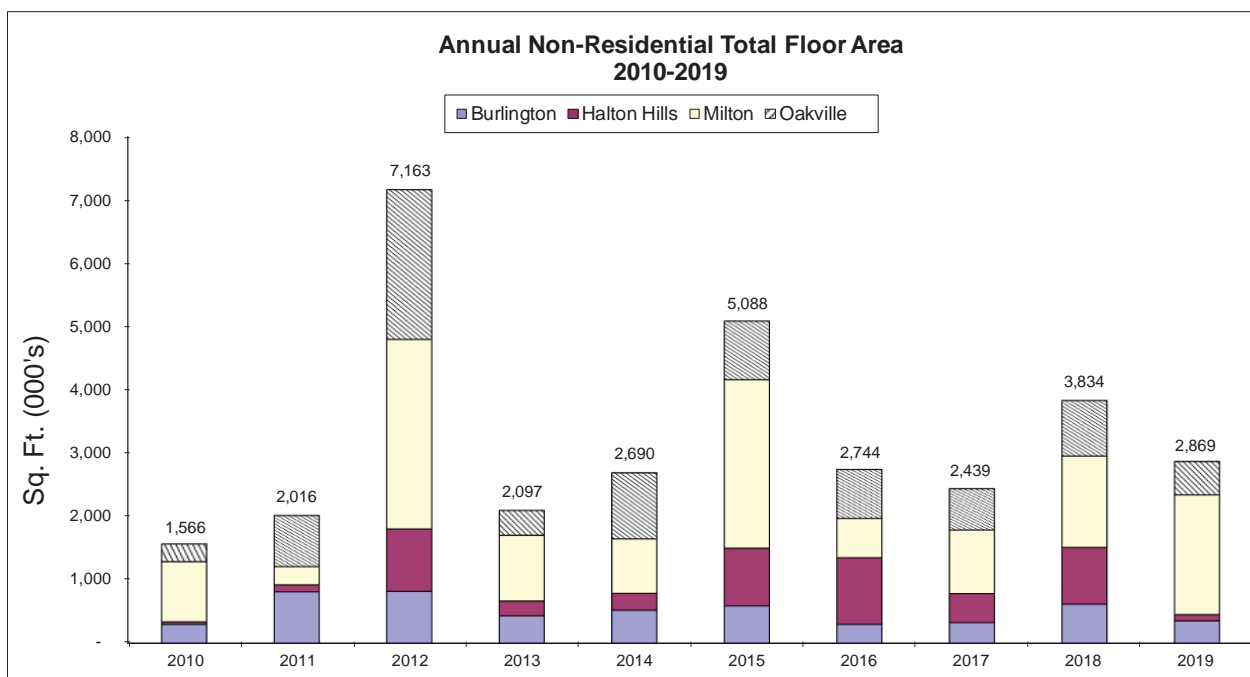


As noted earlier, given the uncertainty around the impacts of COVID-19 on development, there is a risk in not achieving the projected residential development growth, however this potential shortfall is anticipated to be temporary in nature and the capital financing is mitigated by the 2020 Allocation Program.

In November 2019, Council approved the advancement of the 2020 Allocation Program through FN-46-19/PW-50-19/LPS112-19 for residential development with a minimum

subscription of 18,230 Single Detached Equivalents. The terms and conditions included an early payment of water, wastewater, roads and general services (excluding GO Transit) development charges. This collection ensures that the Region will be able to mitigate the potential short-term financial impacts associated with COVID-19 and the uncertainties created for General Services DC collection through the introduction of Bill 108.

As shown in the following chart, the annual average non-residential growth over the last 10-years was 3.25 million sq. ft., with exceptional growth in 2012. Based on development applications received and progress in the servicing of the employment lands, it was expected that growth in 2020 and 2021 would be slightly above the 10-year average. However due to the uncertainty caused by COVID-19 on the non-residential sector it is hard to project how this will affect development in the short-term.



The Region provides interim financing for the non-residential share of capital costs, in recognition of the fact that the timing of infrastructure is driven by the residential developers and is delivered well in advance of non-residential requirements. The interim financing is a strategic investment for the Region, as this infrastructure serves to support continued economic growth in the Region.

To ensure that this interim financing does not impact tax or water and wastewater rates, the Region employs a combination of internal borrowing from its own reserves (Capital Investment Revolving Fund and Tax Capital reserve) and external debt to meet these requirements. Ultimately, these reserves will be fully reimbursed, with interest from the collection of development charges, as non-residential development occurs in the future. The Region's projected reserve balances anticipate slower growth than contemplated in the Best Planning Estimates to ensure that the reserves have the capacity to finance the

infrastructure within approved Development Financing Plans. In the event that non-residential development is impacted in the short-term, the reserves have the capacity to mitigate the shortfall until the development charges are collected. Any shortfall in development charge collection will be addressed as part of the next Development Charge Study and prior to approving any further Development Financing Plans.

### **2021 Budget Principles**

The 2021 Budget will continue to be prepared based on the following budget principles:

- The annual budget is prepared in accordance with the financial plans, annual targets and policies approved by Regional Council;
- Halton's strong financial position and financial planning principles will be continued to ensure the Region's AAA credit rating is maintained
- Strategic Investments in additional financial and staff resources resulting from growth, program enhancements or additional Federal/Provincial funding will require a business case to be considered by Council as part of the annual budget process;
- The annual budget includes investment in the state-of-good-repair of the Region's assets to maintain a good overall condition of the assets as the Region's infrastructure continues to age and expand;
- Regional programs are funded from sustainable revenues to ensure ongoing expenditures are not funded from temporary or one-time revenues. All revenues are reviewed annually through the budget process to ensure sustainability, in particular revenues that represent significant sources of funding or contain an increased risk or variability such as investment income, supplementary tax revenues, water and wastewater utility revenues, and provincial and federal subsidies;
- 10-year operating and capital budget forecasts are prepared;
- All growth-related capital costs that can be recovered under the *Development Charges Act* will be recovered from growth in the annual budget. In order to proceed with growth in the Region, an acceptable financing plan must be approved by Council prior to development proceeding;
- Halton's own debt limits are not exceeded throughout the 10-year forecasts;
- Reserves are maintained at levels to ensure financial sustainability to support the state-of-good-repair of Regional assets, tax and rate stabilization reserve targets and to fund specific program requirements; and,
- The Budget that is presented to Halton Region tax and rate payers is clear and easy to understand, as evidenced by the annual receipt of the Distinguished Budget Presentation Award by the Government Finance Officers Association of the United States and Canada (GFOA).

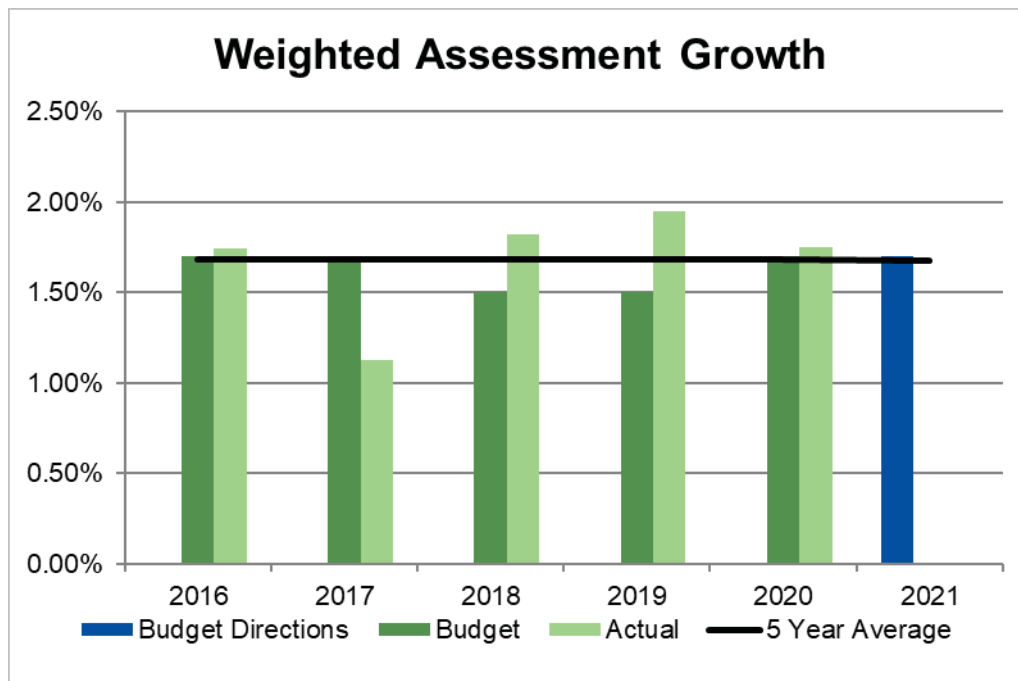
In addition, the Region will continue to meet provincially mandated obligations related to the COVID-19 pandemic response.

## 2021 TAX SUPPORTED BUDGET DIRECTIONS

As shown in the table below, the 10-year operating budget forecast in the Regional 2020 Budget and Business Plan projected the tax increase for Regional programs including Police Services in 2021 to be 2.3% after 1.7% assessment growth. The 2020 10-year operating forecast was developed based on maintaining existing levels of service, existing program financing plans, assumptions with respect to provincial funding as well as expected inflationary and growth factors.

|  | 2020             | 2021       | 2022       | 2023       | 2024       | 2025       | 2026       | 2027       | 2028       | 2029       |
|--|------------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|
| (\$000s)                               | Requested Budget | Forecast   | Forecast   | Forecast   | Forecast   | Forecast   | Forecast   | Forecast   | Forecast   | Forecast   |
| <b>Region:</b>                         |                  |            |            |            |            |            |            |            |            |            |
| Net Expenditures                       | \$ 276,794       | \$ 288,129 | \$ 300,735 | \$ 314,040 | \$ 326,122 | \$ 338,810 | \$ 352,035 | \$ 365,751 | \$ 380,115 | \$ 395,169 |
| Tax Impact (after assessment)          | 1.7%             | 2.4%       | 2.6%       | 2.6%       | 2.0%       | 2.2%       | 2.2%       | 2.2%       | 2.2%       | 2.2%       |
| <b>Halton Regional Police Service:</b> |                  |            |            |            |            |            |            |            |            |            |
| Net Expenditures                       | \$ 161,975       | \$ 168,490 | \$ 174,422 | \$ 180,559 | \$ 188,741 |            |            |            |            |            |
| Police Net Expenditure Change          | 4.2%             | 4.0%       | 3.5%       | 3.5%       | 4.5%       |            |            |            |            |            |
| <b>Region Including Police:</b>        |                  |            |            |            |            |            |            |            |            |            |
| Net Expenditures                       | \$ 438,768       | \$ 456,619 | \$ 475,157 | \$ 494,597 | \$ 514,863 |            |            |            |            |            |
| Tax Impact (after assessment)          | 2.0%             | 2.3%       | 2.3%       | 2.3%       | 2.3%       |            |            |            |            |            |
| <b>Assessment Growth Assumption</b>    | 1.7%             | 1.7%       | 1.7%       | 1.8%       | 1.8%       | 1.7%       | 1.7%       | 1.7%       | 1.7%       | 1.7%       |

As shown in the chart below, over the past 5 years, the actual assessment growth has fluctuated, with growth ranging from 1.13-1.95%. Based on the 5-year average and consistent with the forecast, it is recommended 1.7% assessment growth be used to prepare the 2021 budget. Given the uncertainty around the impacts of COVID-19 on development, there is a risk of not achieving the 1.7% assessment growth target in 2021, however any potential shortfall in assessment growth is anticipated to be temporary in nature and the trend analysis and forecast is the best information staff have to set the assessment growth rate target.



## 2021 Tax Budget Target

Regional Council approved the 2020 net Regional levy requirement (including Police) of \$438,768,200 through Report No. FN-45-19 re: “2020 Budget and Business Plan and Disposition of the 2019 Surplus”, which assumed 2019 in-year assessment growth of 1.70%. Further, FN-45-19 included a recommendation that any surplus or deficit resulting from a difference in the actual assessment growth from the budgeted assessment growth be transferred to/from the Tax Stabilization Reserve (501020). As outlined in Report No. FN-12-20 re: “2020 Tax Policy”, Halton’s actual 2019 assessment growth was 1.75%, which was higher than the 1.70% that was budgeted, resulting in additional revenue of \$220,913. Accordingly, this additional revenue was transferred to the Tax Stabilization reserve, resulting in the adjustment of the 2020 Approved Budget from \$438,768,200 to \$438,989,113.

The 2020 Approved Budget has also been amended to reflect the following budget adjustment of \$295,116, with no net Regional impact:

- \$295,116 in Children’s Services as set out in Report No. SS-05-20 re: “Autism Early Identification Demonstration Project Update”

The amended 2020 Budget will be incorporated into the 2021 Base Budget.

Base budget assumption increases incorporated in Budget Directions include:

- Inflation at 2.0% only when applicable
- Provincial subsidies reflective of the latest information available
- Removal of all one-time funding in 2020
- Compensation increases based on collective agreements and inflation

As shown in the following table, after assessment growth of 1.7%, a target of 2.0% tax rate increase for Regional and Police services is projected. The targeted increase is consistent with the strategic priority of tax rate increases at or below the rate of inflation.

| <b>Property Tax Impact<br/>of Regional Government Services<br/>(Per \$100,000 CVA)</b> |               |               |               |             |
|--|---------------|---------------|---------------|-------------|
|  | <b>2020</b>   | <b>2021</b>   | <b>Change</b> |             |
|  | <b>Actual</b> | <b>Target</b> | <b>\$</b>     | <b>%</b>    |
| Regional Services  | \$ 168        | \$ 171        | \$ 3          | 2.0%        |
| Police Services  | 98            | 100           | 2             | 2.0%        |
| <b>Total Regional Taxes</b>  | <b>\$ 266</b> | <b>\$ 271</b> | <b>\$ 5</b>   | <b>2.0%</b> |

May not add due to rounding

Regional and Police Services include increases of 3.7% before 1.7% assessment growth to achieve the target increase

Based on these assumptions, the 2021 property tax impact for Regional Services would be an increase of \$3 and the impact for Police Services would be an additional \$2, resulting in a combined increase of \$5 per \$100,000 current value assessment (CVA). As an example, a home with a current value assessment of \$500,000 would have a \$25

increase in 2021, consisting of a \$15 increase for all Regional services and an additional \$10 for Police Services.

## **2021 Tax Budget Pressures**

Achieving the 2021 Budget Directions Target will require a continued focus on core services, continuous improvement and finding cost efficiencies in all program areas.

## **COVID-19 Emergency**

As reported to Council through Report Nos. FN-18-20 re: “COVID-19 Emergency – Financial Status, Implications and Projections for Halton Region and Local Municipalities”, FN-22-20 re: “COVID-19 Emergency – Financial Update”, and FN-28-20 re: COVID-19 Emergency – Financial Update”, there are still many unknown variables related to COVID-19 that have the potential to impact the 2021 budget, including the duration of the pandemic and recovery plan. It is anticipated that many pressures related to COVID-19 will continue in 2021 such as maintaining service levels in Public Health while continuing to respond to COVID-19, maintaining increased infection control measures in Long-Term Care, meeting increased demand for Ontario Works and discretionary program support as Canada’s COVID-19 Economic Response Plan supports expire, and addressing capacity issues in Homelessness programs. In addition, it is anticipated that there will be ongoing costs for personal protective equipment, technology, and additional cleaning and disinfecting costs. Throughout the development of the 2021 Budget, staff will continue to monitor the impacts of COVID-19 and the projected recovery plan, and will identify any pressures that are anticipated to continue through to 2021.

## **Provincial Funding**

As noted in the 2020 Budget and Business Plan and Report No. FN-45-19 re: “2020 Budget and Business Plan and Disposition of the 2019 Surplus”, throughout 2019, there were a number of changes to Provincial funding levels and models. The 2020 budget was developed with the most up to date information available, however there continues to be uncertainty in many areas. There continue to be Provincial impacts that are still not known specifically related to funding models and programs that the Province has communicated will be changing, or are currently under review including the Children’s Services funding model, Ontario Works cost of administration funding, service delivery of Employment Ontario programs, and the structure of Public Health and Paramedic Services in the Province.

The 2020 Ontario Budget was scheduled to be released on March 25, 2020, however as a result of COVID-19 emergency, the full multi-year provincial budget has been deferred and is now expected to be released by November 15, 2020, which will not provide sufficient time to incorporate the impacts into the 2021 budget. 2020 Provincial funding allocations for many program areas have not yet been received, including Public Health, Paramedics Services, Long-Term Care, and Ontario Works Cost of Administration funding. Throughout the 2021 budget development process, staff will continue to monitor



funding changes and impacts, and will develop the budget with a conservative approach as a result of this continued uncertainty.

- **Public Health** – As discussed in Report No: CA-08-19 (2019 Provincial Budget Update) in April 2019, the Provincial government announced changes to the provincial-municipal cost-share from 75/25 to 70/30 for 2020/21 and 60/40 for 2021/2022. In August 2019, the Province confirmed that effective January 1, 2020, the Provincial cost-share for Public Health would change from the current 100% and 75% model, to 70%. Given that the Region already contributes more than 30%, it is anticipated that the Provincial subsidy will be frozen in 2020, however confirmation of 2020 funding has not yet been received. In addition, Provincial direction has not yet been received regarding further changes to the cost-share.

In addition, since the delivery of the 2019 Provincial Budget, there have been a number of announcements regarding changes to both the structure and governance model of the existing Boards of Health. It has been proposed that the existing structure of 35 Boards of Health across the province will change to 10 Regional Public Health Entities (RPHE) governed by autonomous Boards, with the expectation that municipalities will continue to fund the cost of public health through property taxes. In October, 2019, the Province appointed a special advisor to lead consultations on this proposal and it was expected that the final direction from the Province will be determined this fall. Staff will incorporate the best information available from the province through the 2021 budget process.

- **Paramedic Services** – Regional staff have not yet received the 2020/21 funding allocation for Paramedic Services, however the Ministry of Health had previously communicated that municipalities can expect continued growth in 2020 funding. Based on the Paramedic Services Master Plan and growth in the Region, additional resources will be required in 2021 to maintain service levels. Increased costs associated with inflation, increasing call volumes, maintenance of response times to emergency calls, population and other growth pressures will continue needing to be addressed, putting pressure on the 2021 budget, particularly without equivalent subsidy level increases.

In addition, pressure continues for the Dedicated Offload Nursing (DON) program where the funding commitment from the province is significantly lower than required to run the program at the needed level.

- **Children's Services** – As reported in the Memorandum "Update on Report No. CA-08-19 2019 Provincial Budget Update – Part III", the Ministry of Education notified the Region that funding changes for Children's Services originally announced in April, 2019 will be phased-in over 3 years, beginning January 1, 2020 Starting in 2020, municipalities were asked to cost-share Expansion Plan operating funding at a rate of 80/20 provincial/municipal. The 2020 Budget was prepared reflective of this cost-share funding model change. Beginning in 2021, the Ministry planned to change administrative funding to a cost share of 50/50 up to a maximum of 10 per cent.

Funding guidelines have not yet been received for 2021 to provide details on this administrative funding change.

On October 25, 2019, the Region received the 2020 funding allocation for Children's Services from the Ministry of Education, which was \$2.7 million less than what was included in the 2020 budget. It is anticipated that this decrease in funding in 2020 is one-time in nature, and as such, the 2020 budget was not adjusted. However there continues to be uncertainty around what the funding model will be for Children's Services for 2021, which may cause a pressure if funding remains at the 2020 level. Given the uncertainty about the funding changes, staff will develop the budget with a conservative approach and will monitor any subsidy allocation changes.

### **Additional Budget Drivers**

- **Indigenous Initiative, Inclusion and Diversity** - Halton Region has been working with an Indigenous consultant to create an initiative that will support a comprehensive response to the Federal Truth and Reconciliation Commission's 94 Calls to Action and the report of the National Inquiry into Missing Murder Indigenous Women and Children. The initiative is focused on discussion, education, relationship building and recognition of Indigenous culture, practice and learning. Further, the significance and immense social awareness raising related to anti- black racism, inclusion and diversity creates an important opportunity for Halton Region to support discussion, education and action on matters of inclusion and diversity. Halton staff are developing enhanced initiatives in these critical areas.
- **Climate Change Emergency** - Climate change is one of the most pressing environmental challenges currently being faced because quality of life, economies, health and social well-being are all affected by climate. To recognize and deepen Halton's commitment to protecting and improving the resiliency of the economy, environment and community from climate change, Halton Regional Council declared a Climate Change Emergency on September 11, 2019. Through the implementation of the 2019-2022 Strategic Business Plan, the Region will continue to make corporate operations as carbon neutral as possible, use land use and transportation planning to design climate friendly communities, design and build climate resilient infrastructure and plan to respond to weather related events and other emergencies. Staff will be reporting back to Council on the Climate Change plan this Fall.
- **Community Safety and Well-Being** - The Community Safety and Well-Being Plan (CSWB) is an integral component of Halton's 2019-2022 Strategic Business Plan. The Plan represents a collaborative effort between Social & Community Services, Public Health, Halton Regional Police Services and community partners to improve community safety and well-being in Halton. Halton Region works with community partners on a wide range of issues to support residents who are vulnerable to negative social, economic or health outcomes. Staff continue working to deliver the actions and outcomes identified in the Strategic Business Plan to ensure that Halton's CSWB objectives continue to be met.

- **Waste Management** – As approved by Council in Report No. PW-12-18 (re: Solid Waste Management Strategy Short Term Options), planning and implementation has begun for the short term options recommended in the Solid Waste Management Strategy. As reported in Report No. PW-07-20 re: “Blue Box Transition Update” staff have begun planning for the transition of the Blue Box program to full Producer responsibility and will continue to monitor the regulations of the *Waste-Free Ontario Act, 2016* to ensure that the impacts are taken into consideration when forming the medium and long term strategy options which will be reported back to Council with the recommended final Solid Waste Management Strategy.
- **Transportation** – The road maintenance program continues to expand as the Region’s transportation infrastructure grows resulting in a funding pressure on the operating budget due to increases in road maintenance costs and increased funding to support the road resurfacing program. Savings resulting from the implementation of light-emitting diode (LED) lighting are anticipated to mitigate cost increases resulting from increased hydro rates and growth in the number of street lights and traffic signals.

The Region also needs to ensure that appropriate investment is made in the state-of-good-repair of existing road assets and expansion to accommodate growth. As the Region continues to support growth mandated by the Province, it will continue to expand its road asset base which, along with the existing road assets, will require investments to keep them in a state-of-good repair. Transfers to reserves to ensure roads are maintained at the proper service levels are estimated to increase by \$250,000 in the 2021 budget and will continue to be refined and formalized through the next phase of the Asset Management Roadmap Implementation – Optimized Decision Making process.

- **Supplementary Taxes** – The supplementary tax revenue budget is currently \$6.5 million. The amount of supplementary taxes received by the Region fluctuates each year, averaging \$7.7 million over the last 5 years and \$7.2 million over the last 7 years. COVID-19 may have an impact on supplementary taxes, with the possibility of reduced or deferred development occurring in 2020. Staff will continue to monitor and review whether the budget for supplementary tax revenue should be adjusted for the 2021 budget.
- **Other Tax Revenue** – The payment-in-lieu (PIL) and railway right-of-way (ROW) revenue budgets are currently \$3.2 million and \$1.2 million, respectively. Similar to supplementary taxes, revenue received from PIL and ROW tends to fluctuate, though not as significantly as supplementary taxes. PIL revenues have averaged \$3.4 million over the last 5 years and \$3.3 million over the last 7 years. ROW revenues have averaged \$1.2 million over the last 5 and 7 years. Based on the 7-year trend, the 2021 budget for PIL and ROW will remain at the 2020 budget level.
- **Tax Write-Offs** – The Region continues to be faced with a risk of assessment appeals involving over 800 properties of mainly big box power centres and shopping malls.

Successful appeals result in tax write-offs and, for the current year, would negatively impact the net assessment growth. The current budget for tax write-offs is \$4.7 million. Tax write-offs have averaged \$4.1 million over the last 5 years and 7 years. Staff will continue to monitor developments in the appeal process and review whether any adjustments are required for the tax write-off provision in the 2021 budget.

- **Investment Income** – As reported through Report No. FN-25-20 re: “Investment Performance to April 30, 2020”, although interest earnings have been impacted by the COVID-19 emergency, the Region is anticipating a favourable variance through active management of the portfolio and favourable capital gains in 2020. Capital gains and losses are more difficult to forecast as they are generated as a result of changing market conditions and therefore create a variance when realized. Staff will continue to monitor and review if any adjustments to the 2021 budget are required.
- **Boards & Agencies** – A budget guideline of 3.7% will be provided to Conservation Halton, Credit Valley Conservation and Grand River Conservation Authority in order to achieve an overall tax rate impact at or below the rate of inflation. The Conservation Authorities’ 2020 forecast projected the following for 2021: Conservation Halton 4.1% and Credit Valley Conservation 3.8%. Due to the uncertainty of the Province’s proposed amendments to the *Conservation Authorities Act, 1990*, Grand River Conservation Authority did not complete a forecast as part of their 2020 budget. Regional staff continue to work with Conservation Halton to develop a sustainable financing strategy for their state-of-good-repair capital program. Additional state-of-good-repair levy funding for Conservation Halton may be required in 2021 to implement the financing plan, above the Council approved budget guideline.

The Region has a commitment to provide a grant of \$1.0 million to Halton Healthcare Services (HHS) as a result of the transfer of North Halton Mental Health Clinic (NHMHC) to HHS in 2018. This grant is not anticipated to increase in 2021. Regional staff will work with Ontario Health to identify alternative funding for NHMHC.

- **Halton Regional Police Service** – A budget guideline of 3.7% will be provided to the Police in order to achieve an overall tax rate impact at or below the rate of inflation. The 2020 forecast for the Police projected a 4.0% increase for 2021 before assessment growth. Regional staff will work with the Police to address identified pressures in their 2021 budget.

## 2021 WATER AND WASTEWATER RATE SUPPORTED BUDGET DIRECTIONS

As shown below, Halton’s average annual Water and Wastewater rate increase since 2010 has been 3.9%, while increases in other municipalities across the Greater Toronto Area and Hamilton have been higher. The increases in the water and wastewater rates are largely driven by requirements to support the state-of-good-repair capital program.

| Municipality | 2010 | 2011 | 2012 | 2013 | 2014 | 2015 | 2016 | 2017 | 2018 | 2019 | 2020 | Average |
|--------------|------|------|------|------|------|------|------|------|------|------|------|---------|
| Halton       | 0.0% | 4.1% | 3.5% | 4.8% | 4.3% | 4.9% | 5.0% | 5.1% | 3.8% | 3.7% | 3.3% | 3.9%    |
| Toronto      | 9.0% | 9.0% | 9.0% | 9.0% | 9.0% | 8.0% | 8.0% | 5.0% | 5.0% | 4.0% | 3.0% | 7.1%    |
| Peel         | 5.0% | 9.1% | 8.0% | 7.0% | 7.4% | 7.0% | 9.0% | 4.3% | 6.5% | 6.5% | 7.2% | 7.0%    |
| Durham       | 7.2% | 4.5% | 6.4% | 8.4% | 6.5% | 5.0% | 5.0% | 3.6% | 4.0% | 1.8% | 2.3% | 5.0%    |
| Hamilton     | 4.0% | 4.3% | 4.3% | 4.3% | 4.0% | 4.2% | 4.7% | 4.9% | 4.5% | 4.7% | 4.1% | 4.3%    |

As shown in the following table, the 2020 Budget and Business Plan projected an overall rate increase for the 2021 Water and Wastewater budget of 3.5%, which is comprised of an inflationary operating increase and a state-of-good-repair capital increase, assuming consumption growth of 0.0% and customer growth of 1.4%.

| Ten Year Operating Budget Forecast<br>For Rate Supported Services |                     |             |             |             |             |             |             |             |             |             |
|---|---------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
|   | 2020                | 2021        | 2022        | 2023        | 2024        | 2025        | 2026        | 2027        | 2028        | 2029        |
|   | Requested<br>Budget | Forecast    | Forecast    | Forecast    | Forecast    | Forecast    | Forecast    | Forecast    | Forecast    | Forecast    |
| Net Program Impact (\$000's)                                      | \$ 213,789          | \$ 222,640  | \$ 231,836  | \$ 241,400  | \$ 251,172  | \$ 259,831  | \$ 268,663  | \$ 277,843  | \$ 287,210  | \$ 296,746  |
| Annual Water Consumption m <sup>3</sup> (000s)                    | 52,913              | 52,913      | 52,913      | 52,913      | 52,913      | 52,421      | 51,934      | 51,452      | 50,974      | 50,500      |
| Residential Bill (250 m <sup>3</sup> p.a.)                        | \$ 1,032            | \$ 1,069    | \$ 1,106    | \$ 1,145    | \$ 1,184    | \$ 1,224    | \$ 1,266    | \$ 1,309    | \$ 1,352    | \$ 1,395    |
| <b>Annual % Rate Increase</b>                                     | <b>3.3%</b>         | <b>3.5%</b> | <b>3.5%</b> | <b>3.5%</b> | <b>3.4%</b> | <b>3.4%</b> | <b>3.4%</b> | <b>3.4%</b> | <b>3.3%</b> | <b>3.2%</b> |

### 2021 Rate Budget Target

The targeted rate increase for Water and Wastewater services continues to be set at 3.5%, with 1.3% related to the operating budget and 2.2% related to capital financing to support the state-of-good-repair capital program. The 3.5% target increase is projected assuming customer growth of 1.4% and consumption growth of 0.0%.

The table below highlights the projected utility rate impact for a typical residential home using 250m<sup>3</sup> of water per year. The 3.5% rate increase represents an additional \$36 in 2021 for both water and wastewater charges.

| Rate Impact<br>On a Typical Household (250 m <sup>3</sup> / Year) |                 |                 |              |             |         |
|---|-----------------|-----------------|--------------|-------------|---------|
|   | 2020            |                 | 2021         |             | Change* |
|   | Budget          | Target          | \$           | %           |         |
| Water   | \$ 478          | \$ 495          | \$ 17        | 3.5%        |         |
| Wastewater  | 554             | 574             | 19           | 3.5%        |         |
| <b>Total</b>  | <b>\$ 1,032</b> | <b>\$ 1,068</b> | <b>\$ 36</b> | <b>3.5%</b> |         |

May not add due to rounding.

\*Based on 0.0% consumption growth and 1.4% customer growth

### 2021 Rate Budget Drivers

The following summarizes some of the challenges that must be addressed to achieve the 2021 Rate Supported Budget Target. Throughout the development of the 2021 Budget, staff will review budgets and programs to identify opportunities for savings to reduce the rate increase below the 3.5% target.

- **Growth of the system** – As the water and wastewater infrastructure expands, there are additional requirements that impact the operating budget. In particular, the completion of upgrades and expansions at various treatment plants, enhancements to the level of treatment, and new and expanded pumping stations all impact annual electricity demand. Energy costs represent a significant portion of the water & wastewater operating budget. In coordination with the local hydro utilities, the Public Works department has initiated an Energy and Resource Management Initiative in an effort to identify opportunities to reduce electricity use and improve energy conservation. Regional staff actively manage hydro use where possible and consider increased efficiencies and conservation for energy use to offset increased hydro pricing. As an example, the closure of the Milton Wastewater Treatment Plant is expected to realize hydro savings through economies of scale achieved through processing flows at the Mid-Halton Wastewater Treatment plant. In addition, the participation of eligible facilities in the Industrial Conservation Initiative has resulted in significant cost savings by allowing eligible hydro customers to manage global adjustment costs by reducing demand during peak periods.
- **Basement Flooding Mitigation** – Halton continues to implement the Region-wide Basement Flooding Mitigation program as set out in Report No. PW-18-16 (re: Region Wide Basement Flooding Mitigation) and Report No. PW-22-15 (re: Region Wide Flooding Mitigation Study: Final Report and Recommendations) and the related financial plan. The on-going investments will continue to be reflected in the 2021 Budget and Forecast.
- **State-of-Good-Repair** – A key objective of the annual budget is to invest appropriately in the state-of-good-repair to maintain the good overall condition of the assets as infrastructure ages and expands due to growth. The state-of-good-repair budget continues to be a key driver of the rate increases throughout the forecast with a 5.1% increase expected in 2021. Halton Region endeavours to reduce construction impacts on residents and businesses and achieve the lowest project delivery costs by bundling water, sewer, and road replacement components as large contracts where practical. The investment in the state-of-good-repair capital program has been adjusted with these principles and updated information from the Asset Management Plan risk registry.

### Utility Revenue

The 5-year average actual water consumption from 2015 to 2019 is 53.3 million m<sup>3</sup>. Given seasonal variability, the 2021 Budget Directions maintains the 52.9 million m<sup>3</sup> for consumption (0.0% growth) to reflect average seasonal conditions and water consumption trends. Customer growth is projected to be 1.4% in 2021.

FINANCIAL/PROGRAM IMPLICATIONS

As discussed above, the Regional 2021 Budget and Business Plan will be prepared such that the target increase for the Tax Supported program is at or below the rate of inflation (2.0%), while the increase for the Water and Wastewater Rate related to operations is at or below the rate of inflation (2.0%), with a total rate increase including the state-of-good-repair capital program not to exceed 3.5%.

The budget direction for the Halton Regional Police Service, Conservation Halton, Credit Valley Conservation and Grand River Conservation Authority is a 3.7% budget increase, which includes inflation and growth. The budget direction for the Royal Botanical Gardens is a 2.0% budget increase.

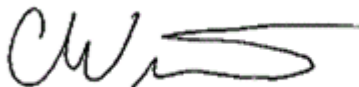
Respectfully submitted,



Debbie Symons  
Acting Director, Budgets and Tax Policy



Matthew Buist  
Director, Capital and Development  
Financing



Cyndy Winslow  
Acting Commissioner, Finance and  
Regional Treasurer

Approved by



Jane MacCaskill  
Chief Administrative Officer

If you have any questions on the content of this report,  
please contact:

Debbie Symons

Tel. # 7294

Attachments: Attachment #1 – Schedule for 2021 Budget and Business Plan







# Halton Regional Police Service Public Agenda Recommendation Report

**To:** Chair and Board Members

**From:** Chief Stephen J Tanner

**Subject:** REQUEST FOR FUNDING – HALTON REGIONAL POLICE SERVICE INTIMATE PARTNER VIOLENCE MEMORIAL

**Report #:** P20-08-R-11

**Date:** August 27, 2020

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## RECOMMENDATION:

*“That the Halton Regional Police Services Board support a funding request in the amount of \$13,240 from the Board’s Trust Fund to assist the Halton Regional Police and Halton Women’s Place with the inception of a memorial site commemorating victims of intimate partner violence in the Region of Halton.”*

A handwritten signature in black ink, appearing to be "S. J. Tanner".

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**Stephen J. Tanner**  
Chief of Police

: JG / PL

## INTRODUCTION AND BACKGROUND:

In 2019, the Halton Regional Police Service (HRPS) partnered with Halton Women’s Place with the focus of creating a memorial site to commemorate victims of intimate partner violence in the Region of Halton. The intended purpose was twofold; the first, to honour ALL victims, including women, men and children, who have been killed in acts of intimate partner violence, the second, to increase community awareness in relation to intimate partner violence and more specifically gender based violence.

Since the Regional amalgamation of municipal police services in 1974, HRPS has conducted 30 homicide investigations that were definitively identified as Domestic Violence<sup>1</sup> related. The victims identified in these investigations include 26 females, 2 males and 4 children.

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<sup>1</sup> The terms Domestic Violence and Intimate Partner violence are used as synonyms to describe abusive behaviour by one individual upon another person in an intimate relationship. Domestic Violence historically denotes opposite-sex relationships where the abuse was viewed as a form of violence that existed within a domestic relationship. Intimate Partner Violence has been adopted to encompass a broader understanding of violence in relationships regardless of sexual orientation, marital status or gender. For these reasons we will be using the term “Intimate Partner Violence” for this initiative.

The proposed plan is to utilize a small portion of property to erect a bench and memorial plaque with a dedication statement honouring those who have died in acts of intimate partner violence and as a reassurance to those who continue to endure this type of abuse that “they are not alone”.

The unveiling is scheduled to occur on Monday November 2, 2020 and celebrated annually in November to coincide with the Provincial Women Abuse Prevention Month and the National Domestic Violence Awareness Month.

As will be highlighted, it is being respectfully requested that the Halton Police Board provide financial support towards the inception of this memorial site which is estimated at approximately \$13,240.

### **DISCUSSION / ANALYSIS:**

The focus of the current initiative is to honour victims and survivors of intimate partner violence but also to leverage the existing partnership with Halton Women’s Place as an opportunity to increase awareness into the pervasiveness of intimate partner violence and gender based violence in the Region of Halton. Despite the changes in legislation and increased reporting over the years it is strongly believed that a significant number of these offences go under reported. It is further recognized that more can be done to bring this conversation to the forefront. There is a compelling need to engage members of the public that are being abused or can bear witness to this type of abuse and encourage them to report it to police but also provide them with resources for support, in hopes of preventing similar future deaths from occurring.

These are the guiding principles for this submission, of which there are 4 distinct elements:

Element #1: Erect a memorial site at the exterior of the Halton Regional Police Headquarters’ building

The site has been selected as the Halton Regional Police Headquarters’ building due in part to the fact that it is in a centralized location and representative of all of the Towns/Cities in the Region of Halton. As previously stated, the intended plan will be to utilize a small portion of the property to erect a bench and memorial plaque with a dedication statement inscribed. This site will also provide a safe location for family and friends to remember their loved ones or to reflect. The following dedication statement has been agreed upon in cooperation with Halton Women’s Place and in consultation with Corporate Communications.

**We honour and mourn all those whose lives have been tragically taken as a result of Intimate Partner Violence.**

**We stand in solidarity with those who still experience abuse in their homes, and we work diligently to create meaningful change to end violence.**

**We acknowledge the men who pledge not to commit, condone or remain silent about violence against women.**

**We support a society that educates children and youth about their inherent right to live a life free of violence and fear.**

**“Because A Life Without Violence Is The Only Life To Live”**

The essence of this statement is about increasing community awareness around intimate partner violence and is inclusive of both genders as well as children. Incorporated in the statement is recognition that a disproportionate number of victims are female.

The plaque itself will have a purple background which is representative of Domestic Violence Awareness. At the bottom of the plaque the collaboration between the Halton Regional Police Service, the Halton Police Services Board and Halton Women’s Place will be highlighted. The plaque will be mounted to a large landscaping stone which will be placed alongside a bench.

**Element #2: Social Media External Campaign**

The framework for an external campaign plan has been drafted as a proactive measure to garner support and attention for this initiative. By leveraging this aspect of technology and through the use of key messaging the anticipated plan is to strategically release a series of short videos, testimonials and awareness pieces leading up to the unveiling date to further emphasize the impact on Intimate Partner Violence on our Community and the importance of community involvement. This will be done in conjunction with other social media initiatives and joint media releases. It is expected that these posts will reinforce the purpose behind this initiative.

**Element #3: Unveiling with an annual dedication ceremony in November**

The unveiling has been scheduled for Monday November 2nd 2020 which is nationally recognized as Domestic Violence Awareness month and provincially recognized as Woman Abuse Prevention Month. The details of the ceremony will be dependent on any restrictions in place due to the pandemic. A virtual component will be available to allow for additional reach and as an alternative option.

Further to the above, purple lights will be installed at the foot of the flags at the Headquarters building for the duration of the month of November.

It is anticipated that this location will be used for other dedication ceremonies related to domestic violence to further build on the partnership with Halton Women’s Place and to provide a combined voice for those that continue to endure acts of violence in their homes.

**Element #4: Possible secondary memorial sites located within each Municipality – separate initiative being organized through the Halton Women’s Place (for HRPS awareness only).**

Members involved in this initiative have expressed interest in expanding on this project to include sites within each municipality. This will involve fundraising and lobbying within each Town/City in the Region of Halton. The Halton Regional Police Service will not be an active participant in this phase however it is believed the current proposed memorial site will be the benchmark for further sites.

Although the impact of this initiative is difficult to quantify through key performance indicators, relevant data will be captured. HRPS will continue to monitor the number of incidents, the number of arrests and the number of charges associated with intimate partner violence in the Region. Additionally, through the use of the social media campaign, detailed data will be captured pertaining to the potential reach, the number of media mentions, shares and engagements.

There are three main costs associated to the creation of this memorial site, which are listed as follows;

1. Landscape and site development: Including interlocking paving identical to the main entrance of the Headquarters' building to ensure consistency with building design and minimal maintenance costs. Considerations have been made regarding accessibility requirements.

Associated cost is approximately \$8,600.

2. Decorative bench: Same model of bench that has been donated to the District stations by the retiree association. Solid cast aluminium bench.

Associated cost is approximately \$1,400

3. Memorial plaque: Cast metal plaque suitable for outdoor conditions. Pin mounted to a large landscaping stone.

Associated cost is approximately **\$3,240**

\*\*\*A large landscaping rock has been donated to HRPS and Halton Women's Place by a local landscaping company.\*\*\*

The inception of the site would require a budget of approximately \$13,240 factoring in tax. Added sundry costs will be drawn from reserve funds within the 2020 budget.

There are no additional anticipated costs associated to the erection of the memorial site or any ongoing maintenance.

## **ALTERNATIVES:**

Solicit lower funding from the Board – The Board could opt to fund the memorial at a lesser amount with shared funding with HRPS.

No sponsorship, complete funding through HRPS – Should the Board decide not to fund this initiative in part or in full an alternative option has been explored with Corporate Services. Funds can be located if required. This was not the primary solution as this initiative was not proposed/approved through the 2020 Budget request.

## **CONSULTATION:**

- Deputy Chief Jeff Hill - Regional Operations
- Staff Sergeant Anita Laframboise – Staff Officer to the Deputy Chief of Regional Operations (author)
- Diane Beaulieu – Executive Director Halton Women’s Place
- Detective Sergeant Tom Hockney – Domestic Violence Investigative Unit
- Detective Sergeant Kevin Britton – Homicide Unit
- Paul Lavergne – Director Corporate Services
- Ken Kelertas – Director Legal Services
- Mike Duhacek – Facilities
- Shelby Riddell – Corporate Communications

## **FINANCIAL / HUMAN RESOURCE / LEGAL ISSUES:**

Halton Women’s Place has partnered with HRPS in the development of this initiative. It is important to note that Halton Women’s Place is largely funded through the Ministry of Community and Social Services, through community partners and through fundraising efforts which limits their capacity to contribute financially towards this initiative.

Of note, members involved in this initiative considered including the names of the victims on the plaque. It was determined through consultation with Legal Services that the families of the deceased would need to be contacted for their consent prior to including any names. Many of these investigations are complex and in some circumstances highly contentious. There are also additional concerns regarding re-victimization of the families and loved ones. In consideration of the above and to avoid detracting from the true purpose, no names will be included in the erection of this memorial.

There are no other financial or legal obligations known that are related to this request.

**STRATEGIC MANAGEMENT ISSUES:**

The Recommendation is in support of the 2020-2023 Strategic Plan:

*Theme 1: Community Safety & Well-Being – Goal #5 Engage and mobilize the community, including our Community Safety and Well-Being partners, citizens and others, to collaboratively share responsibility for keeping Halton safe.*

*Theme 2: Outreach & Collaboration – Goal # 2 Maximize community engagement and dialogue, including a greater emphasis on electronic and social media.*

*Theme 3: Capability and Engagement – Goal #3 Maximize the effectiveness and efficiency of the organization by working effectively with community and municipal partners.*

*Theme 4: Leadership and Excellence – Goal #2 Ensure that our Service culture reflects our Values and emphasizes openness, accountability, respect, authentic inclusion, responsibility, relationships and results.*

*Collectively these objectives encompass the hope and desire to achieve Sir Robert Peel's 7th and 9th Principles – through positive working relationships with our community and partners we strive to eliminate intimate partner violence.*

**“Because A Life Without Violence Is The Only Life To Live”**



# Halton Regional Police Service Public Agenda Recommendation Report

**To:** Chair and Board Members

**From:** Chief Stephen J. Tanner

**Subject:** CAPITAL PROJECTS / PROGRAMS STATUS – JUNE 30, 2020

**Report #:** P20-08-R-12

**Date:** August 10, 2020

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## RECOMMENDATION:

*"That surplus funds of \$104,763 from T30808V Vehicles – 2018 that are no longer required be returned to the Police Vehicle Reserve and the Development Charge Reserves as appropriate."*

A handwritten signature in black ink, appearing to be "S. J. Tanner", written over a horizontal line.

**Stephen J. Tanner**  
Chief of Police

:PL / GK

**Attachments:** Capital Projects/Programs Status Report

## INTRODUCTION AND BACKGROUND:

Attached is a summary of ongoing capital projects and capital programs showing the budget and expenditures to date for each as at June 30, 2020. Capital projects and capital programs are reviewed regularly to assess not only the project status but also the ongoing need for the funding to remain as originally assigned.

## DISCUSSION / ANALYSIS:

Staff has reviewed the status of existing Capital Project Accounts and recommend closure/reduction of the following projects since the projects are complete and that the funds be returned to the Police Capital Reserve / Police Vehicle reserve and the Police Development Charge Reserves as appropriate:

| Capital Project Name      | Year Set Up | Unspent Balance | Reason for Closure/Reduction |
|---------------------------|-------------|-----------------|------------------------------|
| T30808V – Vehicles – 2018 | 2018        | \$104,763       | Project complete             |

**ALTERNATIVES:**

N/A

**CONSULTATION:**

- Paul Lavergne – Director, Corporate Services (co-author)
- Greg Kinnear – Manager, Finance Services (co-author)
- Project Managers – Capital Projects

**FINANCIAL / HUMAN RESOURCE / LEGAL ISSUES:**

Capital Project budgets are a guide in terms of planning for longer term expenditures of a major nature. If the original need is changed or the project is completed, the Board may authorize changes to close off accounts and allocate any remaining funds accordingly.

**STRATEGIC MANAGEMENT ISSUES:**

This supports Theme 3 (Capability and Engagement) Goal 3 of the 2020-2023 Strategic Plan:

*Maximize the effectiveness and efficiency of the organization by:*

- *Ensuring that necessary police resources are available through accountable fiscal planning and sustainable funding.*



**Halton Regional Police Service**  
**Capital Projects / Programs Status Report**  
**For The Six Month Period January 1, 2020 to June 30, 2020**

| <b>Capital Projects</b><br>(represent specific initiatives that have been individually approved by the Board) | <b>Year(s) Approved</b> | <b>Amount(s) Approved</b> | <b>Unspent Balance Period Opening (Jan 1/20)</b> | <b>Spent This Period</b> | <b>Adjustments (see Notes)</b> | <b>Unspent Balance Period Closing (Jun 30/20)</b> | <b>Funds Committed (PO Issued)</b> | <b>Notes (See Below)</b> |
|---|-------------------------|---------------------------|--|--------------------------|--------------------------------|---|------------------------------------|--------------------------|
| <b>Technology Projects</b>  |                         |                           |  |                          |                                |   |                                    |                          |
| T6878A Media Services Storage   | 2015                    | 250,000                   | 250,000  |                          | (250,000)                      | 0   |                                    | 1                        |
| T6842C Secure WAN   | 2019                    | 1,100,000                 | 1,100,000  |                          | (1,100,000)                    | 0   |                                    | 3                        |
| T6844H Data Mining - BI - Phase 3   | 2014                    | 100,000                   | 100,000  |                          | (100,000)                      | 0   |                                    | 1                        |
|   |                         | 1,450,000                 | 1,450,000  | 0                        | (1,450,000)                    | (0)   | 0                                  |                          |
| <b>Radio Trunking &amp; Related Projects</b>  |                         |                           |  |                          |                                |   |                                    |                          |
| T6888A LTE Project  | 2017-2020               | 5,289,000                 | 1,701,358  | 56,245                   |                                | 2,460,113   | 745,996                            |                          |
| T6849E P25 Redundancy Enhancements  | 2019                    | 577,500                   | 68,696   |                          | (68,696)                       | (0)   |                                    | 1                        |
| T6849F P25 Radio System   | 2019                    | 90,964                    | 90,964   |                          |                                | 90,964  | 61,565                             |                          |
| T6814F MWS Replacement  | 2018, 2020              | 1,642,000                 | 1,043,833  | 901,733                  |                                | 342,099   | 70,323                             |                          |
|   |                         | 7,599,464                 | 2,904,850  | 957,978                  | (68,696)                       | 2,893,176   | 877,883                            |                          |
| <b>Facilities Projects</b>  |                         |                           |  |                          |                                |   |                                    |                          |
| T6866A District 1 Facilities  | 2008, 2015, 2019        | 19,230,000                | 18,919,591                                       | 260                      |                                | 18,919,332  | 5,292                              |                          |
| T6872A HQ - New Building  | 2014 / 15 / 16 / 18     | 71,919,000                | 1,102,912  |                          |                                | 1,102,912   | 573,836                            |                          |
| T6860B 1 District - 11 Div Upgrade  | 2019                    | 100,000                   | 65,809   | (7,099)                  |                                | 72,907  | 63,321                             |                          |
| T6867B 12 Division Parking Lot  | 2020                    | 165,000                   |  |                          |                                | 165,000   | 13,432                             |                          |
| T6834B Security System for Facilities   | 2012                    | 1,000,000                 | 779,431  | 22,611                   |                                | 756,821   | 754,734                            |                          |
|   |                         | 92,414,000                | 20,867,744                                       | 15,772                   | 0                              | 21,016,972  | 1,410,615                          |                          |
| <b>Other Projects</b>   |                         |                           |  |                          |                                |   |                                    |                          |
| T6875A Disaster Recovery Centre   | 2014                    | 675,000                   | 209,566  | 52,149                   |                                | 157,417   | 3,785                              |                          |
| T6853C HRIS   | 2016                    | 300,000                   | 300,000  |                          |                                | 300,000   |                                    |                          |
| T6879A In-Car Camera Sysetm (ICCS)  | 2016                    | 1,100,000                 | 727,059  | 253,008                  |                                | 474,050   | 84,990                             |                          |
| T6884A GPS tracking of Portable Radios  | 2016                    | 265,600                   | 30,198   |                          | (30,198)                       | 0   |                                    | 1                        |
| T6869C Search & Rescue Vessel   | 2018                    | 100,000                   | 100,000  |                          | (100,000)                      | 0   |                                    | 1                        |
| T6877C Portal Re-design - Phase 4   | 2018, 2019, 2020        | 330,000                   | 22,897   | 27,983                   |                                | 74,914  |                                    |                          |
| T6883B Specialized Equipment (2017)   | 2017                    | 229,000                   | 229,000  |                          | (50,000)                       | 179,000   |                                    | 2                        |
| T6883C Specialized Equipment (2018)   | 2018                    | 220,000                   | 89,725   |                          | (89,725)                       | 0   |                                    | 1                        |
| T6830B Tactical Response Vehicle  | 2019                    | 450,000                   | 450,000  |                          |                                | 450,000   | 404,676                            |                          |
| T6850B Automatic Finger Printing System   | 2019                    | 120,000                   | 46,526   |                          |                                | 46,526  |                                    |                          |
| T6891A Digital Evidence Management  | 2019                    | 250,000                   | 250,000  |                          |                                | 250,000   |                                    |                          |
| T6844J Video Conferencing   | 2018                    | 300,000                   | 300,000  | 78,394                   |                                | 221,606   | 4,230                              |                          |
| T6850C Automated Finger Printing  | 2020                    | 200,000                   |  |                          |                                | 200,000   |                                    |                          |
| T6858B Handgun Replacement  | 2020                    | 603,500                   |  |                          |                                | 603,500   |                                    |                          |
| T6864B CAD Replacement  | 2020                    | 650,000                   |  | 105,371                  |                                | 544,629   | 421,486                            |                          |
| T6876B Conducted Energy Weapons   | 2020                    | 340,000                   |  | 2,169                    |                                | 337,831   |                                    |                          |
| T6893A Next Generation 911  | 2020                    | 825,000                   |  |                          |                                | 825,000   |                                    |                          |
| T6894A Intelligence Database  | 2020                    | 200,000                   |  |                          |                                | 200,000   |                                    |                          |
| T6895A Front Desk Glass   | 2020                    | 100,000                   |  |                          |                                | 100,000   |                                    |                          |
| T6896A E-Ticketing  | 2020                    | 337,000                   |  |                          |                                | 337,000   |                                    |                          |

**Halton Regional Police Service**  
**Capital Projects / Programs Status Report**  
**For The Six Month Period January 1, 2020 to June 30, 2020**

| <b>Capital Projects</b><br>(represent specific initiatives that have been individually approved by the Board) | <b>Year(s) Approved</b> | <b>Amount(s) Approved</b> | <b>Unspent Balance Period Opening (Jan 1/20)</b> | <b>Spent This Period</b> | <b>Adjustments (see Notes)</b> | <b>Unspent Balance Period Closing (Jun 30/20)</b> | <b>Funds Committed (PO Issued)</b> | <b>Notes (See Below)</b> |
|---|-------------------------|---------------------------|--|--------------------------|--------------------------------|---|------------------------------------|--------------------------|
| T6897A Noise Cancelling Microphones   | 2020                    | 160,000                   |  |                          |                                | 160,000   |                                    |                          |
| T6898A Female Locker Room   | 2020                    | 33,000                    |  |                          |                                | 33,000  |                                    |                          |
| T6899A Chair Replacement Program  | 2020                    | 150,000                   |  |                          |                                | 150,000   |                                    |                          |
| T6889A Backup Data Centre   | 2018                    | 150,000                   | 150,000  |                          | (150,000)                      | 0   |                                    | 1                        |
|   |                         | 8,088,100                 | 2,904,972  | 519,075                  | (419,923)                      | 5,644,474   | 919,167                            |                          |
| <b>Total Capital Projects</b>   |                         | <b>109,551,564</b>        | <b>28,127,566</b>                                | <b>1,492,824</b>         | <b>(1,938,619)</b>             | <b>29,554,622</b>                                 | <b>3,207,665</b>                   |                          |

**Notes re: Capital Projects**

- 1 Projects completed / closed; remaining funds returned to the Police Capital Reserve and Develop Charge Reserves as appropriate.
- 2 Project ongoing but \$50K that is no longer required to be returned to the Police Capital Reserve and Develop Charge Reserves as appropriate.
- 3 Project postponed for a number of years: funds returned to the Police Capital Reserve and Develop Charge Reserves as appropriate.

| <b>Capital Programs</b><br>(represent the on-going replacement of existing infrastructure) |         | <b>Unspent Balance Period Opening (Jan 1/20)</b> | <b>Addition Approved This Period</b> | <b>Spent This Period</b> | <b>Adjustments</b> | <b>Unspent Balance Period Closing (Jun 30/20)</b> | <b>Funds Committed (PO Issued)</b> | <b>Notes (See Below)</b> |
|--|---------|--|--------------------------------------|--------------------------|--------------------|---|------------------------------------|--------------------------|
| <b>Technology Projects</b>   |         |  |                                      |                          |                    |   |                                    |                          |
| Network Servers (LAN Room Infrastructure)  | T6844E  | 51,048   | 150,000                              | 123,809                  |                    | 77,239  | 1,229                              |                          |
| Technology Replacements (Infrastructure to User)   | T6844G  | 697,095  | 482,000                              | 995,876                  |                    | 183,219   | 152,911                            |                          |
| Computer Replacement (End User Equipment)  | T6836D  | 498,915  | 250,000                              | 284,301                  |                    | 464,614   | 15,491                             |                          |
| System Replacements (Software Applications)  | T6838C  | 444,210  | 618,000                              | 347,079                  |                    | 715,131   | 32,321                             |                          |
|  |         | 1,691,268  | 1,500,000                            | 1,751,065                | -                  | 1,440,203   | 201,952                            |                          |
| <b>Other</b>   |         |  |                                      |                          |                    |   |                                    |                          |
| Building Repairs   | T6865A  | 117,935  | 300,000                              | 40,277                   |                    | 377,657   | 69,431                             |                          |
| Operational Support Program  | T6892A  | 89,890   |                                      | 3,215                    |                    | 86,675  | 10,837                             |                          |
| Vehicles (2020)  | T30810V |  | 1,968,900                            | 599,208                  |                    | 1,369,692   | 8,581                              |                          |
| Vehicles (2019)  | T30809V | 575,098  |                                      | (11,934)                 |                    | 587,033   |                                    |                          |
| Vehicles (2018)  | T30808V | 108,077  |                                      | 3,314                    |                    | 104,763   |                                    | 4                        |
|  |         | 891,000  | 2,268,900                            | 634,080                  | -                  | 2,525,820   | 88,850                             |                          |
| <b>Total Capital Programs</b>  |         | <b>2,582,267</b>                                 | <b>3,768,900</b>                     | <b>2,385,145</b>         | <b>-</b>           | <b>3,966,023</b>                                  | <b>290,802</b>                     |                          |

**Notes re: Capital Programs**

- 4 Balance to be closed.

| <b>Consolidated Capital Summary</b><br>(from above) | <b>Unspent Balance Period Opening (Jan 1/20)</b> | <b>Addition Approved This Period</b> | <b>Spent This Period</b> | <b>Adjustments</b> | <b>Unspent Balance Period Closing (Jun 30/20)</b> | <b>Funds Committed (PO Issued)</b> | <b>Notes (See Below)</b> |
|---|--|--------------------------------------|--------------------------|--------------------|---|------------------------------------|--------------------------|
| Total Capital Projects                              | 28,127,566                                       | 4,858,500                            | 1,492,824                | (1,938,619)        | 29,554,622  | 3,207,665                          |                          |
| Total Capital Programs                              | 2,582,267  | 3,768,900                            | 2,385,145                | -                  | 3,966,023   | 290,802                            |                          |
| <b>Total Capital Items</b>                          | <b>30,709,833</b>                                | <b>8,627,400</b>                     | <b>3,877,969</b>         | <b>(1,938,619)</b> | <b>33,520,645</b>                                 | <b>3,498,467</b>                   |                          |



# Halton Regional Police Service Public Agenda Recommendation Report

**To:** Chair and Board Members

**From:** A/Chief Jeff Hill

**Subject:** PROFESSIONAL SERVICES – BLACK CASTLE NETWORKS INC.

**Report #:** P20-08-R-13

**Date:** August 27, 2020

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## RECOMMENDATION:

*“That the Halton Police Board authorize an amendment to the existing Professional Consulting Services Agreement with Black Castle Networks Inc. to change the current expiry date to September 6, 2021 and to provide additional funds in an amount of \$268,672 (inclusive of contingency and HST).”*

A handwritten signature in black ink, appearing to be "J. Hill", written over a horizontal line.

**Jeff Hill**  
A/Chief of Police

:BP

## INTRODUCTION AND BACKGROUND:

In September of 2018 the Chief of Police authorized the Single Source award of a Professional Consulting Services Agreement for *“the continuing implementation and governance of its Public Safety LTE project”* to Black Castle Networks Inc. Within the Agreement, Article 9 allows the Agreement to have *“Changes, Alterations and Additional Services”*.

In accordance with the Police Services Board’s Purchasing By-law (2016-001 as amended), the Chief of Police may award a single source contract for professional consulting services up to but not exceeding \$300,000. This Agreement has reached the Chief’s threshold, and it now requires the Board’s authority to make any changes, alterations or additions.

## DISCUSSION / ANALYSIS:

The services of Black Castle Networks Inc. (primary consultant –Mr. Philip Crnko, M.A.Sc., P.Eng.) were sought in 2018 as the Service prepared to lead the integration of a Public Safety Broadband Network (PSBN) within the Region of Halton. As a professional engineer with a high degree of

knowledge and expertise in information technologies, critical communications, and telecom, Mr. Crnko has been invaluable in HRPS's PSBN efforts. Formerly General Manager of Ontario, and National Director of Engineering for Motorola Solutions and with over 20 years experience in the telecom engineering arena, Mr. Crnko brings real world engineering experience in the design and development of mission critical public safety communications systems.

Staff request the Board's approval to extend the Black Castle Networks Inc. contract in order to continue efforts on the PSBN initiative and further to provide consulting services for upcoming Region-wide changes in 911 services – with the mandated transition to Next Generation 911 (NG911) systems.

As the Service prepares to enter the next stage of development of the PSBN with the impending release of the TNCO recommendations from Public Safety Canada, there remains a considerable amount of work to be done on the PSBN initiative. Further design work for expansions, planned integration with carriers, roaming agreements that will significantly enhance the PSBN, grant application preparation, and advocacy work will all be required. Staff request the continuation of services with Black Castle Networks Inc. to achieve these goals.

In addition to the work associated with the PSBN project, there is also a major transformation in 911-service delivery underway across Canada as the underlying technology used to deliver 911 services is to be completely redesigned and replaced. Existing 911 call handling technologies have been in place in Canada since the 1970's and are overdue for modernization to support the new world of mobile devices, GPS location services, and the transmission of text and media information – now seen as critical to 911 response.

As 911 call centers (called "Public Safety Answering Points - PSAPs"), across Canada prepare to replace their systems by the mandated final deadline of March 2024, primary and secondary call centres must be ready for this change. Mandated by the Canadian Radio-Television Telecommunications Council (CRTC), several milestones in the delivery of NG911 services will be achieved with the NG911 system being made available for voice calls by June 2021.

HRPS staff have been preparing for this transition – as HRPS was selected to participate in the CRTC and Bell coordinated NG911 voice trials. From this valuable trial experience and participation in NG911 development groups, staff recognize the opportunity to develop a long-term strategy for NG911 service delivery and a coordinated design and purchasing approach that encompasses 911 services operating throughout the Region. Mr. Crnko's high degree of knowledge and experience in NG911 technologies would be a benefit to HRPS as the Service prepares specifications and designs for a region-wide NG911 solution. Mr. Crnko's services will be used in the creation of technical requirements of a new system, assembly of requirements for an RFP, assessing responses as a first phase. Future phases of NG911 consulting will be sought following this initial term as HRPS and the Region works through implementation of NG911 services.

The costs associated with this amendment to the Agreement with Black Castle Networks Inc. are as follows:

| Projected Costs   |   |            |
|---|---|------------|
| Services  | Term  | Cost       |
| PSBN consulting: design, expansions, core system, advocacy and grant applications | - Sept 7/2020 to Dec 31/2020<br>- Jan 1/2021 to Sept 7/2021 | \$ 167,276 |
| NG911 consulting: requirements gathering and preparation for RFI/RFP              | - Sept 7/2020 to Dec 31/2020                                | 20,000     |
| NG911 consulting: review of contracts, designs and implementation preparation     | - Jan 1/2021 to Sept 7/2021                                 | 35,000     |
| Contingency   |   | 17,500     |
| 13% HST   |   | 28,896     |
| Total   |   | \$ 268,672 |

Funding for this amendment will be fulfilled by the Information Technology operating budget for consulting fees associated with PSBN efforts and from the NG911 capital project account for NG911 related activity.

#### ALTERNATIVES:

**Performing a tender for the required services** - This option is not recommended as the subject matter to be managed is proprietary and specific to Halton Police – particularly in reference to PSBN.

#### CONSULTATION:

- Deputy Chief Roger Wilkie, District Operations
- Ken Kelertas, Director - Legal Services
- Paul Lavergne, Director - Corporate Services
- Bill Payne, Director - Information Technology Services (author)
- Susan Chojnacki, Coordinator – Purchasing Services

#### FINANCIAL / HUMAN RESOURCE / LEGAL ISSUES:

Funds are available in the 2020 Capital and operating forecasts and will be included in 2021 budget plans.

This recommendation is in accordance with the Halton Regional Police Service By-Law No. 2016-001 (as amended) *A By-Law to Regulate Procurement of Goods and Services by the Halton Regional Police Service*;

Section 8.9.1: *“A Single Source or Sole Source purchase may be used for the procurement of Goods or Services or Consulting Services, and may include negotiations, without an Open Market Process or Bid Solicitation provided that any of the following conditions apply:*

- b) where the compatibility of a purchase with existing equipment, facilities, or services is a paramount consideration;*

Section 16.2: *“For the Award of a Contract requiring the Board’s authorization, subject to statutory requirements and where all other the requirements of this By-law have been met, the Chief or designate is authorized to execute Contracts and any ancillary documents that have been prepared in a form and content satisfactory to Legal Counsel.”*

## **STRATEGIC MANAGEMENT ISSUES:**

Engaging the services of Black Castle Networks Inc. for these projects is both consistent with and in support of the 2018-2020 Corporate Business Plan:

### *Theme 1 - Community Safety and Well-Being- Goal 6*

Establish and practice leading-edge emergency management measures, working effectively with other community service providers.

### *Theme 3 - Organizational Capacity - Goal 1*

Maximize the effectiveness and efficiency of the organization by:

- b) Harnessing new technologies and maximizing innovation, responsiveness outreach and service delivery.

### *Theme 3 - Organizational Capacity - Goal 7*

Ensure that police facilities, equipment and technology adequately meet current and future needs in accordance with long-range master planning and strategic directions.



# Public Agenda Recommendation Report

**To:** Chair and Police Service Board Members      **From:** Fred Kaustinen  
Chief Administrative Officer

**Subject:** ADM-017 Safeguarding COVID-19  
Status Information policy

**Report #:** CAO20-8-R-02      **Date:** 27 August 2020

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## RECOMMENDATION:

THAT policy ADM-017 Safeguarding COVID-19 Status Information be repealed.

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Fred Kaustinen

Attachments: ADM-017 Safeguarding COVID-19 Status Information policy

## INTRODUCTION AND BACKGROUND:

By Emergency Order 120/20 in April 2020, the Provincial Government provided police and specified others secure portal access to the Ministry of Health's COVID-19 Status Information Database. The purpose was to inform police protective COVID-19 measures when entering a specific premise or approaching specifically identified persons. Police service boards were encouraged to create policies around the access to the database and the storage, safeguarding and destruction of persons' COVID-19 status information.

The Halton Police Board adopted the attached policy on 23 April 2020, which guides COVID-19 Status Information access authorization, dissemination, storage and destruction.

The Emergency Order expired on 22 July 2020, and the provincial COVID-19 status information access portal was closed on 20 July 2020.

**DISCUSSION / ANALYSIS:**

Halton Police Service reports that:

- no COVID-19 status information was collected contrary to HPB policy, and
- no COVID-19 status information was added to police records or databases at any time, and therefore there is no COVID-19 status information to destroy.

HPB Policy ADM-17 is no longer required/applicable.

**ALTERNATIVES:**

N/A

**CONSULTATION:**

Email from HRPS Solicitor Ken Kelertas 17 Aug 2020

**FINANCIAL / HUMAN RESOURCE / LEGAL ISSUES:**

Public privacy has been maintained in accordance with per Provincial Emergency Order 120/20 and Board policy ADM-17.

**STRATEGIC MANAGEMENT ISSUES:**

N/A





## Policy ADM-17

### Safeguarding COVID-19 Status Information

1. During the COVID-19 State of Emergency, the Provincial Government has authorized the disclosure of COVID-19 status information by health officials to police personnel, regarding infected persons. The express purpose of such disclosures is to identify locations and situations which pose greater risk of contagion, such that additional precautions may be undertaken by police personnel.
2. Halton Police will safeguard this privileged information from unauthorized disclosure, intentional or otherwise.
3. To this end, the Chief shall ensure:
  - a. that all requests for COVID-19 status information are based on legitimate policing purposes
  - b. that call-takers seek to obtain COVID-19 status information from callers when applicable, in accordance with a standard protocol
  - c. that COVID-19 status information is limited to name, address and date of birth, and whether the individual has a positive test result
  - d. that COVID-19 status information details are shared with or disclosed to only those personnel who have valid policing reasons for such information
  - e. that all COVID-19 status information is securely stored and access to that information is limited in accordance with Chief's procedures
  - f. that all COVID-19 status information is destroyed at the conclusion of the state of emergency, as soon as permitted by law
4. The Chief shall report to the Board at the conclusion of the COVID-19 state of emergency on the status of COVID-19 status information destruction.
5. The Chief shall notify the Chair and the Board at the earliest opportunity of any material deviation from this policy, or any substantive activities or trends worthy of immediate Board awareness.

Authorized by the Board –





# Public Agenda Recommendation Report

**To:** Chair and Police Service Board Members      **From:** Fred Kaustinen  
Chief Administrative Officer

**Subject:** Emergency Pandemic Information Sharing Protocol – Amendment

**Report #:** CAO20-8-R-03      **Date:** 27 August 2020

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## RECOMMENDATION:

**THAT** the Emergency Pandemic Information Sharing Protocol be amended to require exception reporting only.

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Fred Kaustinen

**Attachments:** Emergency Pandemic Information Sharing Protocol with proposed amendments

## INTRODUCTION AND BACKGROUND:

HPB adopted the Emergency Pandemic Information Sharing Protocol on 3 April 2020, requiring weekly written updates from the Chief regarding:

- a. Business continuity
- b. Provision of adequate and effective policing
- c. Member wellness
- d. Critical incidents

**DISCUSSION / ANALYSIS:**

The Chief has reported normalization in all four topics of the Emergency Pandemic Information Sharing Protocol for the past two months. The projected situation no longer necessitates the extraordinary nature of weekly reporting. Exception reporting, in addition to the regular schedule for reports, is sufficient for the Board's purposes.

**ALTERNATIVES:**

N/A

**CONSULTATION:**

Chair and Chief

**FINANCIAL / HUMAN RESOURCE / LEGAL ISSUES:**

N/A

**STRATEGIC MANAGEMENT ISSUES:**

N/A



## EMERGENCY PANDEMIC INFORMATION-SHARING PROTOCOL

Adopted 3 April 2020

### Amendment proposed 27 August 2020

1. The Board's Chief Administrative Officer, as the Board's liaison, and the Chief or Chief's representative will continue to remain in close communication.
2. Chief of Police will update the Board in writing ~~at the end of each week~~ on an exception basis, in addition to any verbal updates, addressing the following categories of information as they pertain to any significant developments or deviations regarding the current status and next week's projections:
  - a. Business continuity, including:
    - i. Whether deployment levels of sworn officers and civilians are adequate given the current situation;
    - ii. Any deficiencies in supplies or equipment, including self-protection equipment, necessary to maintain operations, including the response to the pandemic; and
    - iii. Any deficiencies in the capacity of the Service to perform its core functions or to respond to the pandemic and enforce provincial orders.
  - b. Provision of adequate and effective policing, for example:
    - i. Any abnormal increases in calls for service or crime across the city or in any particular area, or any serious breaches of the peace related to the pandemic;
    - ii. Developments in respect of emergency management planning;
    - iii. A summary of the actions taken by the Service to enforce provincial orders, including with respect to maintaining public order; and
    - iv. A summary of significant complaints known to the Service arising specifically from its response to the pandemic and in enforcing provincial orders.



- c. Member wellness, for example: The number of sworn or civilian Members that cannot report for duty due to self-isolation or infection with severe acute respiratory syndrome coronavirus or the diagnosis of coronavirus disease (COVID-19).
3. In the event of a critical incident, which includes any significant event that would affect the ability of the Service to deliver adequate and effective policing or could bring the Service's reputation into disrepute, the Chief will report directly and, as soon as practical, to the Chair of the Board. The Chair and/or Chief Administrative Officer of the Board will advise all other Board Members as soon as practical.
4. The Chief Administrative Officer will continue to apprise the Chair, Vice Chair and Board Members of relevant developments across the province and country.



# Public Agenda Recommendation Report

**To:** Chair and Police Service Board Members

**From:** Fred Kaustinen  
Chief Administrative Officer

**Subject:** Board 2021 Governance Budget

**Report #:** CAO20-8-R-04

**Date:** 27 Aug 2020

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## RECOMMENDATION:

THAT the proposed 2021 Governance Budget be approved, and

THAT the Chief Administrative Officer be authorised to approve all contracts and expenditures in accordance with the Governance Budget, except those related to his own fees and expenses.

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Fred Kaustinen

Attachments: None

## INTRODUCTION AND BACKGROUND:

The Region's budget guideline for HRPS is a 3.7% increase.

## DISCUSSION / ANALYSIS:

The proposed 2021 Board Governance Budget features:

- Continuation of the Board's current consultant projects
- Creation of a new Board website
- Board member and staff participation in provincial and national education & training programs (2-4 persons at each of 3 training events annually), and conference sponsorships

The proposed 2021 Governance Budget is:

| <b>Cost Elements</b>            | <b>2020 Budget</b> | <b>2021 Proposal</b> | <b>Notes</b>                  |
|---------------------------------|--------------------|----------------------|-------------------------------|
| 12515 Books..subscript etc      | 100                |                      |                               |
| 12801 Office Supplies           | 500                |                      |                               |
| 12803 Computer Supplies         | 500                |                      |                               |
| 13040 Travel Expenses           | 7,262              |                      |                               |
| 12520 Printing                  | 100                |                      |                               |
| 13011 Dues/Memberships          | 11,000             | 12,000               | OAPSB, CAPG                   |
| 13020 Conf/Conventions          | 30,000             | 30,000               | Police governance conferences |
| 13090 Meals/ Official Func      | 0                  | 2000                 | Board meetings                |
| 13100 Professional Services:    |                    |                      |                               |
| CAO                             |                    | 113,500              |                               |
| Public Relations/Communications |                    | 48,000               |                               |
| New Web-site                    |                    | 10,000               |                               |
| Web-site hosting & maintenance  |                    | 2,750                |                               |
| By-law & Policy Project         |                    | 60,000               |                               |
| miscellaneous                   |                    | 13,857               |                               |
| Total Professional Services     |                    | 248,107              |                               |
| 13999 Other Expenses            |                    | 13,000               | Board portal                  |
| InterDept Charges               |                    | 35,000               | Secretary & HR Advisor        |
| <b>TOTAL EXPENDITURE</b>        | <b>347,112</b>     | <b>378,107</b>       |                               |



**ALTERNATIVES:**

N/A

**CONSULTATION:**

Chair and HRPS Budget OPI Greg Kinnear

**FINANCIAL / HUMAN RESOURCE / LEGAL ISSUES:**

The proposed 3.7% budget increase is consistent with the Region's direction to the HRPS.

**STRATEGIC MANAGEMENT ISSUES:**

N/A





# Public Agenda Recommendation Report

**To:** Chair and Police Service Board Members      **From:** Rob Burton, Chair  
**Subject:** State of Emergency Committee Report  
**Report #:**      **Date:** August 27, 2020

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## RECOMMENDATION:

That the State of Emergency Committee Report be received.

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Attachments: None

## INTRODUCTION AND BACKGROUND:

The State of Emergency Committee mandate approved at the special meeting of 3 April 2020 requires that the Committee report to the entire Board at each meeting of the Board, in writing, all decisions made on its behalf between meetings.

## DISCUSSION:

The State of Emergency Committee has not made any decisions on behalf of the Board, since the last Board meeting.





### Action Registry – Public Section

| Motion Date | Motion ID | Motion   | Task Assigned To | Scheduled Completion  | Status/Comments |
|-------------|-----------|--|------------------|---|-----------------|
| 3 Apr 2020  | 3.1       | <i>“THAT the State of Emergency Committee report to the entire Board at each meeting of the Board, in writing, all decisions made on its behalf between meetings.”</i> | Chair/CAO        | Monthly until end of Provincial/Regional State of Emergency |                 |

