



Public Minutes

MEETING NO. P21-04

DATE OF MEETING: Thursday, May 20, 2021
9:00 a.m.

LOCATION: Zoom Video Conference

MEMBERS PRESENT (via Zoom Video Conference): Jeff Knoll (Chair)
Councillor Clark Somerville, Curt Allen, Don Foster, Ingrid Hann,
Navneet Sekhon
Gary Carr, Regional Chair

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
Inspector Julie Craddock
Staff Sergeant Anita Laframboise
Sgt. Ryan Smith
D/Sgt. Raf Skwarka
Mike McMullen, Facilities Manager
Bill Payne, Director, Information Technology
Fred Kaustinen, Chief Administrative Officer
Kimberly Calderbank, Board Media Consultant
Graham Milne, Board Secretary

1. GENERAL

1.1 Regrets

None.



1.2 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.

1.3 Confirmation of Minutes of Meeting P21-04 held Thursday, April 29, 2021

Moved by: G. Carr

Seconded by: C. Somerville

"THAT the Minutes of Meeting P21-04 held Thursday, April 29, 2021 be adopted as circulated."

Carried.

2. PRESENTATIONS/DELEGATIONS

Moved by: N. Sekhon

Seconded by: I. Hann

"THAT the Rules of Procedure be waived to permit a delegation from Alexis Graham and Tyler Henry, Oakville students."

Carried.

Alexis Graham and Tyler Henry, Oakville students, gave a presentation regarding racism encountered in Halton schools and their advocacy work in this area and responded to questions from the Board. The Board expressed its support and Chief Tanner provided an update on the investigation into a recent incident of racist graffiti in Oakville.

2.1 Equity, Diversity and Inclusion (EDI) Unit

Deputy Chief Wilkie introduced Sgt. Ryan Smith who gave a presentation on the Service's Equity, Diversity and Inclusion Unit, which focuses on four key areas to build a healthy organization: inclusive workplace, professional development, collaboration and engagement, and education and outreach. Inspector Julie Craddock provided an overview of future programs and other next steps. A copy of the presentation is appended to the minutes.



Moved by: C. Somerville
Seconded by: G. Carr

"THAT the presentations be received."

Carried.

3. CONSENT AGENDA

3.1 Halton Happenings – April 2021

3.2 P21-5-I-01 – Community Safety and Well-Being Plans

3.3 P21-5-I-02 - Financial Report and Forecast - First Quarter 2021

3.4 P21-5-I-03 - Semi-Annual Grant Agreements Execution Report

3.5 P21-5-I-04 - #1 District Facility Plan – Update

Mike McMullen, Facilities Manager, gave a presentation on the development of the #1 District Facility, as a supplement to the report. A copy of this presentation is appended to the minutes.

3.6 May Communications Update

Moved by: C. Somerville
Seconded by: I. Hann

"THAT Item Nos. 3.1 through 3.6 on the Consent Agenda be received for information."

Carried.

The Board recessed at 10:55 a.m. and resumed at 11:00 a.m.



4. DISCUSSION ITEMS

4.1 P21-5-R-05 - Annual Report on Urgent Demands for Information Related to Missing Persons

Moved by: C. Allen

Seconded by: I. Hann

"THAT the Halton Police Board receive and review the 2020 Annual Report on the urgent demands for information related to missing persons in accordance with the Missing Person Act 2018."

Carried.

4.2 State of Emergency Committee Report

Moved by: C. Allen

Seconded by: D. Foster

"THAT the State of Emergency Report be received, and

THAT regular monthly reports from the State of Emergency Committee be discontinued and the Committee report to the Board only when it has undertaken any activity."

Carried.

4.3 2020 Annual Report

This item was introduced into the agenda through unanimous consent. The Chair noted the Annual Report was distributed to Board members for their review prior to the meeting and expressed the Board's appreciation to the Service staff involved in preparing it. Chief Tanner noted that the report will be released to the public on Tuesday, May 25. Kimberly Calderbank noted it will be highlighted in the Board's newsletter.

Moved by: D. Foster

Seconded by: I. Hann

"THAT the 2020 Annual Report be received."

Carried.



5. **OPERATIONAL VERBAL UPDATES**

Operational updates were provided regarding the following:

- Release and public promotion of 2020 Annual Report
- Upgrade of Service's computer-aided dispatch (CAD) system
- Recent Sergeant promotions

6. **ACTION REGISTRY**

6.1 **Public Information Action Registry**

Monthly reporting from State of Emergency Committee be removed as per direction in 4.2.

Moved by: C. Allen

Seconded by: I. Hann

"THAT the Public Information Action Registry be approved."

Carried.

7. **RECEIPT OF PUBLIC CORRESPONDENCE**

Moved by: C. Somerville

Seconded by: C. Allen

"THAT the public correspondence received since last meeting be received."

Carried.

8. **NEW BUSINESS**

There was no new business.



9. **MOVE INTO CLOSED SESSION**

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

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

Carried.

10. **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.

11. **ADJOURNMENT**

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

"THAT the Halton Police Board do now adjourn this meeting."

Carried.

The meeting adjourned at 1:10 p.m.

Jeff Knoll
Chair

Graham Milne
Board Secretary

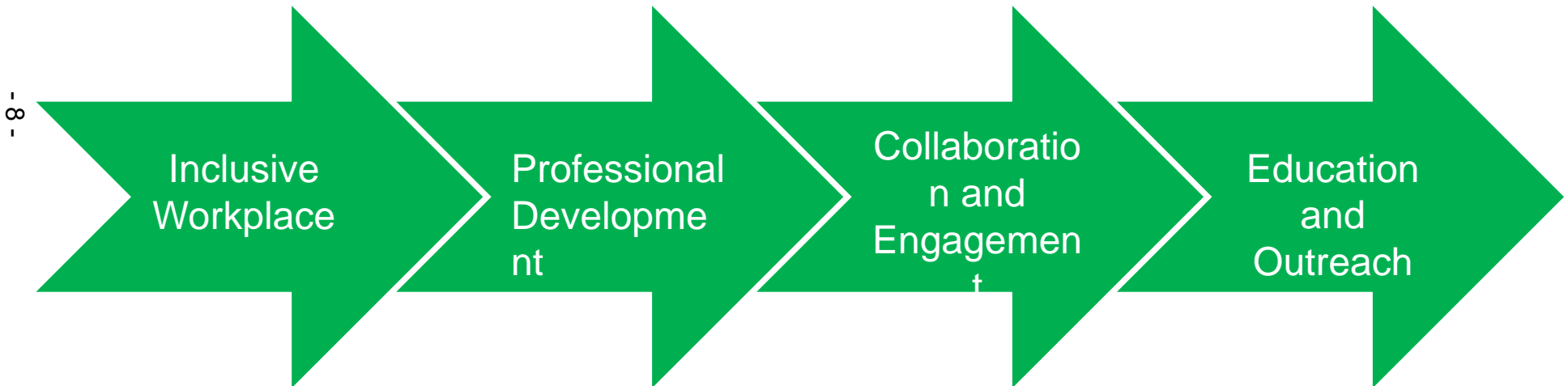


Equity, Diversity and Inclusion





Building a Healthy Organization





Inclusive Workplace

PROVIDING AN INCLUSIVE WORKPLACE FREE OF ALL BARRIERS

- Internal Support Networks
- Authentic Structural Inclusion
- CCDI Inclusion Report
- Trans Inclusive Strategy
- Development of Organizational Health Portal
- Multi-Faith Support Team
- Executive EDI Committee
- Policy Reviews



Professional Development

ENSURING ALL MEMBERS ARE COMPETENT AND CAPABLE TO NAVIGATE EDI ISSUES

- Training Bureau Liaison Officer
 - EDI Training Plan
 - New Recruit Training
 - EDI Teams
 - Canadian Centre for Diversity and Inclusion (CCDI)
 - Cross-Cultural Competency
 - Coaching and Mentoring Program
-



Collaboration and Engagement

RESPONDING TO THE NEEDS OF THE DIVERSE COMMUNITY WE SERVE

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- Youth Advisory Council (YAC)
 - Diversity Engagement Table (DET)
 - Community Consultations
 - EDI Related Committees
 - CSWB
-



Education and Outreach

**ENSURE ALL INITIATIVES ARE TRANSPARENT TO COMMUNITY
STAKEHOLDERS**

- Partnering Against Hate
 - “Your Community, Our Service” Document
 - Emergency Services Introduction to New Canadians
 - Community Presentations
 - #PREVENT
 - Recruiting
 - External Messaging (Twitter)
 - Community Events
 - Police Ethnic and Cultural Education Leadership Program
(P.E.A.C.E)
-



Moving Ahead

THE FUTURE OF EDI WITHIN THE POLICE SERVICE



- Expansion of the EDI Office
- Creating additional EDI lines
- Development of new programs and initiatives



Questions





Consolidated 1 District Facility 2025 - 2041

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HRPSB Update May 2021



New 1 District Facility - Planning Assumptions

In Scope - Mid-Term Planning: 2025 – 2041

- Consolidate 1 District Command and Police Operations to a single site
- Continue to provide police stations in Georgetown and Acton
- Minimize new land requirement (3 floors)
- Provision space for Business Continuity
- Future Central Lockup space removed from program

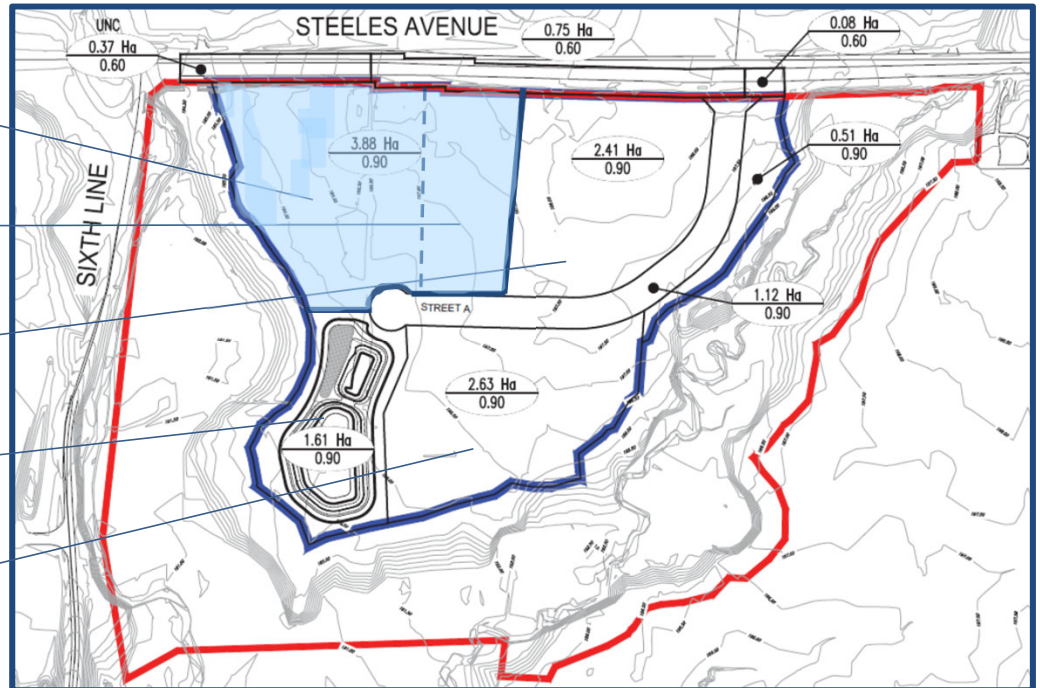
Out of Scope / Add to Facility Master Plan Update

- Consider needs to split 1 District (by municipality)
- Determine needs for new station in Georgetown
- Consider needs for an expanded Central Lockup Unit
 - ❖ Impact of MAG's decisions regarding new courthouse and cells



Region's Land Assembly

- HRPS 1Dist
- Region Land
- Private Land Owner
- SWM Pond
- Private Land Owner



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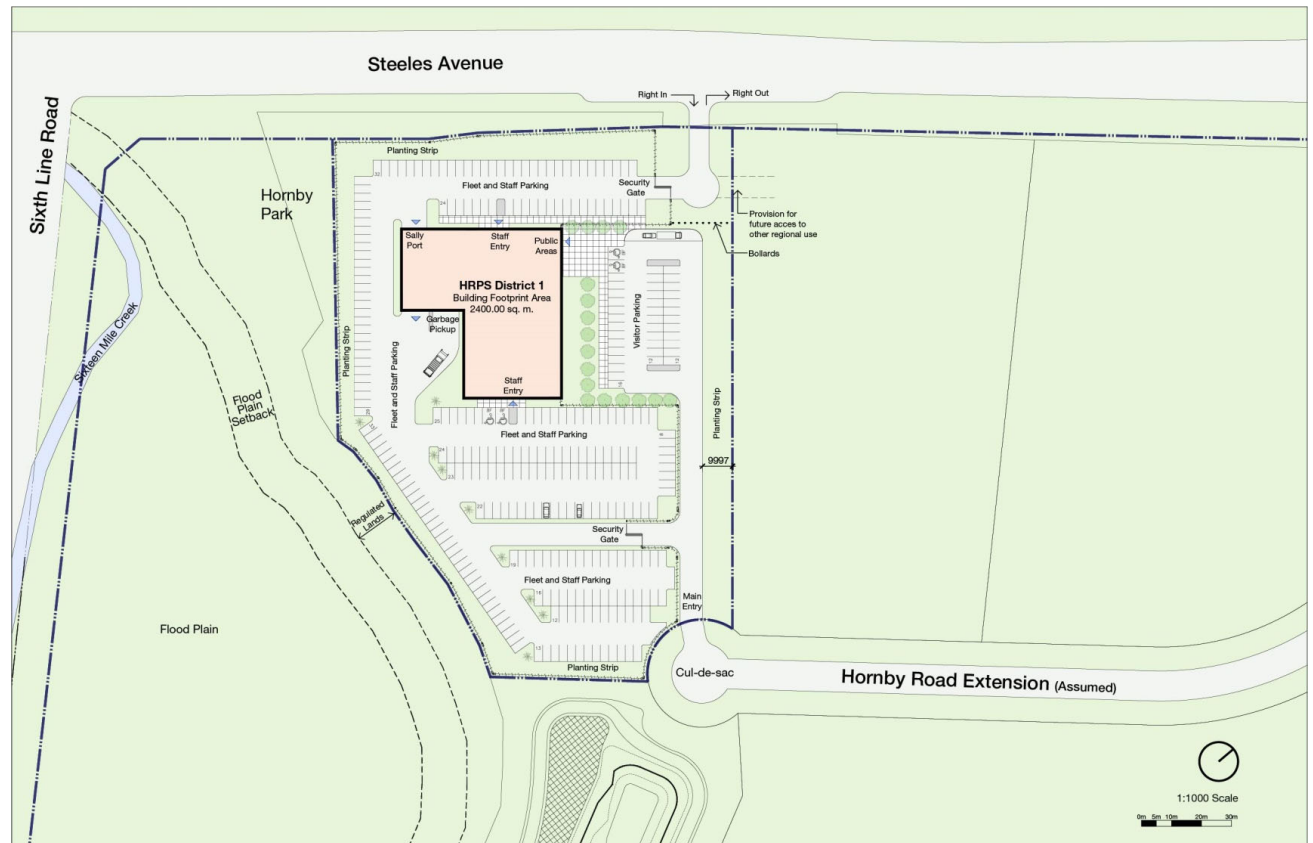
HALTON REGIONAL POLICE SERVICE

One Vision One Mission One Team



Site Test Fit

5.25 acres



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Halton Police Board Approvals – Feb 2015

The Board approved the 1 District Facility Plan Recommendation Report (P15-2-CPS-R-07)

- Work with Region of Halton staff to investigate the availability and cost of an appropriately sized parcel of land
 - Region Council approve the land acquisition in Report No. LPS82-19 for HRPS and additional Regional Uses – Complete
- Complete a preliminary design to validate the accommodation program and further refine the project budget requirements by seeking a qualified architectural firm to undertake the preliminary design phase of the project
 - Test Fit - Completed on identified site to confirm 5.25 acres required
 - Accommodation Program – Completed / updated to reflect Regional Growth Assumption 2025 – 2041
 - Capital Budget – \$33.1MM

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Halton Police Board Approvals – Feb 2015

The Board approved the 1 District Facility Plan Recommendation Report (P15-2-CPS-R-07) - Continued

- Work with Region of Halton staff and municipal partners to determine the appropriate supporting police building requirements in each municipality, with consideration of the existing 11 and 12 Division facilities
 - Project Charters Executed with Halton Region for new 1 District project delivery and return of existing 12 Div property
 - Short-Mid term plan to continue to operate 11 Div Georgetown
 - Long term Georgetown needs to be identified as part of Facility Master Plan update (2023)
- Report back to the Halton Regional Police Services Board on the results of the research and related financial plans to seek approval to fully implement the #1 District Facility Plan
 - Staff will report back to the Board after completing the detailed design (Q3 2022)
- Report back on a public consultation/education plan to implement the #1 District Facility Plan
 - Public consultation complete as part of 2017-19 Corporate Business Plan consultation process (May & June 2016).

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Next Steps

Land Pre-Development Works

- Approval of all requisite pre-development studies (Q3 2021)
- Complete construction of community services (Q2 2022)

1 District Facility Design and Financial Plans

- Complete procurement of architectural services (Q3 2021)
- Complete design of 1 District Facility and financial plan (Q2/Q3 2022)
- Report back to the Board for project approval (Q3 2022)
- Region Council approval of financial plan (Q4 2022)

Project Implementation – Post Board Approval

- Complete procurement for 1 District Facility construction (Q2 2023)
- Complete 1 District Facility construction (Q4 2024)
- HRPS pre-move in works (Q1 2025)
- HPRS move in (Q2 2025)



Questions?

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Halton Happenings - May 2021

Welcome to the May 2021 edition of Halton Happenings. We have changed the layout to reflect the Service's **Framework for Community Safety and Well-being**. These strategic priorities include:

1. Emergency 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.

When reading through this document, there are four coloured categories: emergency response has been highlighted in red, risk intervention in yellow, prevention/education in blue and social development in green.

4 Pillars 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 emergency response by providing a coordinated response to risk and leads to more positive outcomes. The Halton Regional Police Service has built on our policing philosophy by including proactive measures of intervention, known as the four pillars of community safety and well-being.





Halton Happenings - May 2021

INCIDENT RESPONSE

Mobile Crisis Rapid Response Team (MCRRT)

The Mobile Crisis Rapid Response Teams responded to 156 calls for service during the month of May. This included 61 in Burlington, 68 in Oakville, 20 in Milton and 7 in Halton Hills. Of these calls, 105 were a mental health priority call. This accounts for 67.3 per cent of the teams' time.

Of the 51 "non-mental health priority" calls, the teams provided mental health support in 10. When these numbers are factored in, 115 of the teams' 156 calls were mental health related. Therefore 73.7 per cent of the teams' occurrences involved providing mental health support in the community.

Community Mobilization / School Liaison Officers

Community Mobilization Bureau Officers and School Liaison Officers continue to support the front line by responding to and investigating a variety of occurrences. Calls for service include Fail to Remain, Mental Health and Persons in Crisis, neighbour disputes and other incidences requiring an immediate response from front line officers.

RISK INTERVENTION

Crisis Outreach and Support Teams (COAST)

COAST continues to support the Mobile Crisis Rapid Response Teams and the community through mobile risk intervention visits. The pandemic and staffing shortages at the Canadian Mental Health Association – Halton Region Branch has resulted in not having a mobile team seven-days-a-week. Required risk intervention visits are still being conducted as needed and supplemented by the Mobile Crisis Rapid Response Teams. COAST had 24 occurrences in May, 22 of which were mental health related, accounting for 91.7 per cent of the team's time. Of note: occurrences have been notably more complex as the pandemic continues.

Halton Situation Table

The Halton Situation Table plays a critical role in connecting some of the region's individuals/families at acutely elevated risk with the services and supports they need to thrive.

Approximately 35 community partners/agencies meet on a weekly basis to discuss potential cases/issues of elevated risk to a person or community due to issues such as; mental health, housing, homelessness and social isolation. Partners then work collaboratively to provide the proper supports, by the proper agency in an effort to avoid a crisis situation.



Halton Happenings - May 2021

During the month of May, the Halton Situation Table was presented with two cases of potential Acutely Elevated Risk. Both cases were deemed to be at a level of Acutely Elevated Risk and in need of immediate intervention by the collaborative table members.

Community Mobilization Officers

Due to the restrictions in place for COVID-19, there has been an increase in the number of older adults at risk. Often, they have lost connection with friends and programs that provided regularity for them. Community Mobilization Officers continue to follow-up frequently with identified older adults to ensure that health and hygiene needs are being met.

The Community Mobilization Bureaus continues to intervene in reported neighbour disputes and will refer parties to the Communities Conflict Resolution Service. During the month of May, officers have assisted with approximately 15 neighbour disputes. While speaking with the involved parties, the majority expressed interest in utilizing the free mediation service offered by the Community Conflict Resolution Service in an attempt to resolve their disputes.

District Community Mobilization Officers assisted Public Health by conducting 71 quarantine checks for people who had recently returned to Canada.

Traffic Services Unit

Traffic Services participated in a two-day Commercial Motor Vehicle Blitz in Burlington on May 6 and 7. The Blitz utilized four Commercial Vehicle Inspectors. The results from the two-day blitz were as follows:

Day one:

- 19 inspections
- 12 out of service
- 63 Provincial Offence Notices

Day two:

- 22 inspections
- 12 out of service
- 35 Provincial Offence Notices
- 1 Suspend Drive

This year's "Canada Road Safety Week" Traffic Safety Campaign took place from May 18 - May 24. The Regional Results from this traffic campaign are as follows:

- 18 Impaired driving arrests (Alcohol/Drugs)



Halton Happenings - May 2021

- 229 Road side breath tests
- 4 Three Day Drivers Licence Suspensions
- 1,221 Provincial Offence Notices
- 11 Provincial Offence Court Summons
- 438 Warnings
- 673.9 hours in education/enforcement
- 87 hours of RIDE checks

Older Adult Support

The Older Adult Support Officer conducted seven community outreaches for older adults and families in need of assistance. In addition, the Older Adult Support Officer continues to work with each of the District Vulnerable Persons Senior Liaison officers to provide to ensure supports for Older Adults are available.

Crime Stoppers

Crime Stoppers of Halton received 84 tips in the month of May.

Crime Stoppers of Halton, in collaboration with the Drug and Human Trafficking Unit, is running the pilot project titled Targeting Traffickers. Crime Stoppers of Halton will be implementing a media campaign to promote Crime Stoppers as well as the enforcement initiative for Targeting Traffickers.

Planning commenced for a Crime Stoppers Shred-It-Event which will take place on June 19.

District Social Workers/Youth Officer/School Liaison Officers

District Social Workers and Youth Officers had nine new youth Diversion intakes, while five previous Diversion files were completed.

Additionally, the teams had three new Adult Diversion intakes, while two previous files were completed.

Teams also conducted 92 proactive outreaches to adults, youth and families in the community to offer supports or assistance.

The Halton Regional Police Service participated in four Violent Threat Risk Assessments (VTRA). A VTRA is an assessment protocol in place to more effectively respond to situations where students may pose a threat to themselves or others. VTRA is a collaborative protocol approach to determine how best to support students so their behaviour does not become violent or self-injurious. The VTRA Protocol outlines how a school responds immediately to threatening incidents. The initial response



Halton Happenings - May 2021

team will include the Principal or Vice-Principal, the Halton Regional Police Service, and certified Board staff; other community Partners and additional Board staff may be included as necessary.

PREVENTION

Community Mobilization Officers

Hotel/Motel – Community Mobilization Officers continue to conduct pro-active visits to the local hotels and motels to engage with persons that are being temporarily housed. They ensure that they are connected with housing support and have access to healthy food where needed. This has resulted in a reduction in the number of calls to frontline officers for disturbances in the motels.

Community Officers completed seven Crime Prevention Through Environmental Design inspections in the community.

Equity, Diversity and Inclusion Office

Response to Global Events #PREVENT: As a result of the escalation in violence between Israel and Palestine, the Police Service was contacted by the Oakville Synagogue for support and additional proactive patrols around the place of worship. The Equity, Diversity and Inclusion Office worked with 2 District Command Staff to support this request.

SOCIAL DEVELOPMENT

Traffic Services Unit

On May 19, Traffic Services participated in the monthly meeting of the Halton Chapter of Mothers Against Drunk Driving (MADD). This meeting reviewed the analytical data regarding the selection of the Halton Regional Police Service District and Officer of the Year Award. Recognition Awards for the MADD Canada Annual Awards Ceremony have been postponed until October of this year.

Older Adult Support

The Older Adult Support Officer conducted three virtual community presentations on Frauds and Scams.

The Older Adult Support Officer liaised with the Ontario Police Video Training Alliance in relation to the ongoing development of an educational training resource for frontline officers across the province.



Halton Happenings - May 2021

Community Mobilization Officers

The third edition of the virtual Citizens Police Academy is well underway. Presenting units included Frauds, Older Adult Support, Communications Bureau, Regional Community Mobilization Bureau / District Community Mobilization Bureaus (including COAST/ MCRRT, School Officers, Community Officers, Social Workers and Youth Officers), and the Emergency Services Unit. An amazing amount of positive feedback has been received from participants.

529 Garage – The project continues to expand and attract more users each week. Messaging about the program has been distributed to the Public and Catholic School Boards, City of Burlington Cycling Advisory Committee, and several media outlets.

School Liaison Officers

Our District School Liaison Officers continue to support the various school boards throughout Halton with virtual presentations. In May, 26 presentations covered topics such as Cyber Bullying, Bullying, Social Media and the Law, Internet Safety, Substance Misuse, Mental Well-Being and Police in the Community.

Equity, Diversity and Inclusion Office

Hate Crime Presentations: During the month of May, the Equity, Diversity and Inclusion Office partnered with local newcomer settlement agencies to provide 15 presentations on hate crimes / incidents. These presentations were attended by both newcomers to the region of Halton as well as staff members from the Halton Multicultural Council (HMC) and the Thomas Merton Centre for Continuing Education.

Pro-Palestine Marches: During the month of May, HRPS was contacted about two pro-Palestine marches taking place in Milton and Oakville. The marches were organized as a result of the escalation in violence between Israel and Palestine. The Equity, Diversity and Inclusion Office liaised with the organizers leading up to the marches to ensure an effectively response to any public safety issues that could potentially arise. Both marches attended by a large number of individuals were peaceful.

General

Members from the Regional Community Mobilization Bureau and the District Community Mobilization Bureaus continue to be very active in a variety of community committees, groups and meetings including: Mothers Against Drunk Driving (MADD), FASD Resource Team, Halton Youth Attendance Council, Older Adult Advisory Council, Older Adult Isolation Action Table, Halton Equity and Diversity Roundtable (HEDR), Halton Police Youth Advisory Council, OACP Equity, Diversity and Inclusion Committee and the CACP Policing with Indigenous Peoples Committee.



Halton Regional Police Service Public Agenda Information Report

To: Chair and Police Board Members

From: Chief Stephen J. Tanner

Subject: ACCOUNTABILITY MECHANISM FOR SURVIVORS OF SEXUAL ASSAULT

Report #: P21-6-I-01

Date: June 24, 2021

INTRODUCTION AND BACKGROUND:

The Halton Police Board passed the following resolution at its February 23, 2017 meeting:

“That the Halton Regional Police Services Board undertake a review of how sexual assault cases are handled by the Halton Regional Police Service, including:

- *policies and procedures and;*
- *the classifications of sexual assault occurrences;*

and, further that the Halton Regional Police Services Board undertake this work in collaboration with local community and justice partners; to ensure victims of sexual assault are provided a timely and dignified response, the best support possible from our police service, and that the process is comprehensive, fair and respectful.”

The attached report provides an annual snapshot of the progress of The Sexual Assault Advisory Committee (S.A.A.C.) and the police response as authored by the committee.

Key achievements:

The Halton SAAC continues to meet monthly to prioritize collaborative work with the HRPS to improve police response to survivors of sexual assault. In response to the impact of the COVID-19 pandemic, the committee has re-prioritized their activities and attention over the past year towards including increasing community engagement as well as training/education.

New website-The committee received funding via the Halton Region Community Investment Fund (HRCIF) for the creation of the “Survivors Voices” website - a region wide platform that in addition to containing support and resources, will feature the Sexual Assault Information Guide and VSU as first point of contact for reporting sexual violence in Halton. It will also feature an overview report that captures the work of the Sexual Assault Advisory Committee including case review, recommendations and in-service training for HRPS officers. Finally, the website will feature a confidential forum for survivors to provide feedback about their experience, enabling them to become part of the process in real time, giving them a voice and a place at the working group known as the Sexual Assault Advisory Committee.

This initiative is a one-stop shop website for survivors and supporters of sexual violence. While agency specific websites are available, this website will be hosted by the Sexual Assault Advisory Committee which is a sub-committee of the Halton Violence Prevention Council.

Since the inception of the SAAC over three years ago, the members have worked diligently to review dozens of sexual assault investigations with a goal to identify missed opportunities. While this ground breaking work has been carried out behind the scenes, most survivors and supporters are unaware of these fundamental changes that may in fact change their path going forward. With built in simplicity for ease of updating, this site will be updated regularly with new recommendations that have been implemented, community events, and changes to relevant legislation.

The website launch in May coincides with Sexual Assault Awareness Month and includes a targeted media and social media presence as well as an on-line art therapy event designed to support survivors and their healing.

Education/training- The committee dedicated a great deal of time and energy into the design of the second phase of training for all sworn members of the Halton Regional Police Service. The original design of the training was for an interactive and informative session delivered in person by S.A.A.C. members during the 2020 annual block training for officers. Once again due to the impact of the pandemic the committee had to make some adjustments in order to deliver this valuable training. Working in conjunction with the HRPS Training Bureau the training was converted to an e-learning platform. The training will be delivered to all HRPS officers in two separate modules which will be released on June 1, 2021 and October 1, 2021.

Case review- The committee will continue to examine and evaluate the necessity of further case review and/or a realignment of focus on how other sectors respond to survivors.

CONCLUSION:

The HRPS continues to be grateful for the engagement and commitment of the members of the committee. It is only through their shared experience and unique perspective that has allowed the service to greatly enhance survivor support with a trauma informed victim centric response.



Stephen J. Tanner
Chief of Police

:KM



Halton Regional Police Service Public Agenda Information Report

To: Chair and Police Board Members

From: Chief Stephen J. Tanner

Subject: COMMUNITY SAFETY AND WELL-BEING UPDATE

Report #: P21-6-I-02

Date: June 24, 2021

INTRODUCTION AND BACKGROUND:

Halton continues to be a leader in community safety and well-being because collaboration, planning and action are central to the work we do to keep our community safe and healthy.

CONSULTATION:

Deputy Chief R. Wilkie
Inspector J. Craddock
Alex Sarchuk, Region of Halton
Dr. Hamidah Meghani, Region of Halton
Dorothy Barr, Region of Halton

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

Stephen J. Tanner
Chief of Police

:KE

Attachments: Update on Community Safety and Well-being in Halton
Region of Halton Report No. SS-16-21-MO-03-21



UPDATE ON COMMUNITY SAFETY AND WELL-BEING IN HALTON

**Regional Community Mobilization Bureau
Halton Regional Police Service**



Halton Regional Police Service
2485 North Service Road West
Oakville, Ontario L6M 3H8
Phone: 905.825.4747
www.haltonpolice.ca

Report To:	Regional Chair and Members of Regional Council
From:	Alex Sarchuk, Commissioner, Social and Community Services Hamidah Meghani, Commissioner and Medical Officer of Health
Date:	June 16, 2021
Report No:	SS-16-21/MO-03-21
Re:	Update on Community Safety and Well-Being in Halton

RECOMMENDATION

1. THAT Report No. SS-16-21/MO-03-21 re: "Update on Community Safety and Well-Being in Halton" be received for information.
2. THAT the Regional CAO submit Halton's Community Safety and Well-Being Plan and supporting documents to the Solicitor General of Ontario, as further described in Report No. SS-16-21/MO-03-21.

REPORT

Executive Summary

- *Community Safety and Well-Being in Halton: A Plan for Collaboration and Action* outlines a model to identify and respond to complex human service system issues in partnership with the community. The Plan was approved by Regional Council and the Halton Regional Police Services Board in November 2017.
- Progress continues to be made on new and existing community safety and well-being (CSWB) issues and priorities. This includes the establishment of an Action Table to develop a coordinated approach to food security, the completion of an initiative to enhance access to mental health services for children and youth, and targeted investments through the Halton Region Community Investment Fund (HRCIF).
- Data and decision support is an important component of CSWB planning in Halton. Key activities in this area involve understanding community data related to the health, safety and well-being of Halton residents, supporting CSWB stakeholders to make evidence-informed decisions, and monitoring, evaluating and reporting on the impact the Plan is having in the community.

- Subsequent to the development of Halton’s CSWB Plan, the Provincial Government introduced a mandate under the *Police Services Act* requiring municipalities to adopt a CSWB plan by January 1, 2021. Due to the impacts of the COVID-19 pandemic, the deadline was extended to July 1, 2021.
- Through this report, staff are seeking approval to submit Halton’s CSWB Plan and related documents to the Solicitor General of Ontario. This will include Halton’s 2020 CSWB Population Level Indicator Report.

The Halton Situation Table continues to be a critical component of Halton’s approach to ensuring safe and healthy communities. In 2020, Situation Table community partners collaboratively addressed 64 situations of persons at acute risk.

Background

Community Safety and Well-Being (CSWB) planning in Halton

In November 2017, Regional Council and the Halton Regional Police Services Board approved *Community Safety and Well-Being in Halton: A Plan for Collaboration and Action* as described in Report No. SS-30-17/MO-39-17. The Plan outlined a made-in-Halton model to enhance how Halton Region, the Halton Regional Police Service (HRPS) and a wide range of community partners identify and address issues that impact health, safety and well-being in Halton. The model has several key elements:

- A **System Leadership Group** comprised of leaders from organizations with system planning accountabilities in the human service system. The System Leadership Group has a mandate to identify and prioritize human service issues and support community partners to respond. The current membership of the System Leadership Group is provided as Attachment #1.
- **Action Tables** that bring together the people, programs and services best positioned to develop and lead a response to specific CSWB priorities.
- A **data and decision support** function to facilitate evidence-based CSWB planning and to identify emerging issues and trends.

Reports No. SS-11-19/MO-15-19 re: “Update on Halton Community Safety and Well-Being Plan” and SS-23-20/MO-21-20 re: “Update on Community Safety and Well-Being Planning in Halton” provided updates on the operationalization of Halton’s CSWB model and progress on priority issues.

Provincial requirement for CSWB plans

Subsequent to the development of Halton’s Plan, the Provincial Government introduced a mandate under the *Police Services Act* requiring municipalities to adopt a CSWB plan. The mandate requires municipalities to consult with a wide range of stakeholders to develop and adopt a plan to, among other things, address priority risk factors and set out measureable outcomes. CSWB plans must also be developed and implemented in

conjunction with an advisory committee comprised of multi-sector partners. As outlined in Report No. SS-23-20/MO-21-20, the initial adoption date of January 1, 2021 was postponed due to the impact of the COVID-19 pandemic.

Discussion

Update on Halton CSWB model

System Leadership Group

The Halton System Leadership Group continues to meet on a quarterly basis to provide overall direction on CSWB activities and initiatives. The System Leadership Group is chaired by the Chief Administrative Officer of Halton Region. In March 2021, the System Leadership Group approved a revised terms of reference to reflect changes in membership. This includes representation from the Halton Regional Police Services Board (in accordance with provincial direction for CSWB plans) and formalizes participation of the Central and West regions of Ontario Health, as Local Health Integration Networks continue to egress. The current membership is outlined in Attachment #1.

The revised terms also codify the role of the System Leadership Group in supporting funding recommendations through the HRCIF. In 2021, representatives of the System Leadership Group were consulted in the development of funding recommendations through an initial intake and will continue to be engaged through a new continuous intake process that was described in Report No. SS-18-20 re: “Halton Region Community Investment Fund - approach to 2021 funding and update on 2020 allocations”.

As part of a commitment to equity and inclusivity within CSWB, the System Leadership Group endorsed the [Halton Equity, Diversity and Inclusion Charter](#) in December 2020. Staff continue to engage with the Halton Equity and Diversity Roundtable (HEDR) to explore opportunities for synergies and alignment. In March 2021, HEDR received a two year HRCIF funding commitment of \$215,000 to implement initiatives to strengthen equity and inclusion within the region as outlined in Report No. SS-15-21 re: “Halton Region Community Investment Fund – 2020 allocations and update on 2021 funding.”

Action Tables

Many CSWB Action Tables continue to make progress despite the ongoing challenges of the COVID-19 pandemic. This includes the establishment of an Action Table to develop a coordinated approach to food security, the completion of an initiative to enhance access to mental health services for children and youth under the leadership of the Reach Out Centre for Kids (ROCK), and continued investment in CSWB activities and initiatives through the HRCIF. The following update builds on a fulsome overview of progress provided in Report No. SS-23-20/MO-21-20:

Issue	Progress update and outcomes
1. Access to mental health supports for children and youth	<ul style="list-style-type: none"> ROCK has fully implemented a model of access and system navigation (ASN) to make it easier for children, adolescents and their families to access mental health supports from core service providers in Halton. This includes a new pathway with One-Link to accept referrals from primary healthcare providers to community-based child and youth mental health services. ROCK presented on the outcomes of the ASN initiative to the System Leadership Group in March 2021 and has formally completed its CSWB mandate.
2. Coordinated access – homelessness	<ul style="list-style-type: none"> The Action Table continues to implement a coordinated access framework to strengthen supports to individuals in Halton who are homeless or at-risk of homelessness. As of April 30, 2021, 115 households have received an offer of housing through the framework. To further strengthen this approach, the Housing Help Centre for Hamilton and Area (operating in Halton) received a three year HRCIF commitment of more than \$295,000 to provide intensive case management to clients with complex needs to support long-term housing success.
3. Enhancing the response to sexual assault	<ul style="list-style-type: none"> Building on case reviews and training to enhance how HRPS engages with survivors of sexual assault, the Sexual Assault Advisory Committee (SAAC) received HRCIF funding of \$9,040 to establish a website to provide a central point of information and resources for survivors of sexual assault. The SAAC is currently exploring opportunities to strengthen supports for survivors proceeding through the justice system.
4. Support for youth exiting the care of child welfare services	<ul style="list-style-type: none"> An evaluation of a pilot to support youth exiting the care of Halton Children’s Aid Society was completed. Outcomes of the evaluation identify that the program was successful in connecting participants to education, training, employment and mentorship. Total HRCIF investments of \$178,000 have been made to support the initiative to date. Backbone support and additional funding is provided by the Oakville Community Foundation. A total of 26 youth were supported through the first phase of the initiative.
5. Alcohol consumption	<ul style="list-style-type: none"> The Action Table is not active due to the continued impact of the COVID-19 pandemic.
6. Increasing connectedness for older adults in Halton who	<ul style="list-style-type: none"> The focus of the initiative is to proactively identify and support older adults, 55+ at-risk of isolation. This includes continued HRCIF investment in a Connections Specialist to serve as a centralized resource to support older adults who

Issue	Progress update and outcomes
are at risk of isolation	are isolated or at risk of isolation. In fall, 2020 Community Development Halton received an HRCIF grant of \$88,000 to provide backbone support to the Action Table. This includes hiring a Community Engagement Lead to support next steps. In December 2020, the Action Table began a process to review and refresh its mandate in response to the current environment. A revised action plan will be presented to the System Leadership Group in June 2021
7. Dual Diagnosis among children and youth	<ul style="list-style-type: none"> • A dual diagnosis is the co-existence of a developmental disability and a mental health challenge. In May 2019, an Action Table was established to explore the development of a Halton approach to support children and youth with a dual diagnosis and their families. Through an HRCIF grant, a robust engagement process and situational assessment has been implemented and is expected to be complete in June 2021. The outcomes of the process will shape the second phase of the initiative. This will include a knowledge mobilization plan and the development of a mechanism to enhance coordination and collaboration among agencies serving children and youth with a dual diagnosis.
8. Opioids	<ul style="list-style-type: none"> • The development of an Action Table to address opioid use and related harms was put on hold in spring 2020 due to the impact of the COVID-19 pandemic. A leadership committee comprised of Halton Regional Police, Joseph Brant Hospital, Halton Healthcare and Halton Region was convened in early 2021 to explore options to move forward. As a first step, Halton Alcohol, Drug and Gambling Assessment, Prevention and Treatment Services (ADAPT) was awarded a three year HRCIF commitment of \$330,000 to address the complex and specialized needs of opioid users and their caregivers. Specifically, a full-time Opioid Therapist will be integrated into the Burlington PHAST (Prioritizing Health through Acute Stabilization and Transition) program to provide awareness, prevention and treatment services.
9. Coordination during COVID-19	<ul style="list-style-type: none"> • An ad hoc Action Table was established at the outset of the COVID-19 pandemic to support coordination and information sharing between local municipalities, Halton Region, Halton Regional Police and several community partners. This included input on the development of a program to provide food and essential goods to vulnerable households in response to the COVID-19 pandemic. The table has been sunset and will be convened as required.

Issue	Progress update and outcomes
10. Coordinated approach to food security	<ul style="list-style-type: none"> In November 2020, an Action Table was established to develop a more coordinated approach to food security. The Action Table is being co-chaired by Food for Life and Kerr Street Mission with a focus on opportunities to provide more equitable and consistent service to food insecure residents throughout Halton.

Data and Decision Support

As described in Report No. SS-23-20/MO-21-20, the Data and Decision Support Group plays a critical role in supporting evidence-based CSWB planning. In addition to the development of a population-level indicator framework to monitor the health, safety and well-being of Halton over time, the decision support function conducts activities to monitor, evaluate and report on the impact that the Plan is having on the Halton community. Supports are provided to CSWB Action Tables as needed to provide research, planning and evaluation capacity.

A developmental evaluation was conducted in spring 2020 to better understand the efficacy of Halton’s CSWB model. The evaluation, which included input from the System Leadership Group, CSWB Steering Committee and the leads of CSWB Action Tables, will inform CSWB planning moving forward and is the first step in evaluating Halton’s CSWB model. The evaluation was geared at stakeholder experiences within the initiative and was conducted through a series of surveys and in-person sessions. The evaluation revealed key strengths of the model, such as shared goals, strong leadership and the value of collaboration. Opportunities for growth and improvement, such as increased resourcing, were also highlighted. The 2020 CSWB Evaluation report is provided as Attachment #2. A 2020 snapshot infographic is provided as Attachment #3 to highlight notable accomplishments and impact.

The ongoing work of the data and decision support function includes:

- Monitoring the population-level indicator framework as new data becomes available.
- Continuing to promote a climate of data and information sharing between partners, including the use of data to enhance equity.
- Providing support to the CSWB model to monitor, evaluate and report on the work of Action Tables and CSWB initiatives.

Submission of Halton’s CSWB Plan to the Ministry of the Solicitor General

In December 2020, the Solicitor General of Ontario notified municipalities that the revised deadline to adopt a CSWB plan is July 1, 2021. Under the *Police Services Act*, municipalities are required to post their plans on the internet and make printed copies available to the public. There are currently no requirements through legislation or

regulation to submit a CSWB to the Province for review. Notwithstanding the absence of a formal requirement, staff intend to submit Halton's CSWB plan and supporting documents to the Ministry of the Solicitor General in keeping with Halton's status as early adopters and leaders in Ontario's CSWB landscape.

Halton's Plan is a living document that provides a model for ongoing collaboration, planning and action. Since Council adoption of the Plan in November 2017, substantial progress has been made and new approaches have been established. This includes the development of a population level indicator report to monitor the health, safety and well-being of Halton over time; alignment between CSWB planning and the HRICF; the introduction of new priorities and Action Tables; and the ongoing work of the Halton Situation Table. Collectively, these and other elements comprise Halton's overall approach to CSWB planning and are a direct extension of Halton's Plan. Halton's submission to the Province will identify these key elements.

Update on the Halton Situation Table

As described in Report No. SS-11-19/MO-15-19 and SS-23-20/MO-21-20, the Halton Situation Table is a critical component of Halton's approach to ensuring safe and healthy communities. Throughout the COVID-19 pandemic, the Situation Table continues to hold weekly virtual meetings to identify and respond to situations that require an immediate intervention to prevent harm or victimization. In 2020, a total of 72 situations were brought forward to the table for consideration, an increase of 60% from the previous year. Of the 72 situations brought forward, 64 met the threshold of acutely elevated risk and resulted in a collaborative intervention by the Situation Table partners best positioned to respond. The 2020 Halton Situation Table Year-in-Review report is provided as Attachment #4.

Next steps

CSWB partners will continue to identify and respond to complex human service issues that require a collaborative or multi-sector approach. This will be informed by a consultation process to identify emergent issues and seek input to enhance the efficacy of CSWB planning more broadly. Details will be shared with Regional Council later in 2021.

FINANCIAL/PROGRAM IMPLICATIONS

There are no financial implications associated with this report.

Respectfully submitted,



Alex Sarchuk
Commissioner, Social and Community
Services



Hamidah Meghani, MD
Commissioner and Medical Officer of Health

Approved by



Jane MacCaskill
Chief Administrative Officer

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

Alex Sarchuk

Tel. # 6166

- Attachments: Attachment #1 – Halton System Leadership Group Membership
Attachment #2 – 2020 CSWB Evaluation Report
Attachment #3 – Notable 2020 Accomplishments Infographic
Attachment #4 – 2020 Halton Situation Table Year in Review Report



Public Agenda Information Report

To: Chair and Police Service Board Members
From: Kimberly Calderbank
Board Media Consultant
Subject: June Communications Update
Report #:
Date: 24 June 2021

INTRODUCTION AND BACKGROUND

Given below is a summary of the June 2020 Board Communications/Media activities. High-level analytics and details are summarized below.

DISCUSSION / ANALYSIS

Newsletter

April Agenda Newsletter open rate – 55.3%
April Newsletter open rate – 51.1%
**Industry average newsletter open rate 30%.*

Twitter

Followers – 1025
Likes – 233
Retweets – 41
Replies – 9

Top Tweets

@HPBoard

May 01, 13:20

Today is #FirstRespondersDay! We honour the first responders in @RegionofHalton who are committed to community safety and well-being. Thank you for your service each and every day.
#HaltonON <https://twitter.com/policeassocon/status/1388456927823282176>

@HPBoard
May 13, 17:37

Congratulations to @HaltonPolice Constable Marc Taraso @CstTaraso9345!

Thank you for your dedication, community engagement & commitment to road safety.

#HaltonON #PoliceWeek #PoliceWeekON

<https://twitter.com/oacpofficial/status/1392862800876343298>

@HPBoard
May 23, 13:54

#ParamedicServicesWeek #Halton

<https://twitter.com/garycarrhalton/status/1396087406940626948>

COMMENTS

Board Website stats –

Page views: 101

Unique Pageviews: 93

Average Time on Page: 3:37

- NEW Website launching 2021



Halton Regional Police Service Public Agenda Recommendation Report

To: Chair and Police Board Members

From: Chief Stephen J. Tanner

Subject: **SINGLE SOURCE – COMPUTER AIDED DISPATCH ADDITIONAL LICENSES –
HEXAGON SAFETY & INFRASTRUCTURE**

Report #: P21-6-R-04

Date: June 24, 2021

RECOMMENDATION:

“That the Halton Police Board authorize the Limited Tendering acquisition of additional Computer Aided Dispatch (CAD) Training and MPS software licenses from Hexagon Safety & Infrastructure for a total amount of \$296,001 (inclusive of contingency and HST);

and further,

That the Halton Police Board authorizes the transfer of funds from the Capital Reserve to Capital Project T6864B in the amount of \$296,001 in support of the acquisition of these Training and MPS software licenses;

and further,

That the Board authorize the expansion of the maintenance contract with Hexagon Safety & Infrastructure for support and maintenance pertaining to the additional licenses for a total amount not to exceed \$92,513 (inclusive of HST) for the period July 1, 2021 to Dec 31, 2022.”

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

Stephen J. Tanner
Chief of Police

: AW

INTRODUCTION AND BACKGROUND:

On May 25 2007, the Board approved the transition from an Ortivus CAD (Computer Aided Dispatch) product to an Intergraph CAD solution (C07-5-CPA-R-10). Intergraph now operates as Hexagon Safety & Infrastructure in the public safety market, following the acquisition of Intergraph by Hexagon AB in 2010.

From January 1, 2008 to December 31, 2022 the Board approved the Intergraph Maintenance Agreements with the following terms and values:

- Four (4) year Agreement (Jan 1/08 - Dec 31/11) - \$744,282
- One (1) year Agreement (Jan 1/12 - Dec 31/12) - \$220,205
- One (1) year Agreement (Jan 1/13 - Dec 31/13) - \$242,160(incl. taxes and contingency)
- Three (3) year Agreement (Jan 1/14 - Dec 31/16) - \$1,064,065(incl. taxes and contingency)
- Three (3) year Agreement (Jan 1/17 - Dec 31/19) - \$1,278,359(incl. net tax and contingency)
- Three (3) year Agreement (Jan 1/20 - Dec 31/22) - \$1,527,413 (incl. net tax and contingency)

On January 23, 2020, the Board approved the single source Computer Aided Dispatch (CAD) upgrade to version 9.4 with Hexagon Safety & Infrastructure (P20-1-R-07). The CAD system has been successfully upgraded to version 9.4.

Staff respectfully requests the Board's approval for the purchase of additional licenses to comply with requirements to register licenses for a training version of the system and to optimize use of the new features available in this upgraded system through wider distribution of the software within the Service.

DISCUSSION / ANALYSIS:

Since the 2007 implementation of the Hexagon CAD system, the Service has experienced a high level of stability and functionality expected from this professional public safety grade dispatch system.

Many enhancements and supporting systems have been integrated with the Hexagon CAD system since its initial implementation. These enhancements have increased its utility, efficiency and value to the Service and to the residents of Halton.

The CAD 9.4 system requires paid software licenses for HRPS's training environment. The CAD training platform allows HRPS to instruct new and existing HRPS staff on CAD functionality in an off-line/simulation CAD environment. Newly hired officers and civilian 911 dispatchers are required to become proficient on the CAD system before working in a live operating environment. In addition, training is also conducted on a regular basis with existing staff in order to familiarize them on new functions of the system as there are ongoing enhancements made to the system.

Staff have also identified a requirement for additional Mobile for Public Safety (MPS) licenses for deployment. MPS software, used in patrol and command vehicles, is critical in providing dispatch assignments, event details, mapping, messaging, and other crucial data to officers in the field as they perform their duties.

It is recommended that a contingency of \$50,000 (excluding tax) also be included to permit flexibility for additional training and MPS licenses in 2022.

Furthermore, staff are requesting an expansion of the maintenance agreement funds for Year 3 (Jan 1, 2022 – Dec 31, 2022) previously approved by the board in 2019 (P19-12-R-10) to accommodate the additional CAD training and MPS licenses.

The following is a cost breakdown of the additional licences and maintenance costs for 2021 and 2022. This breakdown includes the following components:

ONE TIME LICENSE FEES:

Hexagon License Details	Quantity	Unit Cost	Costs
I/Executive - Training License	1	\$36,800	\$36,800
I/Dispatcher - Training License	6	18,400	110,400
I/Informer - Training License	1	24,500	24,500
Mobile for Public Safety License	20	2,300	46,000
Contingency			50,000
HST (13%) (excl. Contingency)			28,301
Total Cost			\$296,001

Staff request the funding for these one-time license fees be provided by way of a transfer from the Police Capital Reserve #505040 in the amount of \$296,001.

ADDITIONAL MAINTENACE FEES (related to Training Licenses and additional MPS Licenses):

Hexagon Maintenance Details	Costs
2021 - Maintenance - July 1, 2021 to December 31, 2021	\$26,755
2022 - Maintenance - January 1, 2022 to December 31, 2022	55,115
HST (13%)	10,643
Total Cost	\$92,513

ALTERNATIVES:

Complete a formal competitive bid process. - This is not recommended as there are no other alternatives for the delivery of these licenses and maintenance support services. There are no vendors who can supply a maintenance support service for the Hexagon proprietary suite of software products. *(There is no plan currently for the replacement of these CAD related systems within the next 3 years.)*

CONSULTATION:

- Deputy Chief Roger Wilkie – Regional Operations
- Ken Kelertas, Director – Legal Services & Legal Counsel
- Superintendent Derek Davis – Strategic Management Office
- Ken Kelertas, Director – Legal Services
- Paul Lavergne, Director – Corporate Services
- Bill Payne, Director – Information Technology
- Susan Chojnacki, Purchasing Coordinator – Purchasing Services
- Adam Woods, Manager – Information Technology (author)
- Tracy Ayoung, Project Specialist – Information Technology

FINANCIAL / HUMAN RESOURCE / LEGAL ISSUES:

Capital funds were not previously requested to cover the cost of the required one-time training and related maintenance licenses. Staff is thereby requesting the Board approve a transfer of \$296,001 from the Police Capital Reserve to support the acquisition of the licenses.

Funding for the additional maintenance fees will be charged to the IT Operating Budget in 2021 and 2022.

This recommendation is in accordance with the Halton Regional Police Service Board By-Law No. 2020-5; *A By-Law to Govern Procurement of Goods and Services by the Halton Regional Police Service*:

Section 13.2 Recommendation Report: *“Prior to the Award of any Contract for Goods and/or Services, a report shall be submitted to the Board for authorization by the Chief, or for authorization of HPB governance Contracts by the CAO, in any of the following instances:*

13.2.3 where the Limited Tendering provisions have been applied and the Total Cost exceeds \$100,000;

13.2.6 for capital projects, prior to Contract Award when the Total Cost of the proposed Contract exceeds the amount provided in the capital budget for that project by the lesser of 10% or \$100,000, or when additional debenture financing is required.”

STRATEGIC MANAGEMENT ISSUES:

The Recommendation is in support of the 2020-2023 Halton Regional Police Service Strategic Plan 2020-2023:

Theme 3 - Capability and Engagement:

Goal 3: Maximize the effectiveness and efficiency of the organization by:

- a. Working effectively with community and municipal partners;*
- b. Purposefully harnessing technology and maximizing innovation;*



Halton Regional Police Service Public Agenda Recommendation Report

To: Chair and Police Board Members

From: Chief Stephen J. Tanner

Subject: TOTAL POWER LTD. – LIMITED TENDERING - GENERATOR MAINTENANCE

Report #: P21-6-R-05

Date: June 24, 2021

RECOMMENDATION:

“That the Halton Regional Police Services Board authorize the award of a five (5) year Limited Tendering contract to Total Power Limited to provide scheduled maintenance and as-needed repairs to the Service’s building and radio tower site emergency electrical generators in the upset amount of \$975,671 (inclusive of HST).”

Stephen J. Tanner
Chief of Police

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INTRODUCTION AND BACKGROUND:

It is the policy of the Service to have adequate alternative power sources to maintain essential functions and operations of the Service in the event of a normal power source failure. To meet this policy requirement, the Service has emergency electrical generators installed within each police facility and the radio tower sites.

Design, installation, operation, maintenance and testing for all emergency electrical generators that supports life safety protection systems within buildings are required to meet the standards prescribed by the Canadian Standards Association C282 - Emergency Electrical Power Supply for Buildings. To ensure these mission critical pieces of infrastructure are maintained to the highest levels, the Service uses the CSA standard to guide the operation, maintenance and testing for all emergency electrical generators. To satisfy these requirements, the Facilities Service Department utilizes both trained staff and 3rd party service providers to complete all required maintenance, testing and repairs.

DISCUSSION / ANALYSIS:

Currently the Service has seventeen (17) emergency generators of appropriate sizes to support the emergency electrical requirements of its facilities and radio tower sites. These emergency generators have been installed as part of the facility construction projects, major building retrofits or as part of the initial P25 Radio project. As a result, fifteen (15) of seventeen (17) generator units are Generac brand. Though they have proven to be very reliable and meet the Services requirements, they utilize proprietary software and controls that require Generac authorized dealer support.

Currently in Canada, Generac has only one authorized dealer for commercial sales and support - Total Power Limited who are well represented in Ontario and the local area. Previously, when Total Power had been awarded the contract for emergency electrical generator maintenance and repairs, the Service had received good response and support.

In the past, the Service has participated with the Halton Cooperative Purchasing Group (HCPG) in open procurements for an emergency electrical generator maintenance and repair contractor, but when the award goes to a non-authorized Generac dealer, the Service has experienced problems with timely repairs and maintenance due to the proprietary nature of the Generac software and controls. When these issues arise, the Service is left to contact Total Power for remedy which increases down time and the cost of a mission critical piece of infrastructure.

Staff is recommending the award of a five (5) year single source contract to Total Power to provide scheduled maintenance and as-needed repairs to the Service's building and radio tower site emergency electrical generators so that the Service has:

- a single point of contact for all emergency generator maintenance and repairs;
- quinquennial maintenance requirements are successfully completed for all emergency generators under the term of the contract;
- priority emergency response and support 24/7 by Generac certified Technicians;
- preferred service labour rates and parts discounts; and,
- the ability to connect the Generac Smart Monitoring system on compatible units for active monitoring by Staff of the emergency generators.

ALTERNATIVES:

Conduct a Competitive Bid Process – The Service has utilized the competitive bid process in the past and has found that the proprietary software and controls prevent non-authorized dealers of Generac brand generators from being able to complete all maintenance and repairs. This requires the Service to subsequently contact Total Power to complete the required work, which increase down time and cost of a mission critical piece of infrastructure.

CONSULTATION:

- Paul Lavergne, Director – Corporate Services
- Michael McMullen, Manager – Facilities Services
- Susan Chojnacki, Purchasing Coordinator

FINANCIAL / HUMAN RESOURCE / LEGAL ISSUES:

Cost of the recommended single source acquisitions are as follows:

Support, Maintenance, Repairs and Modifications	Cost
5 Year Service Maintenance Agreement (fixed cost)	\$ 463,426
5 Year Repair Allowance (variable cost)	400,000
5 year Sub-total	\$ 863,426
13% HST	112,245
5 YEAR TOTAL LIMITED TENDER AWARD	\$ 975,671

The service maintenance agreement will provide the prescribed CSA C282 monthly, semi-annual, annual and quinquennial maintenance and testing for all generators by Generac qualified, licenced emergency generator maintenance technicians. HRPS will continue to utilize trained Staff to perform the weekly maintenance and testing requirements.

The repair allowance is an estimated value based on higher risk of failure as equipment ages. Currently all emergency generators are in excellent operating condition.

Funds have been allocated within the appropriate annual Operating Budget of the Service.

STRATEGIC MANAGEMENT ISSUES:

The acquisition of scheduled maintenance and as-needed repairs to the Service’s building and radio tower site emergency electrical generators supports Theme 3 (Capability and Engagement) Goals 1, 3b & 4 of the 2020-2024 Strategic Plan:

“Ensure that all employees are well-trained and well-equipped and that our commitment to the support of frontline services remains paramount.”

“Maximize the effectiveness and efficiency of the organization by: Purposefully harnessing technology and maximizing innovation;”

“Create and explore innovative opportunities to bolster service delivery and maximize strategic business initiatives.”

Action Registry – Public Section

Motion Date	Motion ID	Motion	Task Assigned To	Scheduled Completion	Status/Comments
27 Aug 2020	4.6	<i>“THAT the CAO’s Board Governance expenditure report be issued semi-annually.”</i>	CAO	Semi-annually	
25 Feb 2021	2.1	<i>“THAT an annual report on the HARRT (Halton Assessment and Risk Reduction Team) program be presented to the Board in the first quarter of each year.”</i>	Chief	1 st quarter 2022	
25 Mar 2021	3.7	<i>THAT the CAO and HRPS staff research options on the schedule of performance-related reporting to the Board, including the Annual Performance Report.</i>	Chief/CAO	TBD	

