



Public Agenda

Date: Thursday, June 25, 2020

Time: 9:00 a.m.

Location: Zoom Video Conference

Link to register to watch meeting:

https://us02web.zoom.us/webinar/register/WN_iELDiuy-S0m-1itif_AP5A

1. GENERAL

- 1.1 Regrets
- 1.2 Welcome of New Board Member Navneet Sekhon
- 1.3 Disclosure of Conflicts of Interest
- 1.4 Confirmation of Minutes of Meeting P20-05 held Thursday, May 21, 2020
(Agenda Pages 1 – 6)

2. PRESENTATIONS/DELEGATIONS

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

3. CONSENT AGENDA

- 3.1 Halton Happenings - May 2020
(Agenda Pages 7 – 16)
- 3.2 **P20-6-I-04** - Accountability Mechanisms for the Police Response to Survivors of
Sexual Assault
(Agenda Pages 17 – 24)

4. DISCUSSION ITEMS

- 4.1 **P20-6-R-02** - Annual Report on Urgent Demands for Information Related to Missing Persons
(Agenda Pages 25 – 28)

RECOMMENDATION

“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.”

- 4.2 **P20-6-R-04** - Key Performance Indicators
(Agenda Pages 29 – 40)

RECOMMENDATION

“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.”

- 4.3 State of Emergency Committee Report
(Agenda Pages 41 – 42)

RECOMMENDATION

“THAT the State of Emergency Report be received.”

- 4.4 **CAO20-5-R-09** - Strategic Plan Reporting Schedule
(Agenda Pages 43 – 44)

RECOMMENDATION

“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.”

- 4.5 **CAO20-5-R-10** - Procedural By-law
(Agenda Pages 45 – 62)

RECOMMENDATION

“THAT the proposed Procedural By-law 2020-1 be approved.”

- 4.6 Proposed Fees and Charges By-law
(Agenda Pages 63 – 72)

RECOMMENDATION

“THAT the proposed Fees and Charges By-law 2020-3 be approved.”

- 4.7 Proposed Records Retention, Storage and Destruction By-law
(Agenda Pages 73 – 192)

RECOMMENDATION

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

5. OPERATIONAL VERBAL UPDATES

6. STATUS OF OUTSTANDING ITEMS

- 6.1 Public Information Action Registry
(Agenda Pages 193 – 194)

7. NEW BUSINESS

8. MOVE INTO CLOSED SESSION

9. CLOSED SESSION REPORT

10. ADJOURNMENT



Public Minutes

MEETING NO. P20-05

DATE OF MEETING: Thursday, May 21, 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

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
Bill Payne, Director, Information Technology
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 P20-04 held Friday, April 24, 2020

Moved by: J. Knoll

Seconded by: C. Somerville

"THAT the Minutes of Meeting P20-04 held Friday, April 24, 2020 be adopted as circulated."

Carried.

2. PRESENTATIONS/DELEGATIONS

None.

3. CONSENT AGENDA

3.1 Halton Happenings - April 2020 (Condensed)

3.2 P20-5-I-01 - Financial Report - First Quarter 2020

3.3 P20-5-I-02 - Semi-Annual Grants Agreement Execution Report

Moved by: C. Allen

Seconded by: C. Somerville

"THAT Item Nos. 3.1 through 3.3 inclusive on the Consent Agenda be received for information."

Carried.

4. DISCUSSION ITEMS

4.1 P20-5-R-03 - Appointment - Auxiliary Officers

Moved by: J. Knoll

Seconded by: C. Allen



"THAT the Halton Regional Police Services Board approve the appointment of the following Auxiliary Officers, pursuant to Section 52(1) of the Police Services Act:

*Farshad APPOO
Michael BROOK
Suzanna KHAN
Sean MCCARNEY
Danberly NAU-JANTZI
Ben OLDFIELD
Laila AHMED"*

*Tim ROBINSON
Sohaib SABRANI
Angus SHARP
David STUMPF
Elizabeth SYTSMA
Frank WONG*

Carried.

4.2 Correspondence from Chief Stephen Tanner to the Hon. Doug Ford, Premier, re: Cancellation of Halton Region Consolidated Courthouse Project

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

"THAT the Correspondence from Chief Stephen Tanner to the Hon. Doug Ford, Premier re: Cancellation of Halton Region Consolidated Courthouse Project be received for information, and

THAT the Chair of the Board write a letter to the Ministry of the Solicitor General urging reconsideration of the cancellation of the Courthouse Project."

Carried.

4.3 Chief's Pandemic Report

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

"THAT the Chief's Update on COVID-19 dated May 14, 2020 be received for information."

Carried.



4.4 State of Emergency Committee Report

Moved by: C. Allen

Seconded by: G. Burkett

"THAT the State of Emergency Committee Report for May 21, 2020 be received."

Carried.

5. OPERATIONAL VERBAL UPDATES

Operational updates were provided on the following items:

- Domestic violence rates during COVID-19 pandemic
- Receipt of award for in-car camera project and expansion to additional districts

6. STATUS OF OUTSTANDING ITEMS

6.1 Public Information Action Registry

There were no updates.

7. NEW BUSINESS

There was no new business.

8. MOVE INTO CLOSED SESSION

Moved by: J. Knoll

Seconded by: C. Allen

"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 10:12 a.m.

Rob Burton
Chair

Graham Milne
Board Secretary

Halton Happenings - May 2020

Welcome to the condensed and combined May 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 - May 2020

Incident Response

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.

- In April, an Oakville High School Liaison Officer initiated a graffiti project “Project Snoop” to combat increasing incidents of graffiti in the Falgarwood Drive and Sixth Line area of Oakville. Using video surveillance and the assistance of uniform patrol officers, a suspect was identified and subsequently arrest on May 29.

Community Mobilization Bureau Officers

- Community Mobilization Officers’ throughout the region spent the beginning of March, and the beginning of the COVID-19 situation, liaising with Community Partners/Groups to cancel scheduled Community Events. After the initial challenge of connecting with external partners, Community Mobilization Bureau Officers then engaged in proactive patrol activities in their assigned neighbourhoods and responding to calls for service throughout the region.
- B.B. is downtown Burlington resident who is always seen around town out on his “Trike” (adult tricycle). He is known by many local residents. 3 District Community Officer responded to a call for service in which B.B.’s trike had been stolen after his U-lock was cut by the thief. The officer completed the report and obtained good photos of the suspect which were shared internally via bulletin as well as on his work @HRPSbikecop Twitter account. His Twitter followers assisted by sharing the story and one of his followers David Vandeberg (@burlingtodavid) posted that he would like to donate \$20 towards the purchase of a new trike he found for sale online. The officer advised that he would do the same and then let David know that even though he was on vacation, he would be happy to coordinate the purchase and delivery of the trike to Bruce today. Support from the Twitter community was amazing and in less than 12 hours or so, \$950 was raised to purchase the bike and a good quality lock (also going to get him a bell and some lights). Leftover funds will be donated to the Compassion Social and their Foodbank program helping local Burlington residents in need. The officer picked up the bike and lock and surprised him with the help of his Personal Support Worker’s in the Downtown square next to where he lives.

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 157 calls during the month of May, 82 of which were mental health related. This includes 41 in Burlington, 27 in Oakville, 9 in Milton and 5 in Halton Hills. This accounts for 52.2 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.



Halton Happenings - May 2020

Risk Intervention

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 officers alone. Of Note – the COAST position has not been staffed 7 days a week due to officer time off and requirements for the officer to cover Mobile Crisis Rapid Response shifts. The COAST officers had 22 total occurrences, with 6 of them being mental health related accounting for 27.3 per cent of the officers' time. Discussions are under way with CMHA about the return of their Crisis Intervention Worker to the COAST team.

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.

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

- Burlington Community Mobilization Bureau officers were able to connect a local homeless person to services resulting in the person no longer being on the streets in Burlington.
- 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.
- Officers in 12-Division had interaction with a homeless male who was denied access to public facilities due to the restrictions imposed by COVID-19. Following a trespass incident at a local grocery store the officers had a positive interaction and determined that he wanted to relocate to the Niagara Region to be closer to his family. The officers found an available bed at a St. Catherine's shelter and transported him there. A week after the encounter he called Cst. Singh and reported that he had been sober since he arrived and had made positive connections with his family who were continuing to support him during his recovery.

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.



Halton Happenings - May 2020

Between March 1 and May 26, 2020, thirteen cases have met the Acutely Elevated Risk threshold. An 85 per cent increase from the same time period last year. Presented cases are more complex in needs.

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; Halton Regional Police Service.

Crime Stoppers

- Crime Stoppers continues to receive tips and distribute them to the necessary investigative bureaus. 150 tips were submitted to Crime Stoppers in May. 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.



Halton Happenings - May 2020

Prevention

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 8,000 trucks pass his home as a result of trucks both attending and later departing the area. Viewed through the lens of Community Safety and Wellbeing (CSWB), 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 Officers and Social Workers 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 and School Liaison Officers while being assigned to patrol duties, officers have engaged in proactive crime prevention initiatives by being highly visible around closed schools and community organizations that they have previous connections with.

Mental Health and Addiction

- 11-Division officers have been actively involved in monitoring and managing the welfare of an adult male who has been sleeping rough in the community. He is known to police and has few options of finding temporary housing, due to violent incidents in the past. With the assistance of Halton Housing the individual was placed in a hotel in Milton until more permanent accommodations can be found.
- A young female residing in Georgetown who suffers from a number of personality and psychological disorders has recently had an escalation in her behaviors. Members of the 1-District Community Mobilization Bureau team have been working closely with the individual and her family to ensure access to medical intervention when it is required.
- An adult female resident of the Bob Rumball Home for the Deaf has had a recent change in her behavior resulting in an increased response from uniformed officers. Members of the 1-District Community Mobilization Bureau team have connected with the individual and the staff at the facility. There has been a turn-over of staff at the home, which has resulted in a change in the protocol of dealing with the client's behaviors. The Community Mobilization



Halton Happenings - May 2020

Bureau team involvement with this matter should result in a reduction in the amount and frequency of calls for assistance to the Home.

Crime Prevention

- 1-District Community Officer was contacted by the Hope Center to provide instruction and direction to the staff to assist with dealing with a person in crisis. Cst. Lyn is working with the program coordinator of Hope Center to facilitate this training using technology remotely.



Halton Happenings - May 2020

Social Development

Traffic Services Unit

- During the period of May 12–18, Traffic Services Unit supported Canada Road Safety Week service level activities via social media messaging in light of the unique environment pertaining to Covid-19. Traffic Services Unit created four public safety announcement videos focusing on general road safety awareness, impaired driving, stunt driving and motorcycle safety. The videos generated in excess of 55,000 views across all social media platforms and the video content was picked up and re-broadcasted on Cogeco and the Weather Network.

Community Mobilization Officer continue to conduct community outreach and support.

Diversity, Seniors and Youth

- Members of the 1-District Community Mobilization Bureau participated in a parade of honor at Mountainview Residence Retirement Home in Georgetown to celebrate the end of their COVID-19 isolation. They were joined by Halton EMS and Georgetown Fire Department in acknowledging the hard work and dedication of care staff.
- Milton Community Mobilization Officer and Social Worker Darcie Robertson participated in a virtual meeting with a female resident of the Bob Rumball Group home in Milton. The resident has had numerous encounters with the police in the past, but after a period of calm the calls to police had started to escalate again. The contact that the member of 1-District Community Mobilization Bureau had with the resident were positive and the staff had reported that resident's behavior was improving.
- Regional Community Mobilization Officer participated in a virtual meeting with members of the Halton District School Board Equity, Diversity and Inclusion Steering Committee. Discussion about how sectors are modifying service delivery.

Regional Community Mobilization Officers

- Regional Community Mobilization Officers 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.
- Regional Community Mobilization Officers participated in several diversity and inclusion "Webinars" through the Canadian Centre for Diversity and Inclusion and Pride At Work Canada. Topics include: History of Indigenous Peoples in Canada; Exploring the + in LGBTQ2S+; Allyship – Your Role Supporting Minorities; The Intersection of Race, Mental Health and Stigma in the age of COVID; Addressing Exclusion and Racism in the Workplace; Exploring your Employer Partnership.



Halton Happenings - May 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 are 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, were 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 (YIPI)

- Eighteen applicants were interviewed for the Summer Youth in Policing Initiative positions. Eight candidates were identified for the positions and will receive conditional employment offers due to COVID-19. Interviews for the YIPI Coordinator position will commence the first week of June.

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.
- 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.



Halton Happenings - May 2020

Traffic Services

The end of May 2020, saw the complete turnover of the Traffic Services Unit Commercial Vehicle Unit as Constables Pat Martin and Scott Oldfield retired. This marked the end of an era for Halton Police as Pat and Scott were instrumental in striking a balance between enforcement and education, creating over 6,000 Twitter followers, working with various committees from local to international to advance all forms of truck safety and ensuring a legacy for Commercial Motor Vehicle operations within Halton Police by training the next generation of police truck inspectors. The Commercial Motor Vehicle Unit now welcomes Constables Darren Bonney and Mark Dickson who take over as the commercial vehicle truck experts for the Halton Police.

Equity, Diversity and Inclusion

June 2020, the Halton Regional Police will welcome a dedicated Equity, Diversity and Inclusion (EDI) Sergeant. Sergeant Ryan Smith will commence his new role with a focus on internal and external EDI initiatives.



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 #: P20-6-I-04

Date: June 25, 2020

INTRODUCTION AND BACKGROUND:

The Halton Regional Police Services 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 and the police response as authored by the committee.

Future Activities

The Halton SAAC continues to meet monthly to prioritize collaborative work with the Halton Regional Police Service (HRPS) to improve police response to survivors of sexual assault. The committee is currently identifying future priorities including increased community engagement, examining 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

Attachments: Sexual Assault Advisory Committee - Report on Case Review and Case Review Recommendations 2019

Sexual Assault Advisory Committee Annual Report and Case Review Recommendations 2019

The Sexual Assault Advisory Committee (SAAC) provides this report on the Advisory's activities including the Case Review conducted in conjunction with Halton Regional Police

The Advisory has focussed its' attention on case review, the implementation of various recommendations and consideration on how to best communicate our work and reach out to populations around changes that have occurred as a result of this work. Additionally, the Advisory has continued to be concerned about the need to reach out specifically to vulnerable populations. Recent global attention to systemic, societal inequities urges a deeper examination of our current work, our ability to enact meaningful change and thereby instill confidence in the broader community.

The SAAC acknowledges and commends the HRPS for their ongoing facilitation and support of this process and their positive response to recommendations.

The following data is derived from a review of sexual assault cases from early 2019 coded as unfounded and a selection of other clearances were reviewed by members of the SAAC who represent survivor and justice service providers.

General Findings/background

Fig. 1- Annual Stats of Reported Sexual Assault and Clearance Codes

	2016	2017	2018	2019
Cleared by Charge	41	64	54	48
Cleared Other	25	43	45	57
Cleared Unfounded	58	13	15	11
Cleared Pending	56	67	84	71
Total	180 cases 69% clearance	187 cases 65% clearance	198 cases 58% clearance	187 cases 62% clearance

Fig. 2- Case Review Results, 2016-2018

	2016		2017		2018	
	Unfounded	Cleared Otherwise	Unfounded	Cleared Otherwise	Unfounded	Cleared Otherwise
# Closed Cases	58	25	13	43	15	45
# Reviewed	25	-	9	15	11	14
Review Results	Agreed with 65% of case coding		Agreed with 54% of case clearing codes Concerns with 58% of investigation process		Agreed with 60% of case clearing codes * Concerns with 44% of investigation process	

**It was learned after case review that closing code 'Cleared Otherwise: Victim declines to proceed' was not available, instead cases were closed under 'Dept. Discretion'. In 2018, 8 cases were incorrectly coded, and have been changed to correct code of Victim Declines to Proceed with Charges. With this change the case review team agreed with 92% of clearing codes for cases reviewed for 2018.*

2019- 1st Quarter Case Review Findings:

In the 7 cases reviewed, the reviewers agreed with 100% of the clearance codes. However, there were concerns with aspects of the investigation for 71% of the cases (5 out of 7 cases).

In terms of general characteristics, the review continued to note a high representation of vulnerable individuals as well as those in care settings.

In all of the cases reviewed, the reviewers agreed with the closing clearance code. However, in 5 of the 7 cases there were concerns with aspects of the investigation Overall, there were several areas to explore going forward.

- Decisions about when written statements are used
- Accurate understanding of consent and consent law was not consistently demonstrated during questioning.
- When to offer SAEK kits and how long they are kept.
- Informing Victims of the results of SAEK and impact on proceeding
- The appropriate use of cautions with suspects and the quality of cautions
- Impact of VSU guide and use on referral process for officers
- There continues to be concern about the roles of first responders taking the investigation further than necessary and their approach.

Trends Identified Through Case Review- Vulnerable populations (7 Cases)

Mental Health 2	Group Living 1	Substance Abuse 1
Young 3	LTC Home 1	
Disabled 4	Homelessness 1	
Male 1	Older Adult 1	

Analysis - The SAAC notices a consistent and sustained decline in unfounded cases and an increase in agreement with clearance coding. The SAAC also continues to regularly identify concerns within investigations. Additionally, it is to be noted that changes to coding and investigations has not resulted in more cases being cleared by charges, raising concerns about the meaning of lower unfounded clearances. Attention is still required to improve the ability to appropriately move sexual assault cases forward in order to improve society's and survivors' confidence in the criminal justice system as a mechanism for dealing with sexual assault. As factors that impact this movement lie both within and outside of policing, the Advisory has also focussed attention on the need to address other elements of the criminal justice system as well as other societal elements.

RECOMMENDATIONS

Training

The members of the SAAC feel there continues to be areas that might benefit from additional training. As a result, a great deal of time and energy by SAAC members was put into the design and implementation of an additional training module that was designed to build upon the training delivered to officers in 2018. The new training was delivered by SAAC members during the 2019 block training, prior to the suspension of training due to COVID-19. Plans are in place to convert the training to an e-format. This process is under review to meet the current pandemic safety restrictions while still providing a delivery method that includes community agencies facilitating the training sessions and invites reflections and discussion. Topics include increased understanding of consent in Canada's Criminal Code, how rape myths affect investigations, understanding vulnerable populations experiences in reporting sexual assault, neurobiology of trauma, the impact of trauma on survivors, and supporting survivors through the investigative process.

Recommendations: Continue to offer training opportunities for all levels of staff, including specific training for the CASA team to support them in their role. Training should include external community partners.

Training areas:

- Myths regarding sexuality and older adults
- Training around consent, discussing consent
- Safety planning
- Training around interviewing individuals with developmental delays or disabilities,
- specifically creating safety, use of appropriate language, impact of unconscious bias
- Provide training about appropriate use and content of cautions

Documentation

The review team continued to be unclear whether referral information was provided. This may relate to the new practice of having VSU meet with victims prior to the interview

Recommendations:

- 1) Ensure process of providing referrals is documented.
- 2) Ensure reason for not wishing to proceed noted if possible.
- 3) Ensure data written in notes is relevant and consider impact of prioritizing information that may promote bias. i.e. mental health status

Interview Rooms

- 1) Ensure all victim interviews offered in soft interview rooms, regardless of gender.

Sexual Assault Evidence Kits

Recommendation:

1. Ensure attending officers are aware when a SAEK kit should be offered, including instances when there is no penetration.

Vulnerable Populations

Individuals with various vulnerabilities were well represented in our sample of cases and represent additional complexity for law enforcement. Such individuals are at high risk for negative bias in investigations. As bias is inevitable, training that improves officer's ability to understand their own bias and learn strategies to reduce its negative impact is critical.

Recommendations:

People with Developmental/Intellectual/Cognitive Disabilities

1. Recommend utilization of an appropriate capacity assessment for these individuals.

Younger people

1. Ensure that younger victims have an opportunity to speak privately without a parental presence, which might impact their ability to speak freely.
2. Interviewers should in general be conscious of parental influence during interview.
3. Ensure that the victim understands what constitutes legal consent

Dispatchers & First Responders

Recommendations:

1. Ensure first responders have an appropriate structure which determines how far they proceed with the investigation.

Interviews with Victim and/or Person of Interest/Suspect

Recommendations:

1. Ensure all relevant parties are contacted and interviewed where possible, even in settings where disability may be a factor.
2. Ensure that the victim is interviewed and not investigated.
3. Ensure that victims are not dismissed without investigation. Previous claims or interactions
4. should not unduly or negatively influence a new complaint.

Long-term Care Settings

The SAAC continued to have concerns about LTC settings on a number of fronts. While

some concerns are outside the scope of police services, there were areas where police might offer greater assistance in improving the response through education.

Recommendation:

1. Ensure that police discuss safety planning with facility.
2. Prioritize interviews with witnesses and directly involved parties versus only management.

Recommendation Implementation

Detailed recommendations have been provided to HRPS after each review and a Recommendation Tracking Sheet has been created. HRPS have provided prompt and attentive responses to recommendations arising from case review. The nature of some recommendations requires an on-going or longitudinal response which require tracking over a period of time. A high number of recommendations have been promptly addressed.

The Victim Services Unit now has a Sexual Assault Information Guide and is typically the first point of contact for victims. This helps ensure that survivors have access to information to assist them in their process and choices.

Another key recommendation that has refined sexual assault investigative process is the issuance of personalized *Close of Investigation* letters, which serve to enhance communication with survivors. The letters advise survivors of critical information about their investigation including; the occurrence number, the current status of the investigation, the officer in charge of the investigation and community services available for support. In situations where the investigation has been halted at the request of the survivor, details are also included about how they can reactivate the investigation at a future date. As a further safeguard, the direct contact information for the Detective in Charge of the Child Abuse and Sexual Assault (CASA) Unit is provided in the event the survivor has a concern and wishes to speak to a person in authority. The *Close of Investigation* letters help to ensure survivors are fully informed about the current status and progress of their specific investigation. The letters are issued in a safe and strategic manner that is selected by the survivor (mailed, email, in person).

Conclusion

The Sexual Assault Advisory Committee appreciates the opportunity to provide feedback regarding its work including the sexual assault case review. Police Services have demonstrated a commitment to utilize learnings garnered from the review and the SAAC is committed to supporting these activities and recommendations. The advisory remains dedicated to pursuing meaningful change in the experience of sexual violence in our community.



Halton Regional Police Service

Public Agenda Recommendation Report

To: Chair and Police Board Members

From: Chief Stephen J. Tanner

Subject: ANNUAL REPORT ON URGENT DEMANDS FOR INFORMATION
RELATED TO MISSING PERSONS

Report #: P20-6-R-02

Date: June 25, 2020

RECOMMENDATION:

"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"

Stephen J. Tanner
Chief of Police

: JH

Attachments: Annual Report Template Form 7 – *Missing Person Act, 2018*

INTRODUCTION AND BACKGROUND:

On July 1, 2019 the Missing Persons Act of Ontario came in effect. The new legislation gave police officers the lawful authority to make an urgent demand for personal information that would assist in locating the missing person. Examples of this would include banking records, debit or credit card use, cellular phone use.

The legislation includes a mandatory reporting obligation for all police services. Each Service must complete and submit an annual report to the Province on the total number of demand for records made, broken down into sub categories of types of information. The very detailed nature and format of the annual report, combined with the number of missing person investigations completed annually in Halton (in excess of 500) necessitated that an automated reporting, tracking and compliance system be implemented. An internal working group comprised of representation from the Strategic Management Office and Regional Investigative Services was tasked with the challenge of designing new forms, policy revisions, and the implementation of a NICHE based reporting and tracking system.

The annual report, known as the Form 7, must be submitted to the Province by each police service by June 1, 2020 of each year. The attached appendix represents the 2019 Form 7 for the Halton Regional Police Service and it has been submitted to the province. In addition, the Police Board is also responsible for making the annual report publicly available on a website by June 1, 2020. The act does not specify which website. The HRPS 2019 Form 7 for the Halton Regional Police Service has also been posted on the Halton Regional Police Service website.

DISCUSSION / ANALYSIS:

With the task of designing and implementing the reporting, tracking and compliance system necessary to complete the Form 7 on an annual basis now complete and in place, the task of completing the annual Form 7 report each year will be less onerous and challenging. Starting in 2021 the Board will receive an annual report related to the urgent demands for information related to missing persons during their April Board meeting each year. The report will contain the annual Form 7 submission as an appendix and ensure the Service and the Board are both compliant with legislation requirements in terms of submission and posting of the report on the website.

CONSULTATION:

N/A

FINANCIAL / HUMAN RESOURCE / LEGAL ISSUES:

N/A

STRATEGIC MANAGEMENT ISSUES:

N/A

In accordance with O.Reg.182/19 under the Missing Persons Act, 2018 the contents included in this report must be prepared by April 1 of each year, and made publicly available by June 1 of each year.

Data Collection				
Period of data collection				
Start Date (yyyy/mm/dd)		End Date (yyyy/mm/dd)		
2019/07/01		2019/12/31		
Name of Police Force				
Halton Regional Police Service				
Detachment Location (If applicable)				
Unit Number	Street Number	Street Name		PO Box
	2485	North Service Road West		
City/Town		Province		Postal Code
Oakville		Ontario		L6M 3H8
Total Number of Urgent Demands made		Number of Missing Persons Investigations in which a demand was made		
79		35		
Types of records specified in the urgent demands and total number of times that each type of record was included in the urgent demands				
Records	Description			Total number of times demanded
Records containing contact information or other identifying information				20
Photos, videos, or other records containing visual representation				16
Records of telecommunications or records that contain other electronic communications information, including information about signals related to a person's location				11
Records of employment information				5
Records of personal health information within the meaning of the <i>Personal Health Information Protection Act, 2004</i>				9
Records related to services received from a service provider as defined in subsection 2(1) of the <i>Child, Youth and Family Services Act, 2017</i>				0
Records that related to a student of an educational institution				3
Records containing travel and accommodation information				3

4.1

Records	Description	Total number of times demanded
Records of financial information		10
Other records		2

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Halton Regional Police Service Public Agenda Recommendation Report

To: Board Members

From: Rob Burton, Chair

Subject: KEY PERFORMANCE INDICATORS

Report #: P20-6-R-04

Date: June 25, 2020

RECOMMENDATION:

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.

A handwritten signature in black ink, appearing to read "Rob Burton".

Rob Burton, Chair

INTRODUCTION AND BACKGROUND:

During discussion and adoption of the Board's 2020-2023 Strategic Plan, the Board expressed a commitment to outcomes-based evaluation of its Plan. The Chair, CAO, and Chief and Deputy Chiefs have collaborated to produce these recommendations.

DISCUSSION / ANALYSIS:

The attached Key Performance Indicators or Measures are outcomes-based.

It would be useful to have an annual evaluation of the Plan's achievements of the Desired Outcomes using outcomes-based measures or key performance indicators (KPIs).

As well, given the commitment of our Board and Service to the Peelian Principles of Community Policing, reporting should also cross-reference the Peel Principles served by the Board's Desired Outcomes. Strategic Plan Desired Outcomes may align with one or more of Peel's Principles. The categorization below is submitted to simply demonstrate the Board's

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awareness of and commitment to these timeless guiding principles. The associated outcomes are cross-referenced in brackets after each principle.

In 1829, Sir Robert Peel established the London Metropolitan Police Force. He became known as the “Father of Modern Policing,” and his commissioners established a list of policing principles that remain as crucial and urgent today as they were two centuries ago. The Halton Regional Police Service is committed to upholding these principles.

Peelian Policing Principles:

1. The basic mission for which police exist is to prevent crime and disorder as an alternative to their repression by military force and severity of legal punishment. **(1a, 1c, 1d, 1e, 1f, 1g)**
2. The ability of the police to perform their duties is dependent upon public approval of police existence, actions, behavior and the ability of the police to secure and maintain public respect. **(1k, 2c, 3f)**
3. The police must secure the willing cooperation of the public in voluntary observance of the law to be able to secure and maintain public respect. **(2a, 2b)**
4. The degree of cooperation of the public that can be secured diminishes, proportionately, to the necessity of the use of physical force and compulsion in achieving police objectives. **(2f, 3c)**
5. The police seek and preserve public favor, not by catering to public opinion, but by constantly demonstrating absolute impartial service to law, in complete independence of policy, and without regard to the justice or injustice of the substance of individual laws; by ready offering of individual service and friendship to all members of society without regard to their race or social standing, by ready exercise of courtesy and friendly good humor; and by ready offering of individual sacrifice in protecting and preserving life. **(3d, 3e, 4f)**
6. The police should use physical force to the extent necessary to secure observance of the law or to restore order only when the exercise of persuasion, advice and warning is found to be insufficient to achieve police objectives; and police should use only the minimum degree of physical force which is necessary on any particular occasion for achieving a police objective. **(3a, 4d)**
7. The police at all times should maintain a relationship with the public that gives reality to the historic tradition that the police are the public and that the public are the police; the police are the only members of the public who are paid to give full-time attention to duties which are incumbent on every citizen in the interests of community welfare and existence. **(1i, 1j, 2d, 2e, 3b, 4c, 4e, 4g, 4h)**
8. The police should always direct their actions toward their functions and never appear to usurp the powers of the judiciary by avenging individuals or the State, or authoritatively judging guilt and punishing the guilty. **(4a, 4b)**
9. The test of police efficiency is the absence of crime and disorder, and not the visible evidence of police action in dealing with them. **(1b, 1h)**

The 2020-2023 Strategic Plan – Desired Outcomes are rooted in Peel’s Principles. Through effective governance, leadership and alignment with our strategic plan the HRPS will pursue the following desired outcomes (supported and measured by established Key Performance Indicators).

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2020-2023 Strategic Plan – Desired Outcomes:

1. Community Safety and Well-being

- a) To be the safest community possible
- b) To have the lowest crime severity index compared to the "Big 12" and comparable Canadian Police Services
- c) Maximized crime clearance rates
- d) Increased focus on Cyber Crimes
- e) Increased focus on Human Trafficking
- f) Improved Traffic Safety
- g) Enhanced Traffic Safety initiatives
- h) Decreased rate of Motor Vehicle Collisions
- i) Increased number of community-based Equity, Diversity & Inclusion (EDI) initiatives
- j) Focus on contributions to upstream intervention related to mental health, addictions and crisis
- k) Sustained contributions to the Community Safety and Well-being Plan (System Leadership Group, CSWB Steering Committee, Action Table representation, Situation Table leadership and inputs)

2. Outreach and Collaboration

- a) An informed, engaged and mobilized community
- b) The HRPS will continue to be a respected, collaborative partner with community stakeholders and other emergency service providers
- c) Enhanced public trust and confidence in Police Board governance and the HRPS
- d) Enhanced community engagement and dialogue with all community demographics (youth, older adults, persons in crisis, faith groups, etc.)
- e) Strong relationships with the full diversity of Halton's communities
- f) Improved feelings of personal and community safety within Halton

3. Capability and Engagement

- a) Highly trained and equipped workforce
- b) Maximized member health, safety and wellness
- c) Maximized effectiveness, efficiency and service delivery through strong partnerships and leveraging technology and innovation
- d) Demonstrated commitment and reliance upon evidence-based and performance-based policing (operations, administrations, strategic planning and budgeting)
- e) Employ human resource best practices in support of: employee recruitment/retention; equity, diversion and inclusion, career development; succession planning; and performance management
- f) Enhanced /Maximized employee engagement, communication and teamwork

4. Leadership and Excellence

- a) Leadership and service delivery exemplifies Sir Robert Peel's Principles of Law Enforcement
- b) Maximized level of ethical and professional standards
- c) Enhanced organizational health and culture
- d) Exceed all provincially mandated requirements
- e) Increased organizational diversity and representation of Halton's population
- f) Strong employee motivation, pride, job satisfaction and a belief in the value of individual and team contribution
- g) Increased employee volunteerism and community involvement

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h) Enhanced environmental stewardship

A Key Performance Indicator is a measurable value that demonstrates if key objectives are being achieved. Organizations use KPIs at multiple levels to evaluate their success at reaching targets. KPIs must be well-defined and quantifiable.

The proposed KPIs are presented below in the order shown in the 2020-2023 Strategic Plan and directly support the desired outcomes.

Theme 1: Community Safety and Well-being

- 1 Ensure that Halton maintains the lowest overall crime rate and Crime Severity Index (CSI) of any comparable-sized community in Canada.
 - Halton's crime rate and CSI vs. communities with a population between 500,000 – 700,000 across Canada
 - Halton's crime rate and CSI vs. "Big 12" in Ontario
- 2 Deter criminal activity and maximize crime clearance rates — strengthen crime prevention, enhance community policing and safety initiatives, and relentlessly pursue criminals.
 - Crime Clearance Rate over time
 - # of crime prevention community presentations delivered
- 3 Demonstrate continued leadership in delivering our part of Halton's Community Safety and Well-Being Plan — act on the key principles and embed the four cornerstones of the Plan in daily operations: Incident Response; Risk Intervention; Prevention; and Social Development.
 - # of Immediate Rapid Deployment and Incident Response training sessions delivered
 - # of situations presented at the Situation Table at the risk intervention stage (preventing them becoming a crisis)
 - # of CSWB partnerships and related initiatives within the CSWB framework
- 4 Focus on the Service's Community Safety and Well-Being Plan priorities and the key concerns of the community:
- 4a Crime trends (e.g. illegal drugs, human trafficking, domestic violence, property crime, hate crimes and incidents, technology-based crimes)
 - # of high risk offender and Sex Offender Registry compliance queries
 - # of engagements with Human Trafficking victims/survivors
 - # of Human Trafficking offender charges

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- # of crime prevention or public education initiatives
 - # of cyber crime investigations and charges
- 4b Traffic safety and enforcement (e.g. distracted driving, speeding, school zone violations, commercial vehicle infractions).
- # of Automated Licence Plate Reader detections
 - # of hours spent on RIDE
 - # of Provincial Offence Notices and Warnings
 - # of hours of Commercial Motor Vehicle (CMV) enforcement
 - # of CMV charges
 - # of unsafe CMVs removed from service
 - # of motor vehicle collisions
 - # of Tow inspections
- 4c Equity and inclusion for all citizens and communities in Halton.
- # of Hate crimes and incidents
 - # of Hours spent on #Prevent
 - # of external diversity related events and engagements
- 4d Mental health and addiction, including upstream intervention — referrals and education, crisis response and de-escalation.
- # of repeat apprehensions
 - # of after-service connections for persons in crisis
 - % of Persons in Crisis diverted from Hospital
 - # of direct police referrals to Reach Out Centre for Kids (ROCK) – child, youth and mental health services
 - # of members who receive Crisis Intervention Training (CIT)
 - # of members who receive empathy based virtual reality training
 - # of referrals to drug treatment court
- 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.
- # of external presentations and public messaging initiatives

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- # of social media posts
 - # of press releases
- 6 Collaborate with first response agencies and other community service providers to plan for significant events and emergencies.
- # of Joint Emergency Services Operating Advisory Group (JESOAG) and municipal emergency exercises
 - # of active killer drills (immediate rapid deployment training in school settings)
 - # of Joint Force Training exercises

Theme 2: Outreach and Collaboration

- 1 Further enhance trust/confidence in the Halton Regional Police Service and strengthen awareness of the value and importance of Police Services Board civilian governance.
- # of PSB media releases
 - # of PSB social media posts
 - # of PSB social media connections (followers)
 - # of PSB website visits
 - % of Halton residents that think the HRPS are "honest and fair" - Community Survey results
 - # of Citizen Police Academy participants
 - % of Halton residents expressing familiarity with HRPS programs and services – Community Survey results
 - % of Halton residents that indicate that they were very satisfied or reasonably satisfied with the work of the Halton Regional Police Service – Community Survey results
- 2 Maximize community engagement and dialogue, including a greater emphasis on electronic and social media.
- # of external presentations and public messaging initiatives
 - # of social media posts
 - # of social media connections (followers)
 - # of public speaking engagements by HRPS
 - # of community-based events attended by HRPS
 - # of police run community engagement events

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- # of direct outreach opportunities, presentations
 - # of HRPS website visits
- 3 Strengthen relationships with the full diversity of Halton's communities to improve mutual understanding/respect, collaboration and communication.
- # of hours spent on #Prevent
 - # of Diversity Engagement Table events
 - # of languages HRPS reports/press releases/posts are provided in
 - # of new diversity initiatives and training opportunities
- 4 Ensure greater youth engagement and maximize understanding and trust of police (including in-school programs, social media, and innovative youth-focused initiatives).
- # of youth related events and initiatives
 - # of youth supported through the youth diversion program
 - # of YIPI participants
 - # of PEACE participants
 - # of presentations to youth in schools
- 5 Showcase and promote community safety and well-being success stories and related Halton Regional Police Service programs, publications and services — helping those who live, work and play in Halton to feel safer.
- # of corporate success stories shared externally including media releases
 - % of Halton residents expressing confidence in their own personal safety – Community Survey results
- 6 Ensure the best and most effective use of police resources - define and clearly communicate the areas for which the Halton Regional Police Service is responsible.
- # of Programs administered under PGM, including program reviews
 - % of Halton residents expressing familiarity with HRPS programs and services – Community Survey results

Theme 3: Capability and Engagement

- 1 Ensure that all employees are well-trained and well-equipped — and that our commitment to the support of frontline services remains paramount.
- # of training hours delivered

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- # of courses completed by staff
 - # of OPC accredited investigative courses delivered by HRPS
 - # of courses taken through the course tuition reimbursement program
- 2 Emphasize employee health, safety and wellness — both physical and mental.
- # of members utilizing Wellness Unit Services (anonymous)
 - # of members feeling assisted after utilizing the Wellness Unit (Survey, self-reporting)
 - # of members receiving training/education/awareness regarding resilience, mental health and well-being
 - # of Safeguard mental health checks / screenings
- 3 Maximize the effectiveness and efficiency of the organization by:
- 3a Working effectively with community and municipal partners.
- # of Joint Force Operations /investigative projects / files with other agencies
 - # of referrals to community partners for victim-based support
 - # of Senior Leadership Team engagements at community events (attendance, speaking engagements, etc.)
 - # of Joint Service training sessions
 - # of Situation Table cases navigated with stakeholders
- 3b Purposefully harnessing technology and maximizing innovation.
- # of vehicles equipped with In Car Camera System
 - # or % of officers using Electronic Notes
 - # of agencies linked to the Public Safety Broadband Network (PSBN) project
 - # of vehicles connected to HRPS LTE network
 - # of devices connected to HRPS LTE network
 - # of staff trained using Virtual Reality technology
- 3c Enhancing the use of police analytics and evidence-based policing.
- # of analytical reports provided
 - # of internal analytical web tools available

- 3d Ensuring that necessary police resources are available through accountable fiscal planning and sustainable funding.
- # of analytical reports generated and used to assess and evaluate staffing and deployments
- 4 Create and explore innovative opportunities to bolster service delivery — maximizing strategic business initiatives.
- # of Team/Member generated service enhancements
 - # of achievements of volunteers through CSWB opportunities (Auxiliary, COPPs, etc.)
- 5 Embrace human resource best practices in support of: employee recruitment/retention; diversity and inclusion; career development; succession planning; and performance management.
- # of participants in Coaching and Mentorship Program
 - # of job fairs attended
 - Actual rate of resignations vs. expected rate
 - # of participants in the Service's Authentic & Structural Inclusion initiative
 - # of civilian secondments
 - # of sworn secondments
 - # of new hires
 - # of new positions created
- 6 Maximize employee engagement, communication and teamwork, including enhanced understanding of the Halton Regional Police Service and its initiatives, and support for organizational goals.
- # of secondments (into RIS) facilitated or within additional units (Districts, Support Services, ESU, Civilian)
 - # of external secondments (ROPE, PAFU, CFSEU, etc.)
 - # of internal developmental secondments (District or specialty unit)
 - % of member participation in employee engagement surveys

Theme 4: Leadership and Excellence

- 1 Ensure that the Halton Regional Police Service demonstrates the highest levels of ethical and professional standards.
- # of internal complaints

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- # of investigations resolved
 - # of commendation letters/communications from members of the public
 - # of public complaints
 - % of residents expressing high levels of satisfaction with the work and professionalism of the HRPS – Community Survey results
 - # of audits undertaken
 - % of compliant audits
- 2 Ensure that our Police Service culture reflects our Values and emphasizes openness, accountability, respect, authentic inclusion, responsibility, relationships and results.
- # of job descriptions reviewed in partnership with Human Resource Services to ensure job descriptions are inclusive and equitable
 - # of members participating in the Service's Authentic and Structural Inclusion project
 - # of performance file entries
- 3 Be the leader in identifying and successfully implementing innovative policing practices — meet or exceed all provincially mandated requirements.
- # of members trained in firearms and less lethal options
 - # of officers receiving scenario based training and virtual reality based training to ensure all officers receive judgement training above the provincially mandated standard
 - # of external awards received by the Service
- 4 Ensure that our Police Service is an employer of choice, a desirable place to work for both sworn and civilian members and is increasingly representative of Halton's population.
- # of new hires (sworn, cadet, civilian, contracts and volunteers)
 - Employee demographics vs. Regional demographics (as a % or other measureable data)
- 5 Strengthen employee motivation and foster a sense of pride, high job satisfaction, and a belief in the value of individual and team contribution.
- # of platoon information sessions (knowledge transfer sessions)
 - # of members trained in self-awareness, emotional intelligence, team building, influential police leadership and leading a learning police organization
 - # of Commander's certificates / commendation boards / other recognition methods acknowledging exemplary work

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- # of members receiving executive recognition
- % of staff that believe their work contribution has a valuable impact within the organization - Employee Feedback
- % of staff that indicate that they would recommend the HRPS to friends and relatives as a place of employment - Employee Feedback
- % of staff that indicate that they agree with the statement "I have a good job" - Employee Feedback
- # of staff participating in ceremonial events (Ontario Police Memorial, Canadian Police Memorial, Swearing in Ceremonies, etc.)

6 Increase employee volunteerism that furthers community and organizational goals.

- # of members who volunteer their time in the community
- # of Auxiliary, Communities on Phone Patrol (COPPS) and Victim Services Unit (VSU) hours, engagements and deployments

7 Demonstrate environmental stewardship and sustainability.

- # of Bicycle patrol hours
- # of messages promoting environmental stewardship and sustainability actions
- # of green initiatives undertaken by the Service



Public Agenda Recommendation Report

To: Chair and Police Service Board Members **From:** Rob Burton, Chair
Subject: State of Emergency Committee Report
Report #: **Date:** June 25, 2020

RECOMMENDATION:

That the State of Emergency Committee Report be received.

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.



Public Agenda Recommendation Report

To: Chair and Police Service Board Members From: Fred Kaustinen
 Subject: Strategic Plan Reporting Schedule Chief Administrative Officer
 Report #: CAO20-5-R-09 Date: 25 June 2020

RECOMMENDATION:

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.

Fred Kaustinen

Attachments:

INTRODUCTION AND BACKGROUND:

On 23 January 2020 the Board made the following decision:

“THAT the Chief propose Strategic Plan Key Performance Indicators be presented to the Board for approval no later than April 2020, and

THAT the CAO propose the Strategic Plan reporting schedule for key performance indicators no later than April 2020.”

The first part of the resolution - Strategic Plan Key Performance Indicators - are the subject of a separate report from the Chair on this agenda. The second part of the resolution – Strategic Plan reporting schedule – is addressed here.

DISCUSSION / ANALYSIS:

In the current Board schedule of reports, the Annual Performance Report regarding the HRPS is scheduled for the March meeting each year. This report provides core statistics to the Board, including the Strategic Plan's Key Performance Indicators.

The HRPS Annual Performance Report will therefore inform the CAO's Strategic Plan Peelian Progress Report, which can be provided at the subsequent meeting.

ALTERNATIVES:

N/A

CONSULTATION:

Deputy Chief Wilkie collaborated in the development of this report.

FINANCIAL / HUMAN RESOURCE / LEGAL ISSUES:

N/A

STRATEGIC MANAGEMENT ISSUES:

N/A



Public Agenda Recommendation Report

To: Chair and Police Service Board Members From: Fred Kaustinen
 Subject: Procedural By-law Chief Administrative Officer
 Report #: CAO20-5-R-10 Date: 25 June 2020

RECOMMENDATION:

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

Fred Kaustinen

Attachments: Proposed HPB Procedural By-law 2020-1

INTRODUCTION AND BACKGROUND:

The HPB By-law & Policy Project seeks to modernize these HPB governance documents by:

- focusing each document on its intended purpose
- granting authority within defined limits
- delegating management procedural details to management
- identifying reporting requirements
- bridging them to new and emergent legislation and regulations
- using plain language throughout
- removing the duplication of statutes, except where it serves to clarify a matter

DISCUSSION / ANALYSIS:

The purpose of the Procedural By-law is to guide the proceedings of Board meetings.

The proposed Procedural By-law improves upon the existing By-law as follows:

- added a new Interpretation section
- adapted the Application and Revisions sections
- removed matters not specific to meeting procedures
- updated the provision for amendments to the Procedural By-law
- updated the election processes for Chair & Vice Chair
- added committee mandate provisions
- made the provision for Regular meetings less prescriptive and more flexible
- added clarity and flexibility to the section on Special meetings of the board
- resequencing the Board agenda for better flow
- Added new section re: Points of Order and Procedure
- removed duplicative clauses
- aligned contradictory clauses

ALTERNATIVES:

N/A

CONSULTATION:

The Chair, Secretary, and HRPS Legal were consulted in the development of this proposed by-law.

FINANCIAL / HUMAN RESOURCE / LEGAL ISSUES:

N/A

STRATEGIC MANAGEMENT ISSUES:

N/A



BY-LAW NUMBER 2020-1

TO GOVERN BOARD MEETING PROCEDURES

1. PREAMBLE

1.1 Section 27(1) of the Police Services Act (Act) provides that there will be a police services board for every municipality that maintains a police force.

1.2 Section 37 of the Police Services Act provides that a Board will establish its own rules and procedures in performing its duties under the Act.

Therefore the Halton Police Board enacts as follows:

2. INTERPRETATION

2.1 This By-law will be interpreted to be consistent with the following principles:

- (a) The majority of Members have the right to decide;
- (b) The minority of Members have the right to be heard;
- (c) All Members have the right to information to help make decisions, unless otherwise prevented by law;
- (d) Members have a right to an efficient meeting;
- (e) All Members have the right to be treated with respect and courtesy; and
- (f) All Members have equal rights, privileges and obligations, subject to additional rights, privileges and obligations granted to the Chair under this By-law.

3. DEFINITIONS

3.1 In this By-law:

- (a) "Act" means the *Police Services Act*, R.S.O. 1990, c.P.15, as amended from time to time; or the *Community Safety and Policing Act*, S.O. 2019, c. 1, Sched. 1;
- (b) "Acting Chair" means a Member required to act from time to time in the place and stead of the Chair, pursuant to Section 6 of this By-law;
- (c) "Board" means the Halton Police Board and is composed of such members appointed under Part III of the Act;
- (d) "Board Secretary" means the Secretary to the Halton Police Board;
- (e) "Board staff" refers to all personnel whose role is to support the Board directly, including but not limited to Chief Administrative Officer, Strategic Advisor, Human Resources Advisor, Board Secretary, Executive Director, and Administrative Assistant;
- (f) "Chair" means the Member elected as Chair of the Board pursuant to Section 28(1) of the Act;
- (g) "Chief of Police" means the Chief of the Halton Regional Police Service;
- (h) "Committee" means a Standing or ad hoc committee and any other similar entity composed of individuals of the Board pursuant to the Act;
- (i) "Consent Agenda" means a listing of reports on an agenda which are considered routine, non-contentious and self-explanatory;
- (j) "Council" means the Council of the Regional Municipality of Halton;
- (k) "Days" mean calendar days exclusive of Saturdays, Sundays and Statutory holidays in the Province of Ontario;
- (l) "Delegation" means an address to the Board or its Committees at the request of a person or representative of a group or organization wishing to speak;
- (m) "Ex officio" means by virtue of office or official position;
- (n) "Improper Conduct" means behaviour which offers any obstruction to the deliberations or proper conduct of a meeting;
- (o) "Member" means a member appointed to the Halton Police Board;
- (p) "Quorum" means the number of Members to be present at a Meeting to legally conduct business at the Meeting.
- (q) "Recorded Vote" means a vote for which the Secretary records all Members present and how they voted;

- (r) “Region” means the Regional Municipality of Halton;
- (s) “Regional Chair” means the Chair of the Regional Municipality of Halton;

3.2 In this by-law, words imparting singular numbers include the plural and vice versa, and all references to gender should be read as gender neutral.

4. APPLICATION

4.1 The Board will observe the rules of procedure in this By-law in all proceedings of the Board and, with necessary modifications, in its committees.

4.2 Subject to Section 4.3, a motion to waive, or not to follow a rule of procedure established by this By-law on a one-time basis requires a two-thirds vote of the Members present.

4.3 Notwithstanding the above – the Board cannot waive the following rules:

- (a) Meetings open to the public (Section 21)
- (b) Quorum necessary for Board and committee meetings (Section 11)
- (c) Closed meetings (Section 21);
- (d) Reconsidering decisions (Section 19.9-19.12);
- (e) Amending the Procedural By-law (Section 25); and
- (f) Two-thirds vote required to waive the rules (Section 4.2).

4.4 All points of order or procedure for which rules have not been provided in this By-law will be decided by the Chair, as far as is reasonably possible, in accordance, with the rules of parliamentary procedure as contained in Robert’s Rules of Order.

5. ELECTION OF CHAIR AND VICE-CHAIR

5.1 In accordance with Section 28(1) and (2) of the Act, the Members of the Board will, at the first meeting of each calendar year, elect from among its Members, a Chair and Vice-Chair for the year, in the following manner:

- (a) The election of Chair will be conducted by the Board Secretary, unless otherwise determined by the Board;
- (b) Nominations require a mover and seconder;
- (c) Where more than one nominee stands for election, a vote will be taken;

- (d) Prior to the vote being taken, each nominee will be given 5 minutes to speak to the nomination. Candidates will be called upon in alphabetical order of their surname;
- (e) After the nominees have completed their speeches, a vote will be taken;
- (f) If there are more than two nominees who choose to stand and upon the first vote no nominee receives the majority of the members present, the name of the nominee receiving the least number of votes will be dropped and the Board will proceed to vote again and continue to do so until either:
 - (1) A nominee receives the majority of the members present; or
 - (2) it becomes apparent by reason of an equality of votes that no nominee can be elected.
- (g) Where the votes cast in a vote under this Section are equal for all the candidates:
 - (1) If there are 3 or more nominated or remaining, the Board Secretary will by lot select the candidates who advance to the next ballot; or
 - (2) If only 2 candidates remain, the tie will be broken and the position of Chair filled by the candidate selected by lot conducted by the Board Secretary.
- (h) For the purposes of Subsection (1) and (2) above, lot means the method for determining the candidates who advance to the next ballot or the candidate to fill the position, as the case may be, by placing the names of the candidates on equal sizes of paper placed in a box and name(s) being drawn by the Board Secretary.
- (i) No votes required under this Section will be taken by ballot or any other form of secret voting.

6. DUTIES OF THE CHAIR

6.1 The Chair of the Board:

- (a) Presides at all meetings of the Board
- (b) Sets the agenda for all meetings of the Board, as set out in Section 12.1
- (c) Opens meetings of the Board by taking the chair and calling the Members to order;
- (d) Puts to vote all questions, which are duly made and to announce the result;
- (f) Declines to put to a vote, motions which infringe upon the rules of procedure or which are beyond the jurisdiction of the Board;

- (g) Ensures that the Members, when engaged in debate, act within the rules of procedure;
- (h) Maintains order and preserves the decorum of the meeting;
- (i) Calls by name, any Member persisting in breach of the rules of procedure and orders him or her to vacate the room in which the meeting is being held and if necessary to proceed as provided in Section 16.2;
- (j) Informs the Board on any point of order as necessary;
- (k) Adjourns the meeting upon motion duly made when the business is concluded;
- (l) Adjourns the meeting or recess the meeting for a time to be specified by the Chair, if considered necessary;
- (m) Acts as the spokesperson for the Board;
- (n) Represents the Board at public or official functions or designates another member to do so;
- (o) Signs all documents for and on behalf of the Board including but not limited to by-laws, resolutions, orders, and agreements which have been approved by the Board;
- (p) Performs any and all other duties when directed to do so by decision of the Board;
- (q) Where appropriate, expels or excludes from a meeting any person for Improper Conduct.

7. DUTIES OF THE VICE-CHAIR

7.1 When the Chair is absent, or refuses to act, or the chair is vacant, the Vice- Chair will act in their place, and while acting, will have the authority, rights, duties and powers of the Chair.

8. COMMITTEES OF THE BOARD

8.1 The Board may appoint two or more Members to a Committee of the Board to consider or inquire into any matter within the jurisdiction of the Board.

8.2 The Chair will be an ex-officio member of any Committee established pursuant to Section 8.1.

8.3 The Board will assign duties to a Committee, and the Committee will report on its work to the Board, as directed by the Board.

8.4 The Committee will deal directly with the Chief of Police, or their designate, or the Deputy Chiefs or their designates, when the Committee requires the assistance of the Halton Regional Police Service.

9. REGULAR MEETINGS OF THE BOARD

9.1 The Board will hold its regular meetings at least four times each year pursuant to the Act and according to the schedule set annually and approved by the Board, or at such other place and time as determined by the Board.

9.2 The Chair will preside at all meetings and as soon as possible after the appointed time of the meeting, and where a quorum is present pursuant to Section 11, will call the meeting to order.

9.3 In the event the Chair does not attend a meeting within fifteen (15) minutes after the time appointed for the meeting, the Vice-Chair will call the meeting to order and preside until the arrival of the Chair. If the Chair or Vice-Chair are not in attendance, then those members in attendance will, by resolution, appoint one of themselves to act as Acting Chair for that meeting or until the arrival of the Chair or Vice-Chair.

9.3 The Chair may cancel and/or reschedule a regular Meeting of the Board or call a Special Meeting of the Board as necessary.

10. SPECIAL MEETINGS OF THE BOARD

10.1 The Chair, may at any time call a special meeting of the Board on forty-eight hours' notice and will do so whenever requested in writing by a majority of the members of the Board.

10.2 The Board staff will give notice to the Members of the Board of all special meetings by electronic mail or hand delivery, at least forty-eight hours before the scheduled time of such meeting.

10.3 The notice calling a special meeting will state the business to be considered at the special meeting and no business may be considered at a special meeting of the Board other than that specified in the notice.

10.4 Notwithstanding any other provision contained in this Section, the Chair, may cancel a special meeting of the Board if they called the meeting. The Chair may only cancel a special meeting that was requested by the Members if a majority of the Members' consent.

11. QUORUM

11.1 A quorum is a majority of the members pursuant to Section 35(2) of the Act.

11.2 If no quorum is present thirty (30) minutes after the time appointed for a regular or special meeting, the Board Secretary will record the names of the Members present and the meeting will stand adjourned until the next scheduled day of Meeting, or the next regular meeting, or at the call of the Chair in accordance with Section 10.

11.3 Absence of Quorum – If Quorum is lost during a meeting or after the resumption of a recess, the Chair will, upon determining that a Quorum is not present, ask the Board Secretary to call for a Quorum and if a quorum is not present within fifteen (15) minutes, the Board Secretary will record the names of the Members present and the meeting will stand adjourned until the next scheduled day of Meeting, or the next regular meeting, or at the call of the Chair in accordance with Section 10.

12. BOARD AGENDA

12.1 Board staff will, after consultation with the Board Chair and Chief of Police, prepare an agenda that includes the following:

1. General
 - 1.1 Regrets
 - 1.2 Conflict of Interest/Pecuniary Interest Disclosure
 - 1.3 Confirmation of Minutes
2. Presentations/Delegations
3. Consent Agenda
4. Discussion Items
5. Operational Verbal Updates
6. Action Registry
7. New Business
8. Move Into Closed Session
9. Closed Session Report
10. Adjournment.

12.2 The Board Chair may adjust the order of agenda items set out in Section 12.1.

12.3 All reports and supporting materials for the agenda will be delivered to the Board staff not less than five (5) working days prior to the date for the Board Meeting.

12.4 Every letter, petition, request and other communication addressed to the Board will be received by the Board staff who will:

- (a) where, in the opinion of the Board staff, the subject matter of any communication is properly within the jurisdiction of the Board, circulate it to the Members;
- (b) where, in the opinion of the Board staff, the subject matter of any communication is properly within the jurisdiction of the Police Service, will refer it to the Chief for necessary action and a report presented at the next Board meeting if required.

12.5 Board staff will provide each Member of the Board with the agenda for each regular meeting on the Friday morning preceding the day of the meeting, or earlier if materials are available and ready.

12.6 Any Member may add new business to the agenda after the Agenda Deadline if it relates to an urgent matter and the Board consents to the addition by majority vote.

13. MINUTES

13.1 The Board Secretary prepares the minutes of every Board Meeting for submission to the Board for confirmation at the next Meeting, or as soon as is reasonably practicable, and after the Board adopts the minutes, the Chair signs them.

14. CONFLICT OF INTEREST DISCLOSURE

14.1 The Members are governed by the *Municipal Conflict of Interest Act*, R.S.O 1990, c. M.50, as amended.

14.2 To fulfill the Board's function pursuant to Part V (Complaints and Disciplinary Proceedings) of the Act, Members should not take part in the administration of Part V matters if they have a personal interest or where they may be perceived as having a personal interest or bias.

14.3 The Board Secretary will record in reasonable detail, the particulars of any disclosure of conflict of interest made by a Member and the particulars will appear in the minutes of that meeting of the Board.

15. HEARING OF DELEGATIONS

15.1 Delegations wishing to address the Board regarding an item not on the agenda will only be heard at regular meetings and the person(s) requesting a delegation must make their request in writing at least five (5) working days before the date of the Board meeting. The request will include the subject matter, a list of person(s) who will be addressing the Board and a copy of the materials that will be presented.

15.2 Upon receipt of notice requesting a delegation subject to Section 15.1, the request will be listed on the next appropriate meeting agenda, provided the Board has jurisdiction over the subject matter as outlined in the request, and the matter is not under police or police oversight agency investigation nor before the courts.

15.3 Delegations wishing to address the Board regarding an item listed on the agenda may be heard with permission of the Board. Requests are to be made to Board staff in writing no later than 4:30 p.m. on the working day prior to the meeting, setting out the particulars of the matter on which the person wishes to speak.

15.4 Delegations will be restricted to presentations of up to ten (10) minutes and will address their remarks to the stated business. The time allotted for any delegation may be extended an additional five (5) minutes at the discretion of the Chair.

15.5 Upon the completion of a presentation to the Board by a delegation, Members may ask questions of the delegation for up to five (5) minutes. Members of the Board will not enter into debate with the delegation.

15.6 No Delegation will:

- (a) speak disrespectfully of any person;
- (b) use offensive words or unparliamentary language;
- (c) speak on any subject other than the subject for which they have received approval to address the Board; or
- (d) disobey the rules of procedure or a decision of the Chair.

15.7 The Chair may curtail any delegation, any questions of a delegation or debate during a delegation for disorder or any other breach of this By-law and, where the Chair rules that the delegation is concluded, the person or persons appearing will immediately withdraw.

16. CONDUCT OF MEMBERS

16.1 No Member will:

- (a) Use offensive words or unparliamentary language in meetings of the Board;
- (b) Speak on any subject other than the subject in debate;
- (c) Criticize any decision of the Board except for the purpose of moving that the question be reconsidered;
- (d) Speak in a manner that is discriminatory in nature based on an individual's race, ancestry, place of origin, citizenship, creed, gender identity, gender expression, sexual orientation, age, colour, marital status, family status or disability;
- (e) Disobey the rules as set out in this By-law or a decision of the Chair on questions of order or procedure as set out in this By-law or resolution of the Board, or on the interpretation of the rules of the Board.

16.2 If a Member persists in disobedience after having been called to order by the Chair, the Chair will put the question with no amendment, adjournment or debate being allowed: "That such Member be ordered to leave their seat for the duration of the meeting of the Board." If a Member who has been ordered to leave their seat apologizes

to the Chair and the other Members, they may, by vote of the Members, be permitted to retake their seat.

16.3 If the Member does not leave their seat as requested in Section 16.2, the Chair will adjourn the meeting.

16.4 Members will conduct themselves in accordance with Ontario Regulation No. 421/97 – Members of Police Services Boards Code of Conduct and any Board Policy that may be approved.

17. RULES OF DEBATE

17.1 Every Member, before speaking to a question or motion, or asking questions, will first receive recognition from the Chair and then the Member will address the Chair.

17.2 For each matter under consideration, the Chair will maintain a list of Members who have requested to speak or ask questions and will designate members to speak in accordance with that list.

17.3 When a Member is speaking, no other Member will interrupt that Member except to raise a point of order.

17.4 A Member may require the question or motion under discussion to be read at any time during the debate, but not so as to interrupt a Member who is speaking.

17.5 A Member may ask a question only for the purpose of obtaining information relating to the matter then under discussion. Questions must be clear and concise and may not be used to make statements or assertions.

17.6 The Chair may rule a question out of order if a Member has already asked substantially the same question in the same form.

17.7 No Member will speak more than once to the same question or motion, until every Member who wishes to speak has done so; and no member will speak more than twice to the same question or motion, except with permission from the Chair, to explain a part of their speech, which the Member feels may have been misunderstood.

17.8 Notwithstanding Section 17.7, a reply may be made by the Member who has presented a motion to the Board, following the conclusion of the speeches of the other members.

17.9 After a question is put by the Chair, no Member will speak to the question nor will any other motion be made until after the vote is taken and the result declared.

18. POINTS OF ORDER AND PROCEDURE

18.1 If the Chair agrees, a Member may present a point of order or procedure and request the Chair's ruling.

18.2 The Chair will rule upon points of order and points of procedure without debate or comment, other than to state the applicable rule, and subject to being overruled by a majority vote of the Members, the decision of the Chair will be final.

18.3 Immediately following a Chair's ruling, a Member may make a motion to appeal that ruling, despite another Member having the floor. When challenged, the Chair may give a brief explanation of the ruling and ask the Members "Is the ruling of the Chair upheld?" In the event of a tie vote, the ruling is upheld. The decision of the Board under this Section is final.

19. MOTIONS

19.1 A Member may make a motion that:

- (a) Affects the Meeting's procedures, as set out in the Procedural By-law; or
- (b) Takes action on the matter that is currently before the Board for debate.

19.2 A motion will be moved and seconded before being discussed or being put to a vote. The motion being moved must be clearly stated.

19.3 The Board Secretary will read a motion before a vote is taken if required to do so by a Member.

19.4 After a motion has been moved and seconded, it may be withdrawn by the mover at any time before a vote is taken.

19.5 A motion properly before the Board for decision must receive disposition before any other motion can be received, except motions;

- (a) to adjourn;
- (b) to amend;
- (c) to refer;
- (d) to suspend the rules of procedure;
- (e) to table the question;
- (f) to vote on the question.

19.6 A motion to adjourn the meeting may be made at any time except;

- (a) when a Member is speaking or during the taking of a vote;
- (b) when the question has been called;

- (c) when a Member has already indicated to the Chair that they desire to speak on the question.

When a motion to adjourn the meeting is defeated, the motion to adjourn cannot be made again until the Board has conducted further proceedings.

19.7 A motion to amend:

- (a) will be relevant to the question to be decided;
- (b) will not be received if it in essence constitutes a rejection of the main questions;

and only one motion to amend such amendment will be permitted, and any further amendment will be made to the main question.

19.8 A motion to refer the question will include;

- (a) the name of the Committee, other body or official to whom the question is to be referred; and
- (b) the terms upon which the question is to be referred;

and any debate will only be permitted with respect to the desirability of referring the question and the terms of the referral, and no discussion of the main question or an amendment will be allowed until after its disposition.

19.9 After any matter has been decided, any Member who voted on the prevailing side may, at a subsequent meeting of the Board, move a motion for reconsideration of the matter, provided notice is given as required by this By-law, but no discussion of the matter will occur until the motion to reconsider is adopted.

19.10 No question will be reconsidered more than once at a meeting of the Board.

19.11 A motion to reconsider suspends action on the motion to which it applies until it has been decided.

19.12 If the action approved in the main motion cannot be reversed, the motion cannot be reconsidered.

20. VOTING ON MOTIONS

20.1 Except as provided elsewhere in this By-law, a motion will be deemed to have been carried when a majority of the Members present and voting have expressed their agreement with the question.

20.2 When the Chair is satisfied that a question contains distinct proposals, they may divide the question or on the request of a member, will divide the question, and the vote on each proposal will be taken separately.

20.3 Every Member present at a meeting of the Board when a question is put will vote on the question unless legally prohibited in which case the fact of the prohibition will be recorded in the Minutes of the meeting.

20.4 If a Member present does not vote when a question is put, they will be deemed to have voted in the negative, except where the Member is prohibited from voting by statute or declared conflict.

20.5 A Member may request a recorded vote on any matter and must make the request immediately before or after the vote is taken. If the request for a recorded vote is made immediately after the vote is taken, the first vote is nullified and a second, recorded vote must be held. When a recorded vote is requested the Board Secretary records the name and vote of each Member on the matter.

20.6 Any motion on which there is a tie vote will be deemed to be lost.

21. PUBLIC AND CLOSED MEETINGS

21.1 Meetings of the Board will be open to the public except as authorized by Subsection 35(4) of the Act or as may be legally permitted or required.

21.2 No people other than Members and those permitted by the Board will attend confidential meetings, and all others will vacate the meetings when asked by the Chair.

21.3 All information pertaining to a confidential meeting will be treated as confidential by all persons in attendance unless the Board agrees to disclose it publicly.

21.4 During a confidential meeting, the Board may move any item from the confidential agenda to a public agenda.

21.5 Social and electronic discussions about board business involving a majority of the board technically constitute a meeting, and must conform to these guidelines or cease immediately.

22. AVAILABILITY OF INFORMATION

22.1 Information relating to matters described in Section 21.1 of this By-law, will be marked "Confidential".

22.2 Immediately following the distribution of the agenda information to all Members of the Board, the public agenda materials will be made available to the media and to any member of the public requesting such information, provided the disclosure of such information does not relate to matters described in Section 21.1.

22.3 The Action Registry will contain tasks assigned by the Board to either the Chief of Police, Board committees or Board staff. All such tasks will be assigned by Board decision which may identify priorities and include deadlines.

22.4 The Action Registry will contain the requirements for each task as set out in the Board decision, the date of the Board decision, the person/body responsible for the task, the scheduled reporting meeting and task status. The Action Registry will be maintained by Board staff, who will coordinate scheduling of reports related to assigned tasks, and distribute an updated version along with each Board agenda.

22.5 Once items are complete, they will be removed from the Action Registry.

23. BY-LAWS

23.1 Every by-law will be introduced by motion by a Member, and any number of by-laws may be introduced together in one motion, but the Chair may, at the request of a Member, deal separately with any by-law.

23.2 Every by-law when introduced, will be in typewritten form and contain no blanks except as may be required to conform to accepted procedure or to comply with the provisions of any Act, and will be complete with the exception of the number and date of the by-law.

23.3 Every by-law which has been passed by the Board will be numbered, dated and signed by the Chair and Board staff, and filed in the Board office.

24. RECORDING DEVICES

24.1 The use of cameras, recording equipment, television cameras and any other device of a mechanical, electronic or similar nature used for recording the proceedings of a meeting that is open to the public by members of the public, including the news media, are permitted.

25. AMENDMENTS TO BY-LAW

25.1 To pass a motion to amend or repeal this By-law requires a two-thirds vote of Members present.

25.2 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.

26. ADMINISTRATION

26.1 That By-law No. 2017-004, as amended by By-law No. 2018-001 is repealed.

26.2 This By-law will come into force upon the date of its passage.

27. EFFECTIVE DATE

1. This By-law is enacted by the Halton Police Board on the 25th day of June, 2020.

APPROVED THIS 25th DAY OF JUNE, 2020.

CHAIR

BOARD SECRETARY



Public Agenda Recommendation Report

To: Chair and Police Service Board Members **From:** Svetlana Sevillano
 Stratagem Consulting & Research Inc.
 By-laws and Policies Project Consultant

Subject: Proposed Fees & Charges By-law

Report #: **Date:** 25 June 2020

RECOMMENDATION:

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

Svetlana Sevillano

Attachments: 1. Proposed Fees and Charges By-law 2020-3

INTRODUCTION AND BACKGROUND:

The HPB By-law & Policy Project seeks to modernize these HPB governance documents by:

- focusing each document on its intended purpose
- granting authority within defined limits
- delegating management procedural details to management
- identifying reporting requirements
- bridging them to new and emergent legislation and regulations
- using plain language throughout
- removing the duplication of statutes, except where it serves to clarify a matter

DISCUSSION / ANALYSIS:

The purpose of the Fees and Charges By-law is to govern fees and charges for services and activities provided or done by the HRPS, and for use of its property.

The proposed Fees and Charges By-law improves upon the existing By-law as follows:

- removed duplicative clauses
- simplified the language of the By-law
- removed matters relating to the management of services and activities related to security alarms, which is the purview and topic of service directives
- replaced 4 existing by-laws with this new single by-law

Based on the results of the research to existing law (*Municipal Act*, 2001, c. 25 and The Regional Municipality of Halton By-laws, HPB Fees and Charges By-law doesn't need an approval of the Municipality Council.

ALTERNATIVES:

N/A

CONSULTATION:

HRPS Legal and Corporate Services were fully engaged in the development of this proposed by-law.

FINANCIAL / HUMAN RESOURCE / LEGAL ISSUES:

This is a financial by-law.

STRATEGIC MANAGEMENT ISSUES:

N/A



**BY-LAW 2020-3
TO GOVERN FEES AND CHARGES**

1. PREAMBLE

- 1.1. Section 391(1.1) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended (hereinafter referred to as the *Municipal Act*) provides that a local board may pass by-laws imposing fees or charges for services or activities (including their costs) provided or done by or on behalf of it and for the use of its property including property under its control.
- 1.2. The Regional Municipality of Halton Police Services Board (hereinafter referred to as the Board) is a local board of The Regional Municipality of Halton ("the Region") established pursuant to section 4 of the *Police Services Act*, R.S.O. 1990, c. P.15 and is a local board pursuant to Section 390 of the *Municipal Act* and thereby permitted to impose Fees and Charges.
- 1.3. Section 391 (3) of the *Municipal Act* provides that the costs included in a fee or charge may include costs incurred by the municipality or local board related to administration, enforcement and the establishment, acquisition and replacement of capital assets.
- 1.4. Section 391(4) of the *Municipal Act* provides that a fee or charge may be imposed whether or not it is mandatory for the municipality or local board imposing the fee or charge to provide or do the service or activity, pay the costs or allow the use of its property.
- 1.5. Section 398 (1) of the *Municipal Act* states that Fees and Charges imposed by a municipality or local board on a person under this Part constitute a debt of the person to the municipality or local board, respectively [2006, c. 32, Sched. A, s. 170 (1)].

THEREFORE, the Board enacts as follows:

2. The Board does hereby impose and approve fees and charges for the services and activities provided or done by the Halton Regional Police Service (hereinafter referred to as “the Service”) and the use of properties of the Service as detailed in **Schedule “A”** (Definitions Related to Fees and Charges) and **Schedule “B”** (List of Fees and Charges) attached to, and forming an integral part of this By-law.
3. No request by any person for documentary, written or printed information, or request for services or other activity by the Service described in **Schedules “A” and “B”** to this By-law will be processed unless and until the person requesting the information, services or other activity has paid the applicable fee in the prescribed amount set out in the above mentioned Schedules for that information, service or activity unless specifically authorized to be paid at a later time by the Chief of Police or their designate.
4. The fees and charges contemplated by this By-law shall be collected in cash, by certified cheque, by Lawyers Trust Account cheque, by valid credit card, or as otherwise deemed acceptable at the discretion of the Chief of Police.
5. Should any part of this By-law, including any part of **Schedules “A” and “B”** be determined by a Court of competent jurisdiction to be invalid or of no force and effect, it is the stated intention of the Board that such invalid part of the By-law shall be severable, and the remainder of this By-law including the remainder of the said Schedules, as applicable, shall continue to operate and to be in full force and effect.
6. The Chair of the Board shall direct the Chief of Police to, as required from time to time at the discretion of the Chief, create, update, and maintain Policies, Procedures and Directives necessary to effectively and efficiently operate and enforce this By-law.
7. All Fees and Charges for the Services and Activities provided or done by the Service and the Use of Properties of the Service as detailed in **Schedule “B”** shall be reviewed on a periodic basis not to exceed three (3) years, and that the Fees and Charges may be adjusted as needed in order to reflect the relevant and current costs of the organization.

8. The fees and charges relating to Accident Reconstruction Reports shall be based on the average Accident Reconstruction Report created by Regional Traffic Investigators on review of the previous three (3) years of incidents investigated and Reports created.
9. If any fee or charge is not paid for any reason immediately before or at the time of the performance of that service or activity or the use of those properties, it is due within thirty (30) days of the date the service, activity or use occurred, or within thirty (30) days of the date specifically authorized by the Chief of Police or their designate.
10. Any fee or charge not paid within thirty (30) days shall incur additional interest charges at the rate of fifteen per-cent (15%) per annum and the Board may, at its discretion, direct that the Region add those outstanding fees and charges to the tax roll for any property for which the owners are responsible for paying the fees and charges.
11. The Board enacts:
 - 11.1. That *By-law 2004-02 to impose Fees and Charges for the Services and Activities provided by the Halton Regional Police Service on behalf of the Regional Municipality of Halton Police Services Board related to Security Alarms* is hereby repealed effective June 25, 2020.
 - 11.2. That *By-law 2004-03 to amend and supersede Board by-law 2004-001 imposing Fees and Charges for the Services and Activities provided or done by the Halton Regional Police Service and the Use of Properties of the Halton Regional Police Service* is hereby repealed effective June 25, 2020.
 - 11.3. That *By-law 2005-01 to impose Fees and Charges for the Services and Activities provided by the Halton Regional Police Service on behalf of the Regional Municipality of Halton Police Services Board related to the provision of authorized copies of HRPS Accident Reconstruction Reports to the public* is hereby repealed effective June 25, 2020.
 - 11.4. That *By-law 2014-002 to amend Board By-law 2004-003, being a By-law imposing Fees and Charges for the Services and Activities provided or done by the Halton Regional Police Service and the Use of Properties of the Halton Regional Police Service* is hereby repealed effective June 25, 2020.

12. EFFECTIVE DATE

This By-law 2020-3 shall come into full force and effect on the 25 day of June, 2020.

APPROVED THIS 25th DAY OF JUNE, 2020

CHAIR

BOARD SECRETARY

SCHEDULE “A”**THE REGIONAL MUNICIPALITY OF HALTON POLICE SERVICES BOARD****BY-LAW 2020-3****Definitions Related to Fees and Charges By-law**

“Authorized Copy HRPS Accident Reconstruction Report” means a copy of the *Original Accident Reconstruction Report* that has been edited as required by law.

“Board” means The Regional Municipality of Halton Police Services Board.

“Original Accident Reconstruction Report” means the original copy of all documents collected or created by Members of the Halton Regional Police Service Regional Traffic Bureau with respect to an investigation undertaken by that bureau and includes all supporting documents, photographs, video tapes, and other documents relevant to and forming part of that investigation, and specifically includes:

- (i) Collision Report (MTO);
- (ii) Field Sketch;
- (iii) Officer’s Technical Notes;
- (iv) Ident Contact Sheet(s);
- (v) Ident Video(s);
- (vi) Scale Diagram;
- (vii) Technical Data Report;
- (viii) Vehicle Mechanical Inspection Report;
- (ix) Post-Investigative Report;
- (x) Officer Notebook Entries.

“Record” means any information however recorded, whether in printed form, on film, by electronic means or otherwise, and includes:

- (i) correspondence, memorandum, book, plan, map, drawing, diagram, pictorial or graphic work, photograph, film, microfilm, sound recording, videotape, machine readable record, any other documentary material, regardless of physical form or characteristics, and any copy thereof; and
- (ii) any record that is capable of being produced from a machine readable record under the control of the Service by means of computer hardware and software, or any other information storage equipment and technical expertise normally used by the Service

SCHEDULE “B”**THE REGIONAL MUNICIPALITY OF HALTON POLICE SERVICES BOARD****BY-LAW 2020-3**

As of June 25, 2020, the list of Fees and Charges, which may be amended from time to time to reflect changes in business operations, costs and requests for services, to be imposed by the Regional Municipality of Halton Police Services Board include, but are not limited to, the following items and rates (plus taxes as applicable):

Item	Basis of Fee	Fee
Police Record Check – all	per request	\$30.00
Vulnerable Sector Check – all	per request	\$30.00
Adoption Certificate	per request	\$30.00
Records Suspensions	per request	\$47.00
Records Suspension – Local Records	per request	\$30.00
Name Change – Local Records	per request	\$30.00
General Occurrence Report / Occurrence Synopsis Letter	per report	\$50.00
Insurance Report	per report	\$50.00
Vouchers or CGI	per report	\$50.00
Certified copy of any Record referred to in this Schedule	per copy	\$5.00
NSF service charge	per NSF	\$24.00
Motor Vehicle Collision – MTO Report	per report	\$50.00
Motor Vehicle Collision – Witness Statement	per statement	\$50.00
Motor Vehicle Collision – Scene Measurements	per report	\$400.00
Motor Vehicle Collision – Scene Photos – DVD	per DVD	\$50.00
Motor Vehicle Collision – Scene Photos – contact sheet	per sheet	\$20.00
Motor Vehicle Collision – Scene Photos – 8’ x 10” photo	per photo	\$20.00
Motor Vehicle Collision – Full Reconstruction Report	per scene	\$1,300.00
Motor Vehicle Collision – Scale Diagram	per scene	\$400.00
Motor Vehicle Collision – Reconstruction Video	per scene	\$100.00
Freedom of Information Request – application	per application	\$5.00
Freedom of Information Request – recovery of external fees		as charged

Third Party Records Requests and Court Orders		as incurred
Fingerprints – general	per set	\$25.00
Fingerprints – civil matter (immigration, VISA)	per set	\$25.00
Fingerprints – RCMP fee as applicable	per set	\$25.00
Fingerprints – extra set	per set	\$10.00
Fingerprints – destruction	per request	\$30.00
Identification / Forensics – Audio Tape	per tape	\$50.00
Identification / Forensics – Video Tape	per tape	\$50.00
Identification / Forensics – Photos	per photo	\$20.00
Alarm Program – Registration Fee – Residential	per residence	\$24.00
Alarm Program – Registration Fee – Commercial	per location	\$48.00
Residential – Registered		
1 st false alarm	per alarm	\$0.00
2 nd false alarm	per alarm	\$30.00
3 rd false alarm	per alarm	\$40.00
4 th false alarm / suspension	per alarm	\$40.00
While suspended	per alarm	\$60.00
Residential – Non-Registered		
1 st false alarm	per alarm	\$50.00
2 nd false alarm	per alarm	\$60.00
3 rd false alarm	per alarm	\$60.00
4 th false alarm / suspension	per alarm	\$60.00
While suspended	per alarm	\$60.00
Commercial – Registered		
1 st false alarm	per alarm	\$0.00
2 nd false alarm	per alarm	\$60.00
3 rd false alarm	per alarm	\$80.00
4 th false alarm / suspension	per alarm	\$80.00
While suspended	per alarm	\$120.00

Item	Basis of Fee	Fee
Commercial – Non-Registered		
1 st false alarm	per alarm	\$100.00
2 nd false alarm	per alarm	\$120.00
3 rd false alarm	per alarm	\$120.00
4 th false alarm / suspension	per alarm	\$120.00
While suspended	per alarm	\$120.00
Pay Duty – Administration Fee	per pay duty	22.0%
Pay Duty – Constable	per hour	\$82.13
Pay Duty – Sergeant	per hour	\$92.95
Pay Duty – Staff Sergeant	per hour	\$105.50
Pay Duty – Communicator	per hour	\$80.01
Pay Duty – Special Constable	per hour	\$80.01
Pay Duty – Vehicle	per hour	\$23.16
Pay Duty – Marine Boat	per hour	\$69.47
Interviews with HRPS members (excl. Chief and Deputies):		
Constable	per hour	\$60.00
Detective Constable	per hour	\$65.00
Sergeant / Detective	per hour	\$70.00
Staff Sergeant / Detective Sergeant	per hour	\$80.00
Inspector	per hour	\$105.00
Superintendent	per hour	\$120.00
Civilian Manager	per hour	\$105.00
Civilian Director	per hour	\$120.00
Legal Counsel	per hour	\$300.00
Paralegal / Student-at-Law	per hour	\$150.00



Public Agenda Recommendation Report

To: Chair and Police Service Board Members **From:** Svetlana Sevillano
 Stratagem Consulting & Research Inc.
 By-laws and Policies Project Consultant

Subject: Proposed Fees & Charges By-law

Report #: **Date:** 25 June 2020

RECOMMENDATION:

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

Svetlana Sevillano

Attachments: 1. Proposed Fees and Charges By-law 2020-3

INTRODUCTION AND BACKGROUND:

The HPB By-law & Policy Project seeks to modernize these HPB governance documents by:

- focusing each document on its intended purpose
- granting authority within defined limits
- delegating management procedural details to management
- identifying reporting requirements
- bridging them to new and emergent legislation and regulations
- using plain language throughout
- removing the duplication of statutes, except where it serves to clarify a matter

DISCUSSION / ANALYSIS:

The purpose of the Fees and Charges By-law is to govern fees and charges for services and activities provided or done by the HRPS, and for use of its property.

The proposed Fees and Charges By-law improves upon the existing By-law as follows:

- removed duplicative clauses
- simplified the language of the By-law
- removed matters relating to the management of services and activities related to security alarms, which is the purview and topic of service directives
- replaced 4 existing by-laws with this new single by-law

Based on the results of the research to existing law (*Municipal Act*, 2001, c. 25 and The Regional Municipality of Halton By-laws, HPB Fees and Charges By-law doesn't need an approval of the Municipality Council.

ALTERNATIVES:

N/A

CONSULTATION:

HRPS Legal and Corporate Services were fully engaged in the development of this proposed by-law.

FINANCIAL / HUMAN RESOURCE / LEGAL ISSUES:

This is a financial by-law.

STRATEGIC MANAGEMENT ISSUES:

N/A



BY-LAW 2020-2

TO GOVERN RECORDS RETENTION, STORAGE AND DESTRUCTION

1. PREAMBLE

- 1.1. Section 254 (1) of the *Municipal Act*, S.O. 2001, c. 25, as amended (hereinafter referred to as the *Municipal Act*) provides that a municipality shall retain and preserve the records of the municipality and its local boards in a secure and accessible manner;
- 1.2. Sections 255 (1) and (2) of the *Municipal Act* state that a record of a municipality or a local board may be destroyed if a retention period has expired or the record is a copy of an original record;
- 1.3. Section 255(6) of the *Municipal Act* states that “record” in this section does not include a record of a police services board that is directly related to any law enforcement activity with respect to a person or a body;
- 1.4. Section 31 (6) of the Police Services Act, R.S.O. 1990, c. P.15, as amended (hereinafter referred to as the PSA) authorizes the Halton Regional Police Services Board (“the Board”) to create By-laws so as to make rules for the effective management of the police force, and Section 46 (1) of Community Safety and Policing Act, S.O. 2019 (hereinafter referred to as the CSPA) authorizes the Board to establish its own rules and procedures in performing its duties under this Act and the regulations.

THEREFORE, in accordance with the above stated law and with Section 30 (1) of the *Municipal Freedom of Information and Protection of Privacy Act* R.S.O. 1990, c. M.56, (*“MFIPPA”*) section 5 of Regulation 823 to *MFIPPA* , and any other applicable federal, provincial or municipal law governing the collection, security, retention, use, disclosure and destruction of records, The Regional Municipality of Halton Police Services Board (*“the Board”*) enacts as follows:

2. All correspondence, documents and any information recorded in printed form, on tapes, film, by electronic means or otherwise on behalf of the Board are deemed to be Board records under this By-law. Records include but are not limited to:
 - (a) correspondence, memoranda, books, plans, maps, drawings, diagrams, pictorial or graphic works, photographs, films, microfilm, sound recordings, videotapes, machine readable records, any other documentary material, regardless of physical form or characteristics, and any copy thereof; and
 - (b) any record that is capable of being produced from a machine-readable record by means of computer hardware and software, or any other information storage equipment and technical expertise normally used by the Board or the Halton Regional Police Service (*“the Service”*).
3. The Board Secretary shall ensure the efficient management of all records by maintaining an accurate and up-to-date document register and an electronic index of Board Minutes to facilitate quick document retrieval.
4. All Board specific records shall be maintained in compliance with Schedule “A” or otherwise determined by the Board.
5. All records that come into the possession of the Service that are directly related to a law enforcement activity with respect to a person or a body shall be retained in a secure and accessible manner at all times while those records are in the possession of the Service.

6. All records that do not fall into the description set out in section 5 shall be retained in accordance with the Service Records Retention Schedule (Halton Regional Police Service Directive SMO-007, as revised from time to time, hereinafter referred to as the “Retention Schedule”), set out as Schedule “B” to this By-law.
7. The Chief of Police is authorized to make appropriate updates and revisions to the Retention Schedule as required, and is directed to report such changes to the Board.
8. The Chief of Police is directed to ensure that the requirements set out in the Retention Schedule are audited on an annual basis, and shall report to the Board on the outcome of that audit.
9. All records set out in the Retention Schedule shall be retained for a period of no less than the periods set out in the Retention Schedule and stored as directed by Chief of Police and shall remain under the control and custody of the Chief of Police.
10. All records of the Board shall remain under control and custody of the Board Secretary or Board designate.
11. Destruction of any Board or Service records shall be by shredding or any other manner of permanent destruction. Board records shall be destroyed under the supervision of the Board Secretary and/or the Chair and Service records shall be destroyed under the supervision of the Chief of Police or designate. Every person in possession of In-Camera Board meeting records shall be responsible for their proper use, storage and destruction.
12. Minutes of public meetings are posted on the Board’s web page <https://www.haltonpoliceboard.ca/meetings/index.php> . Requests for other Board records shall be made to the Board Secretary or to the Freedom of Information Coordinator, Halton Regional Police Service. All In-Camera records are deemed to be confidential and shall not be disclosed except as may be required by law or by a Board Resolution waiving confidentiality.
13. Retention of a record, for historical reasons, beyond the time period specified in the Retention Schedule may be authorized by the Board or its designate.

14. The Regional Municipality of Halton Police Services Board By-Law 2017-001 is hereby repealed.
15. This By-law 2020-2 shall come into full force and effect on the 25th day of June, 2020.

APPROVED THIS 25th DAY OF JUNE, 2020.

CHAIR

BOARD SECRETARY



SCHEDULE “A”

TO THE BY-LAW 2020-2 RECORDS RETENTION AND STORAGE BY-LAW

Secretary's Notes/Tapes	3 months
By-Laws/Policies/Procedures	Permanent
Minutes of Meetings	Permanent
Annual Reports	20 years
Strategic Plans	CY + 7 years
Board Budget Material	CY + 5 years
Board Office Financial Materials	CY + 7 years
Working Agreements	Expiry of agreement + 25 years
Board Staff Human Resource	25 years after leaving Board
Contracts (including but not limited to Chief, Deputy Chief(s), Board staff)	Expiry of contract + 25 years
External Contracts	Vendors - expiry of contract + 2 years Government - expiry of contract + 5 years
Civil Actions	Close of file + 15 years
Financial Reports	CY + 5 years
Correspondence/Complaints	Resolution of complaint + 5 years
Tender Documents	Term of tender + 7 years Unsuccessful applicants -1 year after award



SCHEDULE "B"
TO THE BY-LAW 2020-2
RECORDS RETENTION AND STORAGE BY-LAW



Halton Regional Police Service

Trust & Respect

Integrity

Accountability

Excellence

Teamwork

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Records Retention Schedule

One Vision, One Mission, One Team

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HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

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Purpose

The Halton Regional Police Service's Records Retention Schedule exists to provide a clear guideline for retaining and purging records regardless of media. This is done to ensure all legislated requirements are fully complied with and to ensure operational requirements are met; balanced by a concern for efficiency by purging records which no longer have a value.

Definition of a Record

A Record is any information however recorded, whether in printed form, on film, by electronic means or otherwise, and includes:

(i) correspondence, memorandum, book, plan, map, drawing, diagram, pictorial or graphic work, photograph, film, microfilm, sound recording, videotape, machine readable record, any other documentary material, regardless of physical form or characteristics, and any copy thereof, and

(ii) any record that is capable of being produced from a machine readable record under the control of the Service by means of computer hardware and software, or any other information storage equipment and technical expertise normally used by the Service.

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Process

The Retention Codes utilized for this schedule are as follows:

- CU – Continuously Updated – a record sequence that is added to or continues to occur (e.g. logs, plans etc.)
- CY- Current Year- the calendar year in which the record was created
- P – Permanent – a record that is never destroyed
- S – Until Superseded – a record that is replaced by an updated record
- OT- Other- used in specific circumstances only
- E – Event- at the expiry of an agreement, a contract, or a specific occurrence

Prior to destroying any records, a Records Disposal Notice EXE-0308 must be completed and approved.

The Executive Officer is responsible for the continuous review and revision of the Halton Regional Police Service's Record Retention Schedule as per policy EXE-030.

HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

COLLECTION 1 – Transitory Records

Record Series No.	Record Group	Responsible Bureau	Retention Period	Remarks
n/a	Additional Duplicate Copies	Originating	OT	Includes but not limited to copies of minutes, reports, copies made of any document for ease of reference.
n/a	Telephone Messages and other messages	Originating	OT	Telephone messages recorded on paper or electronic voice-mail which do not record official decisions or future financial, operational, administrative, investigative, legal, vital or archival value.
n/a	Working Papers	Originating	OT	Includes but not limited to rough notes, work preparation materials, drafts, research notes, statistical tables that do not contain significant data on the preparation of a final document or do not record final decisions or future decisions of financial, operational, administrative, investigative, legal, vital or archival value.
n/a	Miscellaneous Notices or Memorandums	Originating	OT	Includes but is not limited to "all" emails, messages on special events, memos on minor administrative details.

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Retention Codes:

CU – Continuously Update

CY- Current Year

P – Permanent

S – Until Superseded

E – Event

OT-Other

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HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

COLLECTION 2 – General Administrative Records

Record Series No.	Record Group	Responsible Bureau	Applicable Citations	Retention Period	Remarks
AD01	Administration Files Includes records regarding routing administrative activities.	Originating		CY+1	Subject to archival review
AD02	Activity Logging Includes records regarding routing logging/tracking of administrative activities. (Excludes Communication logs)	Originating	2-3, 2-27	CY+3	
AD03	Annual Reports Excludes Annual Reports to Police Services Board or those required under Legislation/Regulation.	Originating		CY+10	
AD04	Association Memberships (Excludes police associations, unions & payment processing)	Originating		CY+1	Individual membership records may be placed in employee file
ADOS	Conferences, Conventions & Seminars Includes records regarding conferences and seminars attended by HRPS staff.	Originating	2-3, 2-27	CY+3	
ADOS	Correspondence – Municipalities Includes records regarding HRPS interaction with Municipal Governments	Originating		CY+4	
AD07	Correspondence – Provincial Government Includes records regarding HRPS interaction with Ministries or Agencies of the Government of Ontario	Originating		CY+2	

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Retention Codes:

CU – Continuously Update

CY- Current Year

P – Permanent

S – Until Superseded

E – Event

OT-Other

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HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

Record Series No.	Record Group	Responsible Bureau	Applicable Citations	Retention Period	Remarks
ADOS	Correspondence – Other Police Services Includes records regarding HRPS interaction with other Police SeNices. Excludes Joint Forces Operations	Originating		CY+2	
AD09	Daily Rosters/Employee Schedules			CY+S	
AD10	External Meetings Includes records relating to meetings conducted outside agencies/public (Agendas, Notes, Minutes) Excludes Joint Forces Operations	Originating		CY+3	Subject to archival review
AD11	Fax Message Logs Excludes fax logs of Central Records.	Originating		30 days	
AD12	Incident Debriefings Excludes Major Incident Debriefings	Originating		CY+2	
AD13	Information Requests – Other Police Agencies	Planning and Research / Originator for Division, Bureau, Unit that responds individually.		CY+2	
AD14	Information Requests – External Agencies	Planning and Research / Originator for Division, Bureau, Unit that responds individually.		CY+2	
AD15	Manuals	Originator		S+2	Subject to archival review
AD16	Operational Guidelines	Originator		S+2	Subject to archival review

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HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

Record Series No.	Record Group	Responsible Bureau	Applicable Citations	Retention Period	Remarks
AD17	Speeches/Presentations Includes requests and Speeches/Presentations material conducted by HRPS staff.	Originating and Corporate Communications		CY+3	Requests logged through Corporate Communications.
AD18	Staff Committees Includes Meeting Agendas, Notes, Minutes)	Originating		CY+6	Subject to archival review
AD19	Staff Meetings Includes Agendas, Notes, Minutes	Originating		CY+1	
AD20	Standard Operating Procedures	Originator		S+2	Subject to archival review
AD21	Travel and Accommodation Bookings	Originating		CY+1	



HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

COLLECTION 3 – Chief's Staff, Executive Services

Part 1 – Chief, Executive Services

Record Series No.	Record Group	Responsible Bureau	Applicable Citations	Retention Period	Remarks
EX01	All Chiefs Bulletins	Executive Services		p	
EX02	Appointment Recommendations	Executive Services		p	
EX03	Audits - Comprehensive	Executive Services		p	
EX04	Collective Agreements – Executed Agreements	Executive Services	2-3, 2-27, 2-29, 2-33	E+10	E = Agreement Expiry (Subject to archival review)
EX05	Collective Agreements - Negotiations	Executive Services		E+10	E = Agreement Expiry
EX06	Executive Orders	Executive Services		p	
EX07	Grant Applications and Files	Executive Services	1-27, 1-28, 1-29, 1-34, 1-35, 1-36, 2-20, 2-21, 2-22, 2-23	CY+6	
EX08	Internal Task Force – Reports/Plans/ Mandate	Executive Services		CY+1	
EX09	Interprovincial Policing – Dual Authorization requests	Executive Services & Originating	2-26	E+10	E = Authorization Expiry. Copy also included in Joint Forces Operations Originating Bureau files.
EX10	Organizational Charts	Executive Services		S+1	One copy for Archives
EX11	Police Funerals Includes Planning, Administration, Communications Excludes financial records	Executive Services		E+2	
EX12	Personnel Status Reports	Executive Services		CY+2	
EX13	Police Service Board Meetings (Agendas, Minutes)	Executive Services		p	

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HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

Record Series No.	Record Group	Responsible Bureau	Applicable Citations	Retention Period	Remarks
EX14	Police Service Board Submissions	Executive Services		CY+10	Subject to archival review
EX15	Secondary Employment Includes Requests and Approvals	Executive Services		E+1	E = expiration of term of secondary employment authorization. Copy also held in HR employee file.
EX16	Senior Leadership Team Meetings Includes Agendas, Notes, Minutes	Executive Services		CY+4	
EX17	Senior Management Team-Submissions	Executive Services		CY+10	Subject to archival review



HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

COLLECTION 3 – Chief's Staff, Executive Services

Part 2 – Corporate Communications

Record Series No.	Record Group	Responsible Bureau	Applicable Citations	Retention Period	Remarks
EX18	Corporate Templates Includes Letterheads, Memos, Logos.	Corporate Communications		S	
EX19	Crime Mapping	Corporate Communications		CY+10	Oversight by Corporate Communications. Data managed externally by contracted company.
EX20	External Publications – Development and Production	Corporate Communications		E+1	E = Design / production complete
EX21	External Publications	Corporate Communications		CY+2	Subject to archival review
EX22	Media Relations Includes records regarding relationship between HRPS and news media Includes media inquiries, news releases, press conferences, news clippings, emails and related correspondence	Corporate Communications	2-28	CY+2	Subject to Archival Review for historical value.
EX23	Website Content Management Includes records related to the management of information using HRPS website/social media	Corporate Communications	1-20, 2-3, 2-27, 2-28	CY+5	Permanent retention once posted to internet. Not within the Service's ability to control.

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HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

COLLECTION 3 – Chiefs Staff, Executive Services

Part 3– Quality Assurance

Record Series No.	Record Group	Responsible Bureau	Applicable Citations	Retention Period	Remarks
QA01	Annual Audit Report - Police Services Board	Quality Assurance		CY+S	Subject to archival review
QA02	Compliance Audits <ul style="list-style-type: none"> • Audits • Quarterly Summaries • Monthly Summaries* • Quarterly Reports 	Quality Assurance		CY+2	Subject to archival review
QA03	Comprehensive Audits <ul style="list-style-type: none"> • Audit Plan • Audit Report • Audit Recommendation Review Report • Approved Audit Recommendation Action Timeline • Working Papers for all conducted audits (hard copy) 	Quality Assurance		CY+10	Subject to archival review Final Audit report to the Chief
QA04	Forms – Approved	Quality Assurance		p	Archived with associated policy
QA05	Forms Management- Working Files <ul style="list-style-type: none"> • Form Requests • Form Working Drafts • Revisions • Authorizations 	Quality Assurance		S+S	
QA06	Policies	Quality Assurance	2-54	p	
QA07	Policy Review Notices	Quality Assurance		CY+3	
QAOS	Policy Review Report	Quality Assurance		p	

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HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

QA09	Record Retention	Quality Assurance	See subsection below		
	<ul style="list-style-type: none"> Schedule 	Quality Assurance		5+2	
	<ul style="list-style-type: none"> Records Destruction Authorization and Certificate 	Kept by individual unit completing the form		E+7	E= time of destruction
	<ul style="list-style-type: none"> Records Transfer List 	Kept by individual unit completing the form		E+1	E=disposal of records



HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

COLLECTION 3 – Chief's Staff, Executive Services

Part 4 – Professional Standards

Record Series No.	Record Group	Responsible Bureau	Applicable Citations	Retention Period	Remarks
PS01	Awards Program Administration Includes Civilian & Sworn Members of HRPS	Professional Standards		CY+5	Includes criteria, list of recipients, related correspondence
PS02	External Investigations	Professional Standards		CY+7	Outside agency consulted prior to destruction
PS03	McNeil Disclosures	Professional Standards		p	No clear criteria established for McNeil report relevancy beyond expungement of discipline records or the granting of a records suspension/pardon for a criminal offence.
PS04	Public and Internal Complaints – No Charges Laid Includes records of Public Complaints received by the OIPRD & Internal Complaint Investigations	Professional Standards	2-21, 2-26, 2-29, 2-30, 2-32, 2-34, 2-36, 2-58, 2-60, 2-61, 2-62, 2-63, 2-64, 3-1	E+5	E=Investigation complete or date of OIPRD review and file closure
PS05	Public and Internal Complaints -With Hearing Includes records of Public Complaints received by the OIPRD and Internal Complaint Investigations disposed of through a hearing process	Professional Standards	2-21, 2-26, 2-29, 2-30, 2-32, 2-34, 2-36, 2-57, 2-58, 2-60, 2-61, 2-62, 2-63, 2-64, 3-1	p	If convicted, records held in Officer's Performance & Personnel File. Removed after 5 years from date of conviction if no further disciplinary action. If acquitted, records expunged.

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HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

Record Series No.	Record Group	Responsible Bureau	Applicable Citations	Retention Period	Remarks
PS06	Public and Internal Complaints – Without a Hearing Includes records of Public Complaints received by the OIPRD and Internal Complaint Investigations disposed of without a hearing	Professional Standards	2-21, 2-29, 2-30, 2-32, 2-34, 2-36, 2-58, 2-59, 2-60, 2-61, 2-62, 2-63, 2-64, 3-1	E+5	E=date of disposition. Records held in Officer's Performance & Personnel Files. Records expunged after 2 years from date of disposition if no further disciplinary action.
PS07	Public and Internal Complaints Investigations Tracking	Professional Standards		p	Information contained in PSB database
PS08	Special Investigations Unit (S.I.U.) Files	Professional Standards	2-65	p	

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Retention Codes:

CU- Continuously Update

CY – Current Year

P – Permanent

S – Until Superseded

E – Event

OT- Other

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HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

COLLECTION 3 – Chief's Staff, Executive Services

Part 5 – Legal Services

Record Series No.	Record Group	Responsible Bureau	Applicable Citations	Retention Period	Remarks
LE01	Civil Litigation Files	Legal Services	1-31' 2-3, 2-27	E+7	E = decision reached, appeal period expired Subject to archival review
LE02	Contracts – Major Capital Projects Includes records related to Major Capital Projects including tenders and related records	Legal Services	1-31,2-3, 2-27	E+22	E =Contract completed.
LE03	Contracts – Other Includes Leases, Site Licence Agreements, Protocols, Memorandums of Understanding and Agreements	Legal Services	See subsections below		
	• Current Contracts		1-31' 2-3, 2-27	E+3	E = contract expiration
	• Executed Contracts		1-31,2-3, 2-27	E+3	E = contract expiration
	• Commercial Contracts		1-31, 2-3, 2-27	E+5	E = contract expiration
	• Memorandums of Understanding		1-31, 2-3, 2-27	E +7	E = memorandum expiration
	• Provincial Grant Agreements		1-31, 2-3, 2-27	E+7	E = agreement expiration
LE04	Coroner's Inquest Files	Legal Services	2-3, 2-27	E+5	E = end of inquest Subject to archival review

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HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

Record Series No.	Record Group	Responsible Bureau	Applicable Citations	Retention Period	Remarks
LEOS	Court Motion Applications <ul style="list-style-type: none"> Civil Court Criminal Court Family Court 	Legal Services		E+2	E = file closure by Legal Services
LEOS	Criminal Injuries Compensation Board	Legal Services		E+2	E = file closure by Legal Services
LE07	Human Resources Files Includes records related to Employee Grievances, Benefits Claims	Legal Services		E + 12	E = date of disposition *Subject to review prior to destruction
LEOS	Human Rights Complaints	Legal Services	2-8, 2-9, 2-10, 2-11, 2-12, 2-13, 2-14, 2-29, 2-31, 2-32, 2-33, 2-34, 2-35, 2-36, 2-60	E+S	E = date of disposition Subject to review prior to destruction
LE09	Legal Counsel – General Matters	Legal Services	1-31, 2-3, 2-27	E+7	E=Judgement satisfied and no possibility of appeal.
LE10	Legal Indemnification Requests	Legal Services		E+2	E = file closure by Legal Services
LE11	Legal Opinions- Miscellaneous	Legal Services		E + 10	E = closure of file/event Subject to lawyer-client confidentiality
LE12	Licences and Permits	Legal Services	2-3, 2-27	E+3	E = licence expiration

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Retention Codes:

CU- Continuously Update

CY – Current Year

P – Permanent

S – Until Superseded

E – Event

OT- Other

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HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

Record Series No.	Record Group	Responsible Bureau	Applicable Citations	Retention Period	Remarks
LE13	Personal Information - Security and Confidentiality Breaches Refers to records relating to breaches of personal information	Legal Services	2-37	E+2.5	E =breach (2 year civil limitation period+ 6 months)
LE14	Waivers of Liability Includes Releases, Indemnifications, Authorizations, Consents	Legal Services	2-3, 2-27	E+5	E = expiration / execution of release or consent
LE15	Witness Requests Subpoenas, Summons <ul style="list-style-type: none">• Boards• Court• Tribunals	Legal Services		E+2	E = file closure by Legal Services



HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

COLLECTION 3 – Chief's Staff, Executive Services

Part 6 – Legal Services – Freedom of Information

Record Series No.	Record Group	Responsible Bureau	Applicable Citations	Retention Period	Remarks
LE16	Compliance Investigations – Privacy Protection Complaints	Freedom of Information		E+S	E = privacy protection complaint issued / Information & Privacy Commissioner's order received
LE17	Freedom of Information Annual Reports Includes I.P.C and Chiefs annual report	Freedom of Information		CY+10	Hold for archival review
LE18	Freedom of Information Appeals	Freedom of Information		E+S	E = appeal abandoned or Information & Privacy Commissioner's order received
LE19	Freedom of Information Correction Requests	Freedom of Information		E+S	E = correction request received
LE20	Freedom of Information Logs	Freedom of Information	See subsections below		
	• F.O.I. Requests			CY+S	
	• F.O.I. Records Destruction			p	
	• Information Sharing Requests			CY+S	
	• Motions, Court Orders, Summons, Subpoenas			CY+S	
	• Office of the Children's' Lawyer			CY+S	
	• Notebooks			CY+S	
	• Notebook Destruction			p	
	• Reconstruction Requests			CY+S	
	• Third Parties			CY+2	

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HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

Record Series No.	Record Group	Responsible Bureau	Applicable Citations	Retention Period	Remarks
LE21	Freedom of Information Requests	Freedom of Information	2-37	E+S	E = response to FOI request issued
LE22	Information Sharing Requests	Freedom of Information		E+2	E = request received
LE23	Nordat Tracking System	Freedom of Information		CY+S	
LE24	Notebooks Includes notebooks of Constables, Special Constables and Auxiliary members	Freedom of Information		E + 15	E = member retirement, resignation or termination. Notebooks used in Major Cases investigations to be store with the case investigation files. Intelligence/Surveillance member notebooks retained by Intelligence.
LE25	Office of the Children's Lawyer Requests	Freedom of Information		E+2	E = request received
LE26	Research Agreements	Freedom of Information		CY+S	

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HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

COLLECTION 4 – Operations

Part 1 – Traffic Services

Record Series No.	Record Group	Responsible Bureau	Applicable Citations	Retention Period	Remarks
TF01	Collision Reconstruction Unit- Investigative Files	Traffic Services	2-3, 2-27	E+25	E=Investigation completed, charges laid, trial completed and expiry of appeal period. Subject to archival review
TF02	Commercial Vehicle Unit - Inspection Files <ul style="list-style-type: none"> Commercial Vehicle Inspection Reports Complaint Log 	Traffic Services		CY+S CY+3	
TF03	Commercial Vehicle Unit - Inspection Statistics/Reports & Enforcement Projects	Traffic Services		CY+10	Subject to archival review
TF04	Community ROAD WATCH Halton Citizen Report	Traffic Services		CY+1	
TF05	Gridlock/Road Closure Event Report	Traffic Services		CY+2	
TF06	Instrument Records – Testing, Maintenance & Repair Includes calibration/test records, certificates, audits, repair and maintenance	Traffic Services		E+S	E = Disposal of instrument

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HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

Record Series No.	Record Group	Responsible Bureau	Applicable Citations	Retention Period	Remarks
TF07	Towing <ul style="list-style-type: none"> • Audits • District Log • Pounds • Tow Trucks • Approved Companies & Drivers • Incident Tracking Reports 	Traffic Services		CY+7	



HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

COLLECTION 4 – Operations

Part 2 – Drugs and Morality

Record Series No.	Record Group	Responsible Bureau	Applicable Citations	Retention Period	Remarks
DGR01	Acknowledgement of Receipt from Health Canada	Drug Bureau		CY+1	
DG02	Confidential Drug Investigation Files	Drug Bureau		E + 10	E=investigation complete, charge(s) laid, trial completed & expiration of appeal period if any.
DG03	Confidential Firearms Investigation Files	Drug Bureau		E + 10	E=investigation complete, charge(s) laid, trial completed & expiration of appeal period if any.
DG04	Confidential Gang Investigation Files	Drug Bureau		E + 10	E=investigation complete, charge(s) laid, trial completed & expiration of appeal period if any.
DGOS	Confidential Human Trafficking Investigation Files	Drug Bureau		E + 10	E=investigation complete, charge(s) laid, trial completed & expiration of appeal period if any.
DG06	Drug Operational Plans	Drug Bureau		CY+10	
DG07	Investigative and Expense Fund Ledger	Drug Bureau	1-27, 1-28, 1-29, 1-34, 1-35, 1-36, 2-20, 2-21, 2-22, 2-23	CY+10	

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HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

COLLECTION 4- Operations

Part 3 – Intelligence

Record Series No.	Record Group	Responsible Bureau	Applicable Citations	Retention Period	Remarks
INOS	Authorizations to Intercept Private Communications	Intelligence		E+S0	E=investigation complete, charge(s) laid, trial completed and expiration of appeal period if any.
IN09	Closed Circuit TV Video Does not apply to covert surveillance	Intelligence		CY+1	If reviewed for LE purposes, otherwise dispose
IN10	Confidential Human Sources Records	Intelligence		E + 25	E = termination as Confidential Human Source
IN11	Confidential Intelligence Files	Intelligence		E+S0	E=investigation complete, charge(s) laid, trial completed and expiration of appeal period if any.
IN12	Confidential Surveillance Files	Intelligence		E+S0	E=investigation complete, charge(s) laid, trial completed and expiration of appeal period if any.
IN13	Criminal Intelligence Reports	Intelligence		CY+10	
IN14	Designated Public Officer	Intelligence		E+S	E =retirement, resignation or termination of employment.
IN15	High Risk/Other Offender Management	Intelligence		E+1	E = offender no longer high risk or decision made to cease monitoring the offender

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HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

Record Series No.	Record Group	Responsible Bureau	Applicable Citations	Retention Period	Remarks
IN16	High Risk Release Notifications	Intelligence		CY+ 5	
IN17	Intelligence Bureau Surveillance Request forms	Intelligence		CY+2	
IN18	Intelligence Investigative Fund	Intelligence	1-27, 1-28, 1-29, 1-34, 1-35, 1-36, 2-20, 2-21, 2-22, 2-23	CY+10	
IN19	Intelligence Investigative Fund Float	Intelligence			
IN20	Intelligence/Surveillance Officer Notebooks	Intelligence		p	Notebooks held permanently by Intelligence
IN21	Law Enforcement Privacy Protection Program List	Intelligence		E	E=criteria no longer applies as per policy INT-012.
IN22	Sex Offenders	Intelligence	See subsections below		
	<ul style="list-style-type: none"> Registrations 		2-4	CY	Registration receipts if offender continues to report
				E+1	E = removed from Registry. Last Registration receipt if offender ceases to report Originals housed on OPP server and subject to their Retention Policy
	<ul style="list-style-type: none"> Non-Compliance Reports 			CY+5	
	<ul style="list-style-type: none"> Living in Halton Region 			E+1	E = removed from Registry

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HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

COLLECTION 4 – Operations

Part 4 – Emergency Services

Record Series No.	Record Group	Responsible Bureau	Applicable Citations	Retention Period	Remarks
ES01	Canine Handler-Home Kennel Inspection	Emergency Services – Canine Unit		E+1	E = retirement of police services dog from service
ES02	Ground Search Data (QB7 Software)	Emergency Services - S.I.R.T.		CY+7	
ES03	Logs	Emergency Services	See subsections below		
	• Member Issue Equipment Log	Emergency Services		CU	
	• Explosives Inventory Log	Emergency Services- E.D.U.	1-30	CY+2	
	• Ammunition Inventory Log	Emergency Services		CY+2	
	• Weapons Maintenance Log	Emergency Services		CY+3	
	• Operational Call Log	Emergency Services		CY+5	
ES04	Protective Equipment-Respirators Air-Purifying & SCBA	Emergency Services	See subsections below		
	• Member Fit Tests		1-18, 1-19	E+10	E =retirement, resignation or termination of employment. Original fit test records held by Training
	• Equipment Records / Certificates		1-18, 1-19	E+10	E=disposal of equipment

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HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

Record Series No.	Record Group	Responsible Bureau	Applicable Citations	Retention Period	Remarks
ESOS	Pyrotechnics Event Authorization Reports	Emergency Services- E.D.U.		CY+2	
ES06	S.I.R.T.- Located Person Questionnaire	Emergency Services- S.I.R.T.		CY+S	
ES07	Tactical Operational Plans	Emergency Services		CY+10	
ES08	Training	Emergency Services	See subsections below.		
	<ul style="list-style-type: none"> Individual Training 	Emergency Services	2-3, 2-27, 2-66	E+3	<p>E =retirement, resignation or termination of employment</p> <p>Use of Force and weapons qualification training documents held by Training Unit. Duplicate copies at Unit level for evaluating, training and trending purposes to ensure best practices.</p>
	<ul style="list-style-type: none"> Team Training 	Emergency Services	2-3, 2-27, 2-66	CY+S	
ES09	Vessel Tow Release Waiver	Emergency Services – Marine		CY+1	

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HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

COLLECTION 4- Operations

Part 5 – Regional Investigative Services – Domestic Violence

Record Series No.	Record Group	Responsible Bureau	Applicable Citations	Retention Period	Remarks
DV01	810 Peace Bonds Compliance Program	Domestic Violence		E + 2	E = term of program completed or bond revoked Courts retains original 810 Peace Bond. Copy on file for compliance purposes
DV02	Domestic Violence Investigative Files	Domestic Violence		E+5 (charge laid)	E = investigation complete, charge(s) laid, trial completed & expiration of appeal period if any. Flagged / High Risk Offenders E+80
				E+15 (charge not laid)	E = Investigation completed
DV03	Domestic Violence - Quarterly Report	Domestic Violence		CY+2	
DV04	Domestic Violence - Risk Management Report	Domestic Violence		CY+10	
DVOS	Domestic Violence Statistics	Domestic Violence		CY+10	
DV06	Early Intervention Tracking	Domestic Violence		E + 10	E = subject tracking commencement
DV07	Halton Assessment and Risk Reduction Team Records (HARRT)	Domestic Violence		CY+10	

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HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

Record Series No.	Record Group	Responsible Bureau	Applicable Citations	Retention Period	Remarks
DVOS	Logs	Domestic Violence	See subsections below		
	• Charges			CY+3	
	• Offender Management			E+15	E = offender charged
	• Outstanding Warrants			E	E = warrant executed or expired
DV09	Mobile Information Safety System (M.I.S.S.) Application Package	Domestic Violence		E+5	E = party no longer registered with the Mobile Information Safety System
DV10	Safety Planning	Domestic Violence		CY+5	

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Retention Codes:

CU – Continuously Update

CY- Current Year

P – Pennant

S – Until Superseded

E – Event

OT- Other

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HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

COLLECTION 4 – Operations

Part 6 – Regional Investigative Services – Forensic Identification Services

Record Series No.	Record Group	Responsible Bureau	Applicable Citations	Retention Period	Remarks
FIS01	Automated Fingerprint Identification System (AFIS)	Forensic Identification Services		E+2	E = date of disposition
FIS02	Digital Photographs <ul style="list-style-type: none"> Crime Scene Photos 	Forensic Identification Services		E	E = retention follows that of investigative file when charge(s) laid or not laid.
FIS03	<ul style="list-style-type: none"> Photographic Comparisons D.N.A. Records <ul style="list-style-type: none"> Officer workflow sheet Original Order from Court 	Forensic Identification Services		E+S	E = date of disposition Subject to destruction by court order
FIS04	Exhibits Tracking	Forensic Identification Services		E+S	ViCLAS DNA Records = 50 years E = investigation completed, charge(s) laid, trial completed and expiration of appeal period if any.
FIS05	Fingerprints/ Palm Prints / Photographs – Charged Persons	Forensic Identification Services	1-37, 1-33 3-2	CY+80	Unless authorization for destruction received as per the legislated criteria identified in citation 3-2. Disposition of a young offender's fingerprints / palm prints / photographs is subject to the conditions in citation 1-37, YCJA.

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HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

Record Series No.	Record Group	Responsible Bureau	Applicable Citations	Retention Period	Remarks
FIS06	Fingerprints / Palm Prints / Photographs – Destruction Requests	Forensic Identification Services		CY+S	
FIS07	Fingerprints, Palm Prints, Photographs – Members	Forensic Identification Services		E+6	E = retirement, resignation or termination of employment
FIS08	Image/Photo Requests <ul style="list-style-type: none"> Crime Scenes Photo Line up 	Forensic Identification Services		CY+1	
FIS09	Lab Equipment Certification Testing	Forensic Identification Services		E+1	E = disposal of equipment
FIS10	Unmanned Aerial Vehicles (UAV) <ul style="list-style-type: none"> Flight Logs Maintenance Licences 	Forensic Identification Services	1-1, 1-2, 1-3, 1-4, 1-5, 1-6, 1-7, 1-8, 1-9, 1-10, 1-11, 1-12, 1-13, 1-14, 1-15, 1-16	E+1	E =disposal of UAV

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Retention Codes:

CU -Continuously Update

CY - Current Year

P – Permanent

S – Until Superseded

E – Event

OT - Other

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HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

COLLECTION 4 – Operations

Part 7 – Regional Investigative Services- Homicide, C.A.S.A., I.C.E., Technological Crime, Major Case Support

Record Series No.	Record Group	Responsible Bureau	Applicable Citations	Retention Period	Remarks
RIS01	Amber Alerts	CAS.A		CY+10	
RIS02	C.A.S. Child Abuse Referral Chart	CAS.A		CY+10	
RIS03	Coroner's Memos	Homicide		CY+10	
RIS04	Cybertip Reports	I.C.E.		CY+5	
RIS05	Investigation Files <ul style="list-style-type: none"> • Abductions and attempts • Child Abuse • Found Human Remains • Homicide • Internet Child Exploitation • Major Investigation • Missing Persons – after 30 days • Missing Persons- suspected foul play • Paediatric Death • Sexual Assault • Anonymous Sexual Assault • Technological Crime 	C.A.S.A., Homicide, I.C.E., Major Case Support, Tech. Crime	2-70, 2-73	E+50 (charge laid)	E = investigation completed, charge(s) laid, trial completed and expiration of appeal period if any. Subject to archival review
				E (charge not laid)	E = until charge laid. If charge(s) laid, file inherits retention method of investigation for which charge laid, otherwise, file retained permanently.
RIS06	Logs <ul style="list-style-type: none"> • Homicide Incident • ViCLAS • Technological Crime 	Homicide, Major Case Support, Tech. Crime		CY+10	
RIS07	Missing Children Society of Canada – Search Program Case Details	CAS.A			

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HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

Record Series No.	Record Group	Responsible Bureau	Applicable Citations	Retention Period	Remarks
RIS0S	Missing Persons List – Quarterly Report/Annual Report	Homicide	2-73	E+25	E = investigation completed, person located
RIS09	Operational Plans	Homicide, C.A.S.A., I.C.E.	2-3, 2-27	CY+3	Subject to archival review
RIS10	Sexual Assault Kits- anonymous victims	C.A.S.A.		E+6 months	E = kit completed. Destroyed after retention period
RIS11	Sexual Assault Investigation Waivers	C.A.S.A.		E+1	E = investigation halted
RIS12	Statistics <ul style="list-style-type: none"> • Child Abuse • Homicide • Internet Child Exploitation • Sexual Assault • Technological Crime 	C.A.S.A., Homicide, I.C.E., Tech. Crime		CY+ 10	Subject to archival review
RIS13	ViCLAS Processing/ Reports	Major Case Support	2-73	E+50	Original hardcopies (pre-electronic) scanned then purged Electronic versions stored by Provincial ViCLAS Centre- subject to their retention schedule.

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HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

COLLECTION 4-Operations

Part 8 – Regional Investigative Services – Regional Fraud

Record Series No.	Record Group	Responsible Bureau	Applicable Citations	Retention Period	Remarks
RF01	Citizen Fraud Report	Regional Fraud		CY+1	
RF02	Fraud Investigative Files	Regional Fraud		E+S (charges laid)	E = investigation completed, charge(s) laid, trial completed, expiration of appeal period if any. Subject to archival review
				E+10 (charges not laid)	E = Investigation completed.
RF03	Fraud Investigations Tracking Log	Regional Fraud		CY+S	
RF04	Fraud Monthly Reports	Regional Fraud		CY+3	
RFOS	Fraud Operational Plan	Regional Fraud		CY+3	

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HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

COLLECTION 4 – Operations

Part 9– Regional Investigative Services -Polygraph

Record Series No.	Record Group	Responsible Bureau	Applicable Citations	Retention Period	Remarks
PG01	Electronic Records of Polygraph Testing	Polygraph		E+25	E = polygraph examination completed. Homicide/Major Case examinations follow their retention schedule.
PG02	Polygraph Charts	Polygraph		E+25	E = polygraph examination completed
PG03	Polygraph Examination Notes	Polygraph		E+25	E = polygraph examination completed
PG04	Polygraph Original Notes	Polygraph		E+25	E =polygraph examination completed
PG05	VIEW Questionnaires	Polygraph		E+25	E = polygraph examination completed
PG06	Young Persons Polygraph Examination Consent	Polygraph		E+25	E = polygraph examination completed

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HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

COLLECTION 4 – Operations

Part 10 – Districts 1, 2, 3

Record Series No.	Record Group	Responsible Bureau	Applicable Citations	Retention Period	Remarks
D001	A.V.L. Speed Management	Districts – Administration		CY+1	Includes record/reports used for evaluating, training and trending purposes to ensure best practices. Overall A.V.L. data collection and retention responsibility of IT.
D002	Commendations - Commendation Board	Districts		CY+1	Commendations can be included in individual officer performance files when removed from display if applicable.
D003	Community Event Notifications Includes but not limited to: <ul style="list-style-type: none"> • A.G.C.O. Special Occasion Permits • Municipal/ Regional Permits & Plans 	Districts		E	E =event completed.
D004	Community Room Bookings	District-Administration		CY	Refers to hardcopy bookings. Records retained on SharePoint.
DOOS	Debriefings	District		E+25	E = incident date
D006	District Goals	District-Administration		S	Ongoing until next business plan.

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HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

Record Series No.	Record Group	Responsible Bureau	Applicable Citations	Retention Period	Remarks
D007	Investigative Files	District	See subsection below		
	<ul style="list-style-type: none"> solved 			E+2	E = investigation completed, charge laid, trial completed and expiration of appeal period.
	<ul style="list-style-type: none"> unsolved 			p	
DOOB	Logs	District – Station Duty Clerks	See subsections below		
	<ul style="list-style-type: none"> Sign-In Log (Parolees, Probations, Recognizances) 			E+1	E = reporting term completed Monitored by Court Services
0009	Operational Plans	District - Originating Bureau		CY+3	
0010	Ride-Along Applications and Waivers	District-Administration	2-3, 2-27	CY+5	
0011	Succession Plans	District-Originating Bureau		CU	
0012	Trespass Letters	Districts-Administration		E+1	E = authorization expiration
0013	Youth Diversion Reports	District- CIB		E	E = diversion contract expiration. Reports are attached to occurrence report(s) in NICHE system; deleted once subject turns 18 years of age.

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HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

COLLECTION 5 - Support

Part 1 – Regional Community Mobilization Bureau (RCMB)

Record Series No.	Record Group	Responsible Bureau	Applicable Citations	Retention Period	Remarks
RCMB01	Auxiliary Policing Unit Includes all records related to the activities performed by Auxiliary officers	RCMB / District CMBs		CY+3	Human Resources retains records held in personnel files Training records including Use of Force retained by Training Unit. Records relating to recruitment retained by Recruiting Unit
RCMB02	B.R.A.V.O. (Building Respect, Attitudes and Values with Others) Includes all records related to the administration and planning of B.R.A.V.O. events	RCMB		S+1	Presentation/Lesson plans subject to Training Lesson Plan retention
RCMB03	Children's Safety Village Includes all records related to the administration and planning of Children's Safety Village sessions	RCMB		CY+S	
RCMB04	Citizens Police Academy Includes all records related to the administration and planning of the Citizens' Police Academy	RCMB		CY+2	

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Retention Codes:

CU- Continuously Update

CY- Current Year

P – Permanent

S – Until Superseded

E- Event

OT -Other

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HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

Record Series No.	Record Group	Responsible Bureau	Applicable Citations	Retention Period	Remarks
RCMB05	Crime Prevention Includes records relating to Crime Prevention programs, campaigns and projects	RCMB / District CMBs		CY+5	Files may be held at District CMB level Presentation/Lesson Plans subject to Training Lesson Plan retention.
RCMB06	Crime Stoppers	RCMB		N/A	Separate entity from HRPS and reports to their own Board of Directors. Not subject to HRPS records retention
RCMB07	Diversity-Equity-Inclusion Includes all records related to the administration and planning of diversity events and committee participation	RCMB / District CMBs		CY+5	Member lists updated electronically as individuals leave or join. Presentation/Lesson Plans subject to Training Lesson Plan retention.
RCMB08	Give Respect Get Respect Includes all records related to the administration and planning of GR-GR activities and events	RCMB		CY+5	
RCMB09	P.E.A.C.E. Program (Police Ethnic and Cultural Education Youth Leadership Program)	RCMB		E+5	E = completion of program
RCMB10	Police Organized Community Events Includes all records related to the administration and planning of HRPS community events	RCMB		CY+3	



HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

Record Series No.	Record Group	Responsible Bureau	Applicable Citations	Retention Period	Remarks
RCMB11	Special Olympics Events Includes all records related to the administration and planning of Special Olympics events	RCMB / District CMBs		CY+3	
RCMB12	Toys for Tots Includes all records related to the administration and planning of the Toys for Tots campaign	RCMB		CY+3	
RCMB13	Volunteer Services Includes records regarding the relationship between HRPS and volunteers/unpaid student placements and their activities	RCMB / Originating		E+2	E =no longer volunteering Presentation/Lesson Plans subject to Training Lesson Plan retention Records of selection / performance held by HR and subject to their retention schedule.
RCMB14	Y.I.P.I. (Youth in Policing Initiative) Includes all records related to the administration and planning of Y.I.P.I programs	RCMB / District CMBs		E+3	E = completion of program Human Resources retains employee files, background checks in participant's personnel files. Presentation/Lesson Plans subject to Training's Lesson Plan retention

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HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

COLLECTION 5- Support

Part 2 – Victim Services

Record Series No.	Record Group	Responsible Bureau	Applicable Citations	Retention Period	Remarks
VS01	Call Log	Victim Services		CY+3	
VS02	Client database	Victim Services		CY+2	
VS03	Reports (Nova Brain)	Victim Services		CY+S	
VS04	Volunteers	Victim Services		E+2	E =no longer volunteering
VS05	Mobile Tracking System	Victim Services		E+2	E= no longer in use

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HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

COLLECTION 5 – Support

Part 3 – Corporate Services – Facilities

Record Series No.	Record Group	Responsible Bureau	Applicable Citations	Retention Period	Remarks
FA01	As Built Drawings	Facilities		E+1	E = building sold or demolished
FA02	Fire Protection Equipment Testing	Facilities	2-15, 2-16	E+2	E = inspection / testing completed
FA03	Key Management	Facilities		CY+S	
FA04	Locker Assignment List	Facilities		CU	
FA05	Log – Building Maintenance, includes towers and substations	Facilities	2-3, 2-27	CY+3	
FA06	Proxy Card Access Management	Facilities		CY+S	
FA07	Service Requests - Internal	Facilities		CY+2	

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Retention Codes:

CU- Continuously Update

CY- Current Year

P – Permanent

S -Until Superseded

E – Event

OT- Other

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HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

COLLECTION 5- Support

Part 4 – Corporate Services – Finance

Record Series No.	Record Group	Responsible Bureau	Applicable Citations	Retention Period	Remarks
FN01	Accounts Payable, includes expense reports	Finance	1-27, 1-28, 1-29, 1-34, 1-35, 1-36, 2-20, 2-21, 2-22, 2-23	CY+2	Originals housed with Region of Halton and subject to their Retention Schedule.
FN02	Accounts Receivable, invoices and reports	Finance	1-27, 1-28, 1-29, 1-34, 1-35, 1-36, 2-20, 2-21, 2-22, 2-23	CY+7	
FN03	Alarm Program	Finance		CY+3	Registrations
				CY+6	Payment records
FN04	Auctions <ul style="list-style-type: none"> Control Reports Revenues 	Finance	1-27, 1-28, 1-29, 1-34, 1-35, 1-36, 2-20, 2-21, 2-22, 2-23, 2-68	CY+7	
FN05	Bank Reconciliations and Statements	Finance	1-27, 1-28, 1-29, 1-34, 1-35, 1-36, 2-20, 2-21, 2-22, 2-23	CY+7	Subject to archival review
FN06	Budgets	Finance	1-27, 1-28, 1-29, 1-34, 1-35, 1-36, 2-20, 2-21, 2-22, 2-23	CY+5	Subject to archival review

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HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

Record Series No.	Record Group	Responsible Bureau	Applicable Citations	Retention Period	Remarks
FN07	Cash Receipt – Books, Tapes	Finance	1-27, 1-28, 1-29, 1-34, 1-35, 1-36, 2-20, 2-21, 2-22, 2-23	CY+7	
FN08	Cheque Requisitions	Finance	1-27, 1-28, 1-29, 1-34, 1-35, 1-36, 2-20, 2-21, 2-22, 2-23	CY+2	Originals housed with Region of Halton and subject to their Retention Schedule.
FN09	Cleaning Chits	Finance	1-27, 1-28, 1-29, 1-34, 1-35, 1-36, 2-20, 2-21, 2-22, 2-23	CY+2	
FN10	Daily Clothing Reimbursement Claim	Finance	1-27, 1-28, 1-29, 1-34, 1-35, 1-36, 2-20, 2-21, 2-22, 2-23	CY+7	Originals housed with Region of Halton and subject to their Retention Schedule.
FN11	Donation Revenues	Finance	1-27, 1-28, 1-29, 1-34, 1-35, 1-36, 2-20, 2-21, 2-22, 2-23	7	
FN12	Ledger- Revenues Cash, VISA, Interac, MasterCard, Cheques	Finance	1-27, 1-28, 1-29, 1-34, 1-35, 1-36, 2-20, 2-21, 2-22, 2-23	CY+7	
FN13	Pay Duties	Finance	1-27, 1-28, 1-29, 1-34, 1-35, 1-36, 2-20, 2-21, 2-22, 2-23	CY+7	

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HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

Record Series No.	Record Group	Responsible Bureau	Applicable Citations	Retention Period	Remarks
FN14	Personal Expense Claims	Finance	1-27, 1-28, 1-29, 1-34, 1-35, 1-36, 2-20, 2-21, 2-22, 2-23	CY+7	Originals housed with Region of Halton and subject to their Retention Schedule.
FN15	Petty Cash Receipts	Finance	1-27, 1-28, 1-29, 1-34, 1-35, 1-36, 2-20, 2-21, 2-22, 2-23	CY+1	
FN16	Purchasing Cards (VISA)	Finance	1-27, 1-28, 1-29, 1-34, 1-35, 1-36, 2-20, 2-21, 2-22, 2-23	CY+7	
FN17	Receipts	Finance	1-27, 1-28, 1-29, 1-34, 1-35, 1-36, 2-20, 2-21, 2-22, 2-23	CY+7	
FN18	Reimbursement Claims	Finance	1-27, 1-28, 1-29, 1-34, 1-35, 1-36, 2-20, 2-21, 2-22, 2-23	CY+1	Originals housed with Region of Halton and subject to their Retention Schedule.
FN19	Revenue and Expenditure Reports	Finance	1-27, 1-28, 1-29, 1-34, 1-35, 1-36, 2-20, 2-21, 2-22, 2-23	CY+2	
FN20	Tangible Capital Asset Documentation	Finance	1-27, 1-28, 1-29, 1-34, 1-35, 1-36, 2-20, 2-21, 2-22, 2-23	CY+7	

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HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

COLLECTION 5 – Support

Part 5 – Corporate Services – Fleet Services

Record Series No.	Record Group	Responsible Bureau	Applicable Citations	Retention Period	Remarks
FL01	Commercial Vehicle (C.V.O.R.)	Fleet Services, Originating	See subsections below		
	<ul style="list-style-type: none"> Daily Inspection Reports 		2-18	CY+1	Each unit with a CVOR vehicle retains their own records.
	<ul style="list-style-type: none"> Identification and Maintenance Records 		2-19	CY+3	
FL02	Damage to Service Vehicle Reports	Fleet Services		CY+6	
FL03	Fleet Insurance Records	Fleet Services	2-24, 2-29, 2-30, 2-31, 2-32, 2-33, 2-34, 2-35, 2-36	CY+10	Provided by Region
FL04	Monthly Vehicle Expense Submission	Fleet Services	1-27, 1-28, 1-29, 1-34, 1-35, 1-36, 2-20, 2-21, 2-22, 2-23	CY+7	Region of Halton retains own records and subject to their retention schedule.
FL05	Pool Vehicle Use Log	Fleet Services		CY+3	
FL06	Retail Fuel Access Card Transactions	Fleet Services	1-27, 1-28, 1-29, 1-34, 1-35, 1-36, 2-20, 2-21, 2-22, 2-23	CY+7	
FL07	Safe Driving Review Committee Records	Fleet Services		CY+5	
FL08	Service Vehicle Collision Reports	Fleet Services		CY+6	
FL09	Vehicle Amendment to Fleet Records	Fleet Services		CY+10	

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HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

Record Series No.	Record Group	Responsible Bureau	Applicable Citations	Retention Period	Remarks
FL10	Vehicle Files	Fleet Services		CY+10	
FL11	Vehicle Inspection / Maintenance & Repair (SAP)	Fleet Services		CY+10	
FL12	Weekly Mileage Reports	Fleet Services		E+1	E = disposal of service vehicle

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HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

COLLECTION 5 – Support

Part 6 – Corporate Services- Purchasing

Record Series No.	Record Group	Responsible Bureau	Applicable Citations	Retention Period	Remarks
PU01	Acquisition Reports	Purchasing		E	E =contract expiration. Includes all supporting documentation (successful/ unsuccessful)
PU02	Acting Budget Manager Authority – Designated Service Representative	Purchasing		E+6	E = authorization expiration
PU03	Appointed Designated Official	Purchasing		E+6	E = end of appointment
PU04	Awarded Term Contracts – Goods	Purchasing		E+6	E = end of contract
PU06	Awarded Term Contracts- Services	Purchasing		E+6	E = end of contract
PU06	Contract Extension Negotiation – Correspondence	Purchasing		E+6	E = end of contract
PU07	Contractor Health and Safety Checklist	Purchasing		E+6	E = end of contract
PU08	Delegation of Signing Authority	Purchasing		E+6	E = end of delegation
PU09	Designated Service Representative	Purchasing		E+6	E = end of delegation
PU10	Disposal Records	Purchasing		E+6	E = approval for de-acquisition
PU11	Emergency Purchases	Purchasing		E+6	E = purchase date Includes all supporting documentation.
PU12	Fingerprinting of Contracted Employees – Term Contract	Purchasing		E+6 months	E = contract expiration or termination.
PU13	Hardware Maintenance Agreements	Purchasing		E+6	E = agreement expiration

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HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

Record Series No.	Record Group	Responsible Bureau	Applicable Citations	Retention Period	Remarks
PU14	Insurance Certificates – One Time Service	Purchasing		E+6	E = completion of work
PU15	Insurance Certificates- Term Contractors	Purchasing		E+6	E = completion of work
PU16	New Product Testing and Evaluation	Purchasing		E+1	E = product evaluation complete
PU17	Professional Services Agreements	Purchasing		E+6	E = project completion or end of term
PU18	Purchase Orders	Purchasing		E+6	E = placement of order Includes all supporting documentation.
PU19	Purchase Orders – Fleet	Purchasing		E+6	E = vehicle delivery date Includes all supporting documentation
PU20	Purchase Requisitions	Purchasing		E+6 (approved)	E = purchase date
				CY+1 (denied)	
PU21	Release Orders	Purchasing		E+6	E = contract expiration Includes all supporting documentation
PU22	Rental/Lease Agreements	Purchasing		E+6	E = agreement expiration
PU23	Software Maintenance Agreements	Purchasing		E+6	E = agreement expiration

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HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

Record Series No.	Record Group	Responsible Bureau	Applicable Citation	Retention Period	Remarks
PU24	Tenders and Quotations				
	Includes all records and documentation related to:				
	<ul style="list-style-type: none"> Information Request for Quotes (IRFQ) Request for Information (RFI) Request for Pre-Qualification (RFP-Q) Request for Proposal (RFP) Request for Quotation (RFQ) Request for Tender (RFT) 	Purchasing		E+6	E = contract expiration
PU25	Unissued Dry Cleaning Chits	Purchasing		E	E = expiration date
PU26	Unsolicited Proposals	Purchasing	See subsections below		
	<ul style="list-style-type: none"> Successfully Awarded Contracts 			E+6	E = contract expiration
	<ul style="list-style-type: none"> Unsuccessful Proposals 	Purchasing		E+6	E = proposal submission
PU27	Waiver Release Forms	Purchasing	See subsections below		
	<ul style="list-style-type: none"> One Time Service 			E+6	E = completion of work
	<ul style="list-style-type: none"> Term Contracts 			E+6	E = end of term
	<ul style="list-style-type: none"> Denied 			E+6	E = date of denial
PU28	Workplace Safety and Insurance Board (W.S.I.B.) Standing/Certificate	Purchasing	See subsections below		
	<ul style="list-style-type: none"> One Time Service Contractors 			E+6	E = completion of work
	<ul style="list-style-type: none"> Term Contractors 			E+6	E = end of term

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HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

COLLECTION 5 – Support

Part 7 – Information Technology

Record Series No.	Record Group	Responsible Bureau	Applicable Citations	Retention Period	Remarks
IT01	Automatic Name Indicator/Automatic Location Indicator (ANI ALI911)	Information Technology		E+3 months	E = date of capture
IT02	Automatic Vehicle Location (AVL) Speed Management Data	Information Technology		E+16 months	E = date of capture
IT03	Closed Circuit Television (CCTV)- Digital Recordings Includes digital recordings in HRPS facilities (Lobbies, Cells, Holding Rooms, Booking Rooms, Parking Lots)	Information Technology		CY+1	CCTV recordings related to an incident are recorded to DVD and form part of the investigative / incident file.
IT04	Client Service Requests- Statistics and Reports	Information Technology		CY+10	
IT05	Communications Recordings	Information Technology	2-3, 2-27	CY+3	Recordings seized as evidence form part of the investigative file and subject to its retention.
IT06	Computer Aided Dispatch (.CAD) Includes automated recordings regarding CAD calls for service. • Unit History / Rosters • MWS Messages	Information Technology	2-3, 2-27	E+3	E = date of capture CAD data transferred to NICHE and Business Intelligence and subject to their retention schedules.
IT07	Computer /Internet Usage Reports	Information Technology		CY+3	
IT08	Data Backup Procedures	Information Technology		S	Intelligence to house own data backup

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HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

Record Series No.	Record Group	Responsible Bureau	Applicable Citations	Retention Period	Remarks
IT09	E-Mails	Information Technology	2-3, 2-27		Until obsolete
IT10	Hardware-Equipment & Cell Phones Includes but is not limited to records pertaining to the issuance, tracking, maintenance, deactivation and destruction of equipment	Information Technology		E+2	E = disposal of equipment
IT11	Ministry of Transportation Inquiry Service System – Access Logs	Information Technology		CY+3	
IT12	NCACR Audits (RCMP)	Information Technology		CY+10	
IT13	Network Infrastructure	Information Technology		S+2	Subject to archival review
IT14	Project Documentation	Information Technology		E+S	E = project completion Subject to archival review
IT15	Radio System Configuration	Information Technology		S+2	
IT16	Records Management System (RMS) -NICHE Includes but is not limited to Calls for Service, Occurrence Reports, FIS Reports, Scanned documents	Information Technology	2-3, 2-27	P	All RMS data is stored permanently unless there is a Record of Suspension or YCJA application NICHE-includes all data/records from 2007 to present. Pre-NICHE data/records from H.E.A.R.T. system stored permanently in Legacy

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HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

Record Series No.	Record Group	Responsible Bureau	Applicable Citation	Retention Period	Remarks
IT17	Servers	Information Technology		E+1	E = server replaced
IT18	Software Licences	Information Technology		CY+2	
IT19	Software Licence Inventory	Information Technology		CU	
IT20	Software Standards Includes records regarding the maintenance of software systems	Information Technology		8+1	
IT21	Source Codes	Information Technology		E	E = source code revised or termination of contractual obligation to provide source code
IT22	Systems Documentation	Information Technology		8+2	Subject to archival review
IT23	Systems Logs	Information Technology		CY+2	
IT24	Unauthorized Security Events / System Breaches	Information Technology		CY+3	
IT25	Work Order Requests	Information Technology		CY	

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HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

COLLECTION 5- Support

Part 8 – Human Resources and Training-Health and Safety

Record Series No.	Record Group	Responsible Bureau	Applicable Citation	Retention Period	Remarks
HS01	Annual Asbestos Survey	Health and Safety		E+7	E= building is demolished or sold
HS02	Building Inspections	Health and Safety	2-38	CY+5	
HS03	Communicable Diseases Program	Health and Safety		CY+5	
HS04	CriticalInjuries Report	Health and Safety		6	Original to Ministry of Labour
HS05	Employers Report of Safety Related Refusal to Work	Health and Safety		E+5	E = retirement, resignation or termination of employment
HS06	Fire Safety	Health and Safety	2-3, 2-15, 2-16, 2-27, 2-38, 2-39, 2-40, 2-41, 2-42, 2-43, 2-44, 2-45, 2-46, 2-47	E+2	E=inspection completed
HS07	Health and Safety Policy Statement	Health and Safety	2-50	S	
HS08	Hearing Conservation Program	Health and Safety	2-38, 2-39, 2-40, 2-41, 2-42, 2-43, 2-44, 2-45, 2-46, 2-47, 2-48	S+5	Region keeps all personnel medical records

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HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

Record Series No.	Record Group	Responsible Bureau	Applicable Citation	Retention Period	Remarks
HS09	Industrial Hygiene Program	Health and Safety	2-38, 2-39, 2-40, 2-41, 2-42, 2-43, 2-44, 2-45, 2-46, 2-47, 2-48	S+5	
HS10	Joint Health and Safety Committee – Workplace Inspections	Health and Safety	2-38, 2-39, 2-40, 2-41, 2-42, 2-43, 2-44, 2-45, 2-46, 2-47, 2-48	S+5	
HS11	Lead Control Program	Health and Safety	2-38, 2-39, 2-40, 2-41, 2-42, 2-43, 2-44, 2-45, 2-46, 2-47, 2-48	S+5	Region keeps all personnel medical records
HS12	Material Safety Data Sheets (MSDS)	Health and Safety		S	
HS13	Ministry of Labour Orders	Health and Safety		E+5	E = order issued
HS14	Qualified First Aid Log	Health and Safety		S	
HS15	Refusal to Work 2 nd Worker Assignment	Health and Safety		E+5	E = retirement, resignation or termination of employment
HS16	Employer's Report of Safety Related Refusal to Work and related documentation	Health and Safety		E+5	E = retirement, resignation or termination of employment

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HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

Record Series No.	Record Group	Responsible Bureau	Applicable Citation	Retention Period	Remarks
HS17	Respiratory Protection Program	Health and Safety	2-38, 2-39, 2-40, 2-41, 2-42, 2-43, 2-44, 2-45, 2-46, 2-47, 2-48	S+5	
HS18	Safety Concern Hazard Reports	Health and Safety	2-50	CY+2	Subject to review prior to destruction

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HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

COLLECTION 5 – Support

Part 9 – Human Resources and Training – Human Resources

Record Series No.	Record Group	Responsible Bureau	Applicable Citation	Retention Period	Remarks
HR01	Auxiliaries	Human Resources		E+10	E= termination
HR02	Cadets - Request for Services	Human Resources		CY+1	
HR03	Civilian Competition Files	Human Resources		CY+5	
HR04	Compensation and Benefits <ul style="list-style-type: none"> Payroll (acting authorization forms) Payroll (all annual payments) Payroll Registers <ul style="list-style-type: none"> Pay Periods 1-25 Pay Period – Year End 	Human Resources	1-17, 1-23, 1-24, 1-25, 1-26 2-5, 2-6, 2-7, 2-12, 2-13, 2-79	CY+6	
	Competition Summary Files – civilian and sworn	Human Resources		p	Retained in applicant tracking system.
HR05	Cooperative Students	Human Resources		E+10	E = end of placement
HR06	Discipline (sworn)	Human Resources	See subsection below		
	<ul style="list-style-type: none"> Informal 			E+2	E = disposition of last discipline incident
	<ul style="list-style-type: none"> Formal 			E+5	E = disposition of last discipline incident
HR07	Employment Applications – Sworn	Human Resources	See subsection below		
	<ul style="list-style-type: none"> Successful Applicants 			E	E = recruitment completed
	<ul style="list-style-type: none"> Unsuccessful Applicants 			E+1	E = recruitment completed

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HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

Record Series No.	Record Group	Responsible Bureau	Applicable Citation	Retention Period	Remarks
HROS	Employment Resumes – Civilian (unsolicited)	Human Resources	See subsection below		
	• Successful Applicants			E	E=hiring date
	• Unsuccessful Applicants			E+1	E= not hired
HR09	Fitness PIN Records	Human Resources		E	E=length of employment
HR10	Fitness Rooms	Human Resources	See subsection below		
	• Fitness Room Use Medical Consent -Retirees			CY+1	
	• Annual Inspections			CY+5	
HR11	Grievances	Human Resources	2-2, 2-3, 2-27, 2-29, 2-33	E+6	E = grievance resolved & completion of terms/conditions of settlement, if any
HR12	Job Descriptions	Human Resources		S+1	
HR13	Job Evaluation/Pay Equity	Human Resources		S+7	
HR14	Job Postings – civilian	Human Resources	2-3, 2-27	E+3	E= position posting complete
HR15	O.S.L. Timekeeping	Human Resources		P	

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HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

Record Series No.	Record Group	Responsible Bureau	Applicable Citation	Retention Period	Remarks
HR16	Personnel Files – which includes but is not limited to: <ul style="list-style-type: none"> • Application • Awards, commendations and recognition • Benefit Information • Board Approved Appointments • Chief's Commendations • Exit Interviews • Job Sharing Proposals • Job Sharing Agreements • Orientation and Onboarding • Oath of Office • Oath of Secrecy • Offers of Employment • Performance Appraisals • Performance Improvement Plans • Notification of Pregnancy/Parental Leave • Termination Clearance Forms • Training Certificates 	Human Resources	1-17, 1-26, 1-34 2-3, 2-5, 2-6, 2-7, 2-8, 2-9, 2-10, 2-11, 2-12, 2-13, 2-14, 2-22, 2-23, 2-27, 2-53, 2-76	p	
HR17	Peer Support Team	Human Resources	See subsection below		
	<ul style="list-style-type: none"> • Member Agreement 			E+1	E = member leaves the team
	<ul style="list-style-type: none"> • Individual Report and Group Report 			CY+6	
HR18	Promotional Competition Files	Human Resources	2-3, 2-27	CY+3	
HR19	Psychological Wellness Program Schedules	Human Resources		S+5	
HR20	Recruitment Package	Human Resources	2-3, 2-27	CY+3	

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HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

Record Series No.	Record Group	Responsible Bureau	Applicable Citation	Retention Period	Remarks
HR21	Return to Work Program	Human Resources	2-38, 2-39, 2-40, 2-41, 2-42, 2-43, 2-44, 2-45, 2-46, 2-47, 2-48, 2-50 2-51' 2-52	P	
HR22	Temporary Employee Time Sheets	Human Resources		CY	Original goes to Region
HR23	Work Place Violence and Harassment Program <ul style="list-style-type: none"> • Workplace Coordinator Investigations • Workplace Harassment Complaints • Workplace Violence Incident Reports • Workplace Violence Risk Assessments 	Human Resources	2-3, 2-27	P	
HR24	W.S.I.B. Files	Human Resources	2-49, 2-76, 2-77, 2-78, 2-80	E+10	E = Claim filed – claim resolved and expiration of appeal period, if any
				E+2	E = Claim not filed – date of accident report

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HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

COLLECTION 5 – Support

Part 10 – Human Resources and Training – Training

Record Series No.	Record Group	Responsible Bureau	Applicable Citation	Retention Period	Remarks
TR01	Authorizations for Special Purpose Firearms	Training	2-70	E+2	E = authorization revoked
TR02	Block Training Calendars, Documents	Training		CY+1	
TR03	Class Attendance Sheets	Training	2-3, 2-27, 2-66	CY+10	
TR04	Coach Officer Program	Training		CY+10	
TROS	Command Training/Incident Records	Training	See subsections below		
	• Commander			CY+10	
	• Negotiator			CY+10	
	• Scribe			CY+10	
TR06	Conducted Energy Weapons	Training	See subsection below		
	• CEW Log Sheet			CY+5	
	• CEW Deployment Reports			E+2	E=date of deployment
TR07	Course Evaluations	Training		CY+10	
TR08	Course Tuition Reimbursement	Training		CY+1	
TR09	Crown Quarterly (Updates in Case Law)	Training		CU	
TR10	Driver Training	Training		E+2	E= Training completed
TR11	Equipment Inventory	Training		E+1	E= duration item is in service
TR12	External Training Requests	Training		C+2	

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HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

Record Series No.	Record Group	Responsible Bureau	Applicable Citation	Retention Period	Remarks
TR13	Firearms	Training	See subsection below		
	<ul style="list-style-type: none"> Firearms Range Release, Waiver and Indemnity Forms (adult and youth) 			E+5	E = expiration, execution of release or consent
	<ul style="list-style-type: none"> Firearms Range Log Book 			CY+5	
TR14	Firearms Range Inspections (internal and external)	Training	2-38, 2-39, 2-40, 2-41, 2-42, 2-43, 2-44, 2-45, 2-46, 2-47, 2-48	S+5	
TR15	Firearm Registrations	Training	2-69	E+2	E= firearm no longer issued to officer
TR16	Firearms Training	Training	2-3, 2-27, 2-66	E+3	E= duration of service
TR17	Training Manuals	Training		S+3	
TR18	Skills Development and Learning Plan <ul style="list-style-type: none"> Positional Training Requisite charts, including regulatory legislative training and developmental training 	Training		p	
TR19	Shotgun/Carbine Log	Training		CY+5	
TR20	Surrender and Return of Use of Force Equipment	Training		E+3	E= item surrendered or returned
TR21	Training Records- Members and Volunteers	Training		p	
TR22	Training News Letters	Training		CY+5	
TR23	Training Lesson Plans <ul style="list-style-type: none"> includes videos 	Training	2-66	CY+10	



HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

Record Series No.	Record Group	Responsible Bureau	Applicable Citation	Retention Period	Remarks
TR24	Use of Force Reports – Part A	Training	2-3, 2-27, 2-67	C+3	

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HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

COLLECTION 3 – Support

Part 11 - Office of Continuous Improvement and Strategic Management (O.C.I.S.M.)- Planning and Research

Record Series No.	Record Group	Responsible Bureau	Applicable Citation	Retention Period	Remarks
PL24	Annual Reports - Police Services Board	Planning and Research	1-20	p	
PL25	Corporate Business Plans	Planning and Research	2-71	p	
PL26	Emergency Plans (External) Includes Emergency / Disaster Planning Assessments, SPEAR	Planning and Research		CY+5	
PL27	Emergency Plans (Internal) Includes records regarding Emergency Planning by HRPS as part of the Region's Emergency Plan	Planning and Research	2-15, 2-16, 2-17, 2-26	S+1	
PL28	Research Reports	Planning and Research		CY+10	Subject to archival review
PL29	Statistical Data Includes statistics and statistical reports	Planning and Research		CY+10	
PL30	Strategic Planning Activities Includes Strategic plans, Environmental Scans	Planning and Research	2-71	E+S	E = term of plan
PL31	Surveys- Completed by HRPS members	Planning and Research		CY+4	Subject to archival review
PL32	Surveys – Conducted by HRPS	Planning and Research		E+1 (survey responses)	E = survey responses compiled and analyzed
				E+S (written report)	E = written report submission (Subject to archival review)

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Retention Codes:

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HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

COLLECTION 3 - Support

Part 12- Office of Continuous Improvement and Strategic Management (O.C.I.S.M.)- Crime Analysis

Record Series No.	Record Group	Responsible Bureau	Applicable Citation	Retention Period	Remarks
CA33	Crime Alerts	Crime Analysis		CY+10	
CA34	Crime Analysis Databases	Crime Analysis		CU	
CA35	Crime Analysis Report	Crime Analysis	See subsections below		
	• Weekly	Crime Analysis		CY	
	• Monthly	Crime Analysis		CY+1	
	• Quarterly	Crime Analysis		CY+2	
	• Annual	Crime Analysis		CY+5	Subject to archival review
	• Investigative Support / Ad Hoc	Crime Analysis		CY+2	

COLLECTION 3 – Support

Part 13- Office of Continuous Improvement and Strategic Management (O.C.I.S.M.)- Police Analytics

Record Series No.	Record Group	Responsible Bureau	Applicable Citation	Retention Period	Remarks
PA36	Business Intelligence Monthly Reports	Police Analytics		CY+1	
PA37	Reports upon Request	Police Analytics		CY+2	



HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

COLLECTION 3 – Support

Part 14- Office of Continuous Improvement and Strategic Management (O.C.I.S.M.)- Projects

Record Series No.	Record Group	Responsible Bureau	Applicable Citation	Retention Period	Remarks
PR38	In Car Camera Systems – Video	OCISM		18 months	
PR39	Projects Includes Business cases, Charters, Research Documents, Statement of Work, all related project documents	Projects		E+5	E = Project Completion



HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

COLLECTION 5- Support

Part 15- O.C.I.S.M.-Information and Records Services

Record Series No.	Record Group	Responsible Bureau	Applicable Citations	Retention Period	Remarks
IRS01	Access ControlList (A.C.L.) Runs – Y.C.J.A.	Records		E+2	E = offender turns 18 years of age
IRS02	Canadian Centre for Justice Statistics – Reports and Corrections			CY+10	Statistics Canada retains their records for 99 years
IRS03	Canadian Police Applications and Certificates	Records		CY+1	
IRS04	C.G.I. (Telelobe) <ul style="list-style-type: none"> Log Insurance Reports Usage 	Records		3 months	
IRS05	Confirmation of Occurrence	Records		CY+1	
IRS06	Court Orders	Records		E+2	E = term of Court Order completed Youth orders are subject to non-disclosure dates and will be deleted when non-disclosure criteria is met.
IRS07	C.P.I.C. Audit Reports	Records		CY+10	Last audit completed in 2008. As of 2018, will no longer apply.
IRS08	C.P.I.C. Message Log	Records		CY	
IRS09	C.P.I.C. Narrative Messages	Records		3 months	
IRS10	C.P.I.C. Offline Search Authorizations	Records		CY+1	
IRS11	C.P.I.C. Purge List	Records		2 months	

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HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

Record Series No.	Record Group	Responsible Bureau	Applicable Citations	Retention Period	Remarks
IRS12	C.P.I.C. Retention Schedule	Records		OT	Retain current plus one previous
IRS13	Criminal Dossiers	Records	See subsections below		
	<ul style="list-style-type: none"> Adult Offenders 		1-21	E+2	E = adults 80th birthday provided no activity in past 5 years
	<ul style="list-style-type: none"> Deceased Persons 		1-21	E+2	E = date of death if person becomes deceased before aoth birthday If identity not confirmed by fingerprints retain until person would have reached aoth birthday.
	<ul style="list-style-type: none"> Record Suspensions (Formerly Pardons) 		1-21, 1-22	E+S	E = date record suspension received or conditional/ absolute discharge If retainable offence, retain until adult's aoth birthday unless re-offends.
	<ul style="list-style-type: none"> Young Persons 		1-37, 1-38, 1-39	E	E = date as specified in YCJA depending on method by which charges disposed of
IRS14	Digital Dictation System – FUSION	Records	See subsections below		
	<ul style="list-style-type: none"> Job Log 			CY+3	
	<ul style="list-style-type: none"> Statistics 			CY+10	Subject to archival review



HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

Record Series No.	Record Group	Responsible Bureau	Applicable Citations	Retention Period	Remarks
	<ul style="list-style-type: none"> Voice Recordings 			E+2 months	E = transcription completed
IRS15	D.V.T. Runs	Records		8+1	
IRS16	Hazard Location List	Records		CY+1	
IRS17	Interpol Messages	Records		CY+1	
IRS18	Local Records Checks - Record Suspensions	Records		CY+2	
IRS19	Motor Vehicle Collisions	Records	2-3, 2-27	CY+2	<p>MVC reports and statements uploaded into NICHE</p> <p>Retention applies to hardcopy reports/statements only</p>
IRS20	Occurrence Templates and Hybrid Reports	Records		E+3 months	<p>E = report uploaded to NICHE</p> <p>Includes Occurrence Reports completed by members and sent to Records for uploading to NICHE</p>
IRS21	Occurrence Reports – Paper and Microfilmed	Records		CY+25	<p>Retention applies only to paper/hardcopy or microfilmed reports.</p> <p>Uploaded NICHE reports retained permanently</p>
IRS22	Peace Bonds	Records		E+1	E = term of Peace Bond completed or revoked
IRS23	Police Records Checks	Records		E+2	E = application processed

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HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

Record Series No.	Record Group	Responsible Bureau	Applicable Citations	Retention Period	Remarks
IRS24	Record Logs <ul style="list-style-type: none"> Data Entry Clerk Cancellation Log Deceased Person Notifications Open Custody Orders Probation Orders Restraining Orders Temporary Absence Passes- Youth only Vulnerable Sector Hit 	Records		CY+3	
IRS26	Validation- Automatic Purge List	Records		1 month	
IRS27	Validation – Intelligence SIP/SURV forms with C.P.I.C. attachment	Records		E+2	E= the record is removed from C.P.I.C. or a subsequent validation has occurred
IRS28	Validation – Monthly Cover Page	Records		CY	
IRS29	Warrants	Records		E	E = warrant execution or expiration Upon execution / expiration, warrants are returned to originating court.
IRS30	Zone Alerts	Records		CY+1	Includes both zone alerts issued and received

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HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

COLLECTION 5 – Support

Part 16- O.C.I.S.M.- Property and Evidence Management Unit (PEMU)

Record Series No.	Record Group	Responsible Bureau	Applicable Citation	Retention Period	Remarks
PEMU01	CCTV Recordings - Property Room	PEMU		CY+1	
PEMU02	Property Auctions	PEMU	2-68	CY+7	
PEMU03	Property Destruction Firearms	PEMU		25	
PEMU04	Property Destruction General	PEMU		10	
PEMUOS	Property Manual	PEMU		S	
PEMU06	Property Tags	PEMU		CY+27	Records uploaded to occurrence report(s) in NICHE
PEMU07	Property Tracking – NICHE	PEMU		p	
PEMU08	Return of Government Documents	PEMU		CY+5	
PEMU09	Sign-In Log Book	PEMU		CY+3	

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HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

COLLECTION 5- Support

Part 17- O.C.I.S.M.- Quartermaster Stores

Record Series No.	Record Group	Responsible Bureau	Applicable Citations	Retention Period	Remarks
QM01	Member Files	Quartermaster Stores	See subsections below		
	<ul style="list-style-type: none"> Current 			E	E = retirement, resignation or termination of employment
	<ul style="list-style-type: none"> Retired 			E+6	
QM02	Inventory Audit Count Sheets	Quartermaster Stores		CY+2	
QM03	Purchase Requisitions	Quartermaster Stores		CY+6	
QM04	Repair Orders	Quartermaster Stores		CY	
QMOS	Shipping and Receiving - Bill of Lading	Quartermaster Stores		CY+1	
QM06	Supply Requisitions	Quartermaster Stores		CY+2	
QM07	Work Orders	Quartermaster Stores		CY+7	

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HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

COLLECTION 5 – Support

Part 18- Support Services- Communications

Record Series No.	Record Group	Responsible Bureau	Applicable Citation	Retention Period	Remarks
COM01	Communication Bureau Statistics	Communications		CY+10	Subject to archival review
COM02	Hazard Addresses - CAD	Communications		E+1	Record reviewed and renewed if necessary
COM03	Mobile Command Unit Log	Communications		CY+3	
COM04	Operational Guidelines	Communications		S+7	Subject to archival review
COM05	Standard Operating Procedures	Communications		S+2	Subject to archival review
COM06	Voice Logging System (NICE)	Communications		30 months	

COLLECTION 5 – Support

Part 19- Support Services- Communications-Headquarters Front Desk/Reception, Switchboard

Record Series No.	Record Group	Responsible Bureau	Applicable Citations	Retention Period	Remarks
COM07	Master Key Log	Front Desk- Reception, Switchboard		CY+3	
COM08	Visitor Pass Log	Front Desk- Reception, Switchboard		CY+3	



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HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

COLLECTION 5 – Support

Part 20 – Support Services – Court Services

Record Series No.	Record Group	Responsible Bureau	Applicable Citation	Retention Period	Remarks
CS01	Affidavit for Notice of Motion for Adjournment POA	Court Services		E	E = Court date then destroyed
CS02	Bail Hearing List (Monday to Friday)	Court Services		CY+1	
CS03	Commissioner of Oath Appointments	Court Services		E+3	E = term of appointment
CS04	Court Calendar Template	Court Services		CY+1	
CS05	Court Dispositions	Court Services		CY+2	
CS06	Court Security Concern Tracking	Court Services		CY+2	
CS07	Court Security Plan	Court Services		S+10	
CS08	Court Security Request	Court Services		CY+1	
CS09	Fail to Appear- Charge Notification and Notice	Court Services		CY+1	
CS10	Individual Officer Court Calendars	Court Services		CY+ 1	
CS11	Judges Order- Adult <ul style="list-style-type: none"> Affidavit Order 	Court Services		E+1	E= term of Court order completed
CS12	Judges Order- Youth (Y.C.J.A.) <ul style="list-style-type: none"> Affidavit Order 	Court Services		E+1	E= term of Court order completed

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HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

Record Series No.	Record Group	Responsible Bureau	Applicable Citation	Retention Period	Remarks
CS13	Peace Bonds	Court Services		E+1	E- term of peace bond completed or bond revoked
CS14	Request for Records Check	Court Services		CY+1	
CS15	Sworn Information Tracking List	Court Services		CY+2	
CS16	W.A.S.H. Court-Bail List	Court Services		CY+1	

COLLECTION 5 – Support

Part 21 – Support Services – Court Services – Central Lock-Up

Record Series No.	Record Group	Responsible Bureau	Applicable Citation	Retention Period	Remarks
CLU01	Medical Incident Records	Central Lock-Up		p	Records uploaded into NICHE
CLU02	Medication Records	Central Lock-Up		p	Records uploaded into NICHE
CLU03	Prisoner Custody Reports	Central Lock-Up	2-3, 2-27	p	Records uploaded into NICHE
CLU04	Prisoner Custody Record-Supplementary Log	Central Lock-Up		p	Records uploaded into NICHE
CLUOS	Prisoner Custody Record for Level III Searches of Transsexual or Intersexed Prisoners	Central Lock-Up		p	Records uploaded into NICHE
CLU06	Prisoner Property Record	Central Lock-Up		p	Records uploaded into NICHE
CLU07	Video SO Cards from Court Escort Vans	Central Lock-Up		CY+1	

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HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

COLLECTION 5 – Support

Part 22 – Support Services – Court Services – Prisoner Escort Officers

Record Series No.	Record Group	Responsible Bureau	Applicable Citation	Retention Period	Remarks
PE01	Bail Court Disposition Sheet	Prisoner Escort Officers		CY+2	
PE02	Cell Management Sheet	Prisoner Escort Officers		CY+2	
PE03	Escort Van Detail Sheet	Prisoner Escort Officers		CY+2	
PE04	Escort Van Load List	Prisoner Escort Officers		CY+2	
PE05	Logs <ul style="list-style-type: none"> • Daily • Cell – Physical Check • Prisoner Custody Record Observation for Burlington Court Prisoners 	Prisoner Escort Officers		- CY+3	
PE06	New Inmate Admission Information form			CY+2	
PE07	Vehicle Inspection Reports	Prisoner Escort Officers		CY+2	

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HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

COLLECTION 5 – Support

Part 23- Support Services- Court Services -Summons Servers

Record Series No.	Record Group	Responsible Bureau	Applicable Citation	Retention Period	Remarks
SS01	Electronic Summons Tracking Information	Summons Servers		CY+2	
SS02	Notice of Summons on Subpoena	Summons Servers		CY+2	
SS03	Summons or Subpoena Disposition Sheet	Summons Servers		CY+2	
SS04	Summons or Subpoena Log Book	Summons Servers		CY+3	

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HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

Appendix#1

Citation Table- Federal Jurisdiction

No.	Citation	Record Type	Retention/Limitation Period
1-1	Aeronautics Act, Canadian Aviation Regulations under, SOR/96-433, s. 103.02	Aviation Documents	103.02. (1) The owner or operator of an aircraft shall, on reasonable notice given by the Minister, make the aircraft available for inspection in accordance with the notice. (2) Every person who (a) is the holder of a Canadian aviation document, (b) is the owner, operator or pilot-in-command of an aircraft in respect of which a Canadian aviation document, technical record or other document is kept, or (c) has in possession a Canadian aviation document, technical record or other document relating to an aircraft or a commercial air service shall produce the Canadian aviation document, technical record or other document for inspection in accordance with the terms of a demand made by a peace officer, an immigration officer or the Minister.
1-2	Aeronautics Act, Canadian Aviation Regulations under, SOR/96-433, s. 401.08	Flight Crew Personal Logs	401.08.(1) Every applicant for, and every holder of, a flight crew permit, licence or rating shall maintain a personal log in accordance with subsection (2) and with the personnel licensing standards for the documentation of (a) experience acquired in respect of the flight crew permit, licence or rating; and (b) recency.
-158- 1-3	Aeronautics Act, Canadian Aviation Regulations under, SOR/96-433, s. 602.60(1)(a), (b)	Power Driven Aircraft Checklists	602.60.(1) No person shall conduct a take-off in a power-driven aircraft, other than an ultra-light aeroplane, unless the following operational and emergency equipment is carried on board: (a) a checklist or placards that enable the aircraft to be operated in accordance with the limitations specified in the aircraft flight manual, aircraft operating manual, pilot operating handbook or any equivalent document provided by the manufacturer; (b) all of the necessary current aeronautical charts and publications covering the route of the proposed flight and any probable diversionary route, if the aircraft is operated in VFR OTT, night VFR flight or IFR flight; (2) A checklist or placards referred to in paragraph (1)(a) shall enable the aircraft to be operated in normal, abnormal and emergency conditions and shall include (a) a pre-start check; (b) a pre-take-off check; (c) a post-take-off check; (d) a pre-landing check; and (e) emergency procedures. (3) Emergency procedures referred to in paragraph (2)(e) shall include (a) emergency operation of fuel, hydraulic, electrical and mechanical systems, where applicable; (b) emergency operation of instruments and controls, where applicable; (c) engine inoperative procedures; and (d) any other procedure that is necessary for aviation safety.



HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

No.	Citation	Record Type	Retention/Limitation Period
1-4	Aeronautics Act, Canadian Aviation Regulations under, SOR/96-433, s. 605.92, as am., SOR/2002-112, s. 14	Aircraft Technical Records	605.92.(1) Every owner of an aircraft shall keep the following technical records in respect of the aircraft: (a) a journey log; (b) subject to subsections (2) and (3), a separate technical record for the airframe, each installed engine and each variable-pitch propeller; and (c) except where otherwise provided under the terms of a fleet empty weight and balance program referred to in subsection 706.06(3), an empty weight and balance report that meets the applicable standards set out in Chapter 571 of the Airworthiness Manual.
1-5	Aeronautics Act, Canadian Aviation Regulations under, SOR/96-433, s. 605.94(3)	Aircraft Journey Logs	605.94. (3) The owner of an aircraft shall retain every entry in a journey log for a period of not less than one year.
1-6	Aeronautics Act, Canadian Aviation Regulations under, SOR/96-433, s. 605.96 (4)	Aircraft Technical Records	605.96 (4) Except in the case of the journey log, the owner of an aircraft shall retain each technical record for the applicable period set out in the Aircraft Equipment and Maintenance Standards.
-159- 1-7	Aeronautics Act, Canadian Aviation Regulations under, SOR/96-433, s. 702.77(1)	Ground/Flight Training Program Training/ Qualification Records	702.77.(1) Every air operator shall, for each person who is required to receive training under this Subpart, establish and maintain a record of (a) the person's name and, where applicable, personnel licence number, type and ratings; (b) if applicable, the person's medical category and the expiry date of that category; (c) the dates on which the person, while in the air operator's employ, successfully completed any training, pilot proficiency check, competency check or examination required under this Subpart or obtained any qualification required under this Subpart; (d) information relating to any failure of the person, while in the air operator's employ, to successfully complete any training, pilot proficiency check, competency check or examination required under this Subpart or to obtain any qualification required under this Subpart; and (e) the type of aircraft or flight training equipment used for any training, pilot proficiency check, competency check or qualification required under this Subpart.
1-8	Aeronautics Act, Canadian Aviation Regulations under, SOR/96-433, s. 702.77(3)	Pilot Examinations	702.77. (3) An air operator shall retain a copy of the most recent written examination completed by each pilot for each type of aircraft for which the pilot has a qualification.



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HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

No.	Citation	Record Type	Retention/Limitation Period
1-9	Aeronautics Act, Canadian Aviation Regulations under, SOR/96-433, s. 702.81(1)	Air Operator Company Operations Manual	702.81.(1) Every air operator shall establish and maintain a company operations manual that meets the requirements of section 702.82.
1-10	Aeronautics Act, Canadian Aviation Regulations under, SOR/96-433, s. 702.84	Air Operator Standard Operating Procedures	702.84.(1) Every air operator shall, for each of its aircraft that is required to be operated by two or more pilots, establish and maintain standard operating procedures that enable the crew members to operate the aircraft within the limitations specified in the aircraft flight manual and that meet the Commercial Air Service Standards, (2) An air operator that has established standard operating procedures for an aircraft shall ensure that a copy of the standard operating procedures is carried on board the aircraft.
1-11 -160-	Aeronautics Act, Canadian Aviation Regulations under, SOR/96-433, s. 704.123	Aircraft Operating Manual	704.123.(1) An air operator may establish and maintain an aircraft operating manual for the use and guidance of crew members in the operation of its aircraft. (2) An aircraft operating manual shall contain (a) the aircraft operating procedures; and (b) where the aircraft flight manual is not carried on board the aircraft, the aircraft performance data and limitations specified in the aircraft flight manual, which shall be clearly identified as aircraft flight manual requirements. (3) An air operator that has established an aircraft operating manual shall ensure that a copy of the manual is carried on board each aircraft to which it relates.
1-12	Aeronautics Act, Canadian Aviation Regulations under, SOR/96-433, s. 704.124	Aircraft Standard Operating Procedures	704.124.(1) Every air operator shall, for each of its aircraft that is required to be operated by two or more pilots, establish and maintain standard operating procedures that enable the crew members to operate the aircraft within the limitations specified in the aircraft flight manual and that meet the Commercial Air Service Standards, (2) An air operator that has established standard operating procedures for an aircraft shall ensure that a copy of the standard operating procedures is carried on board the aircraft. (3) Where an air operator has established an aircraft operating manual, the standard operating procedures for the aircraft shall form part of that manual.
1-13	Aeronautics Act, Canadian Aviation Regulations under, SOR/96-4 3, s. 706.08(1)	Air Operator Maintenance Control Manual	706.08.(1) An air operator shall establish, maintain and authorize the use of a maintenance control manual (MCM) that contains information to ensure the efficiency of the maintenance control system, as set out in the Commercial Air Service Standards.



HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

No.	Citation	Record Type	Retention/Limitation Period
1-14	Aeronautics Act, Canadian Aviation Regulations under, SOR/96-433, s. 706.13(1)(a)	Air Operator Personnel Appointments	706.13.(1) An air operator shall establish, maintain and retain for at least two years after an entry is made, for each affected person, a record of (a) all personal qualifications in respect of any appointment made pursuant to section 706.03.
1-15	Aeronautics Act, Canadian Aviation Regulations under, SOR/96-433, s. 706.13(1)(a)	Air Operator Personnel Training Records	706.13.(1) An air operator shall establish, maintain and retain for at least two years after an entry is made, for each affected person, a record of (a) all personal qualifications in respect of any appointment made pursuant to section 706.03.
1-16	Aeronautics Act, Canadian Aviation Regulations under, the SOR/96-433, s. 605.97	Aircraft Records	605.97. Every owner of an aircraft who transfers title of an aircraft, airframe, engine, propeller or appliance to another person shall, at the time of transfer, also deliver to that person all of the technical records that relate to that aeronautical product.
1-17	Canada Pension Plan, R.S.C. 1985, c. C-8, s. 24(1)	Canada Pension Plan — Records	24.(2) Every employer required by this section to keep records and books of account shall retain those records and books of account and every account and voucher necessary to verify the information contained therein until the expiration of six years from the end of the year in respect of which those records and books of account are kept or until written permission for their prior disposal is given by the Minister.
1-18	Canadian Standards Association, CAN/CSA-294.4-11, Approved May 2012. S. 9.1.2	Respirator Fit Testing	No person shall use or be assigned to use a tight-fitting respirator until a satisfactory fit has been verified by a qualitative or quantitative fit test.
1-19	Canadian Standards Association, CAN/CSA-21610-11, March 2011. S. 8.1 – 8.1.5	Protection of first responders from chemical, biological, radiological and nuclear (CBRN) events	8.1 Employer responsibilities 8.1.1 Provision of equipment 8.1.2 Sizing 8.1.3 Life-cycle management 8.1.4 Systems integration 8.1.5 Training



HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

No.	Citation	Record Type	Retention/Limitation Period
1-20	Copyright Act, R.S.C. 1985, c. C-42, s. 43.1(1), as amended	Copyright-Limitation	<p>43.1 (1) Subject to subsection (2), a court may award a remedy for any act or omission that has been done contrary to this Act only if</p> <p>(a) the proceedings for the act or omission giving rise to a remedy are commenced within three years after it occurred, in the case where the plaintiff knew, or could reasonably have been expected to know, of the act or omission at the time it occurred; or</p> <p>(b) the proceedings for the act or omission giving rise to a remedy are commenced within three years after the time when the plaintiff first knew of it, or could reasonably have been expected to know of it, in the case where the plaintiff did not know, and could not reasonably have been expected to know, of the act or omission at the time it occurred</p>
1-21-162	Criminal Code, R.S.C. 1985, c. C-46, ss. 717.4.(1), 717.4.(5); as am. S.C. 1995, c. 22, s. 6	Police Criminal Records	<p>717.4.(1) Any record that is kept pursuant to section 717.2 or 717.3 may be made available to</p> <p>(a) any judge or court for any purpose relating to proceedings relating to offences committed or alleged to have been committed by the person to whom the record relates;</p> <p>(b) any peace officer</p> <p>(i) for the purpose of investigating any offence that the person is suspected on reasonable grounds of having committed, or in respect of which the person has been arrested or charged, or</p> <p>(ii) for any purpose related to the administration of the case to which the record relates;</p> <p>(c) any member of a department or agency of a government in Canada, or any agent thereof, that is</p> <p>(i) engaged in the administration of alternative measures in respect of the person, or</p> <p>(ii) preparing a report in respect of the person pursuant to this Act; or</p> <p>(d) any other person who is deemed, or any person within a class of persons that is deemed, by a judge of a court to have a valid interest in the record, to the extent directed by the judge, if the judge is satisfied that the disclosure is</p> <p>(i) desirable in the public interest for research or statistical purposes, or</p> <p>(ii) desirable in the interest of the proper administration of justice.</p> <p>(5) A record kept pursuant to section 717.2 or 717.3 may not be introduced into evidence, except for the purposes set out in paragraph 721.(3)(c), more than two years after the end of the period for which the person agreed to participate in the alternative measures.</p>
1-22	Criminal Records Act, R.S.C. c. C-47, s. 4.	Application for Record Suspension	<p>4. A person is ineligible to apply for a Record Suspension until the following period has elapsed after the expiration according to law of any sentence, including a sentence of imprisonment, a period of probation and the payment of any fine, imposed for an offence:</p> <p>(a) 10 years, in the case of an offence that is prosecuted by indictment or is a service offence for which the offender was punished by a fine of more than five thousand dollars, detention for more than six months, dismissal from Her Majesty's service, imprisonment for more than six months or a punishment that is greater than imprisonment for less than two years in the scale of punishments set out in subsection 139(1) of the National Defence Act; or</p> <p>(b) 5 years, in the case of an offence that is punishable on summary conviction or is a service offence other than a service offence referred to in paragraph (a).</p>



HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

No.	Citation	Record Type	Retention/Limitation Period
1-23 -163-	Employment Insurance Act, S.C. 1996, c. 23, ss. 39.(1), 47	Employer Benefit Penalties-Limitation Period	<p>39.(1) The Commission may impose on an employer, or any other person acting for an employer or pretending to be or act for an employer, a penalty for each of the following acts if the Commission becomes aware of facts that in its opinion establish that the employer or other person has</p> <ul style="list-style-type: none"> (a) made, in relation to any matter arising under this Act, a representation that the employer or other person knew was false or misleading; (b) being required under this Act or the regulations to provide information, provided information or made a representation that the employer or other person knew was false or misleading; (c) in relation to any matter arising under this Act, made a declaration that the employer or other person knew was false or misleading because of the non-disclosure of facts; (d) imported or exported a document issued by the Commission, or had it imported or exported, for the purpose of defrauding or deceiving the Commission; or (e) participated in, assented to or acquiesced in an act mentioned in paragraphs (a) to (d). <p>47.(1) All amounts payable under section 38, 39 . . . are debts due to Her Majesty and are recoverable in the Federal Court or any other court of competent jurisdiction or in any other manner provided by this Act. (2) If benefits become payable to a claimant, the amount of the indebtedness may be deducted and retained out of the benefits. (3) No amount due under this section may be recovered more than 72 months after the day on which the liability arose. (4) A limitation period established by subsection (3) does not run when there is pending an appeal or other review of a decision establishing the liability.</p>
1-24	Employment Insurance Act, S.C. 1996, c. 23, ss. 46.(1), 47	Employer Benefits Returns – Limitation Period	<p>46.(1) If under a labour arbitration award or court judgment, or for any other reason, an employer, a trustee in bankruptcy or any other person becomes liable to pay earnings, including damages for wrongful dismissal or proceeds realized from the property of a bankrupt, to a claimant for a period and has reason to believe that benefits have been paid to the claimant for that period, the employer or other person shall ascertain whether an amount would be repayable under section 45 if the earnings were paid to the claimant and if so shall deduct the amount from the earnings payable to the claimant and remit it to the Receiver General as repayment of an overpayment of benefits.</p> <p>47.(1) All amounts payable under section 38, 39, 43, 45 or 46.1 are debts due to Her Majesty and are recoverable in the Federal Court or any other court of competent jurisdiction or in any other manner provided by this Act. (2) If benefits become payable to a claimant, the amount of the indebtedness may be deducted and retained out of the benefits. (3) No amount due under this section may be recovered more than 72 months after the day on which the liability arose. (4) A limitation period established by subsection (3) does not run when there is pending an appeal or other review of a decision establishing the liability.</p>

HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

No.	Citation	Record Type	Retention/Limitation Period
1-25	Employment Insurance Act, S.C. 1996, c. 23, ss. 85.(1), (3)	Employment Insurance Assessment - Limitation Period	<p>85.(1) The Minister may assess an employer for an amount payable by the employer under this Act, or may reassess the employer or make such additional assessments as the circumstances require, and the expression "assessment" when used in this Act with reference to any action so taken by the Minister under this section includes a reassessment or an additional assessment.</p> <p>(3) No assessment, reassessment or additional assessment of an amount payable by an employer under this Act may be made by the Minister under this section after three years have elapsed after the end of the year in which any premium in relation to which that amount is payable should have been paid, unless the employer has made a misrepresentation or committed fraud in filing a return or in supplying information about the return under this Part.</p>
1-26	Employment Insurance Act, S.C. 1996, c. 23, s. 87, as am., S.C. 1998, c. 19, s. 267	Books of Account	<p>87.(3) The employer shall retain the records and books of account and every account and voucher necessary to verify the information contained in them for six years after the year for which they are kept, or until written permission for their prior disposal is given by the Minister.</p> <p>(4) If the employer or one of their employees is subject to a ruling under section 90 or has made an appeal to the Minister under section 91, the employer shall retain every record, book of account, account and voucher necessary for dealing with the ruling or the appeal until the ruling is made or the appeal is disposed of and any further appeal is disposed of or the time for filing a further appeal has expired.</p>

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No.	Citation	Record Type	Retention/Limitation Period
1-27 -165-	Excise Tax Act, R.S.C. 1985, c. E-15, s. 98(1), as am., R.S.C. 1985 (1st Supp.), c. 15, s. 36; R.S.C. 1985 (2nd Supp.), c. 7, s. 45.(1)	Books of Account	<p>98.(1) Every person who</p> <ul style="list-style-type: none"> (a) is required, by or pursuant to this Act, to pay or collect taxes or other sums or to affix or cancel stamps, or (b) makes an application under any of sections 68 to 70, <p>shall keep records and books of account in English or French at that person's place of business in Canada in such form and containing such information as will enable the amount of taxes or other sums that should have been paid or collected, the amount of stamps that should have been affixed or cancelled or the amount, if any, of any drawback, payment or deduction that has been made or that may be made to or by that person, to be determined.</p> <p>(2) Every person required by subsection (1) to keep records and books of account shall retain those records and books of account and every account and voucher necessary to verify the information contained therein until the expiration of six years from the end of the calendar year in respect of which those records and books of account are kept or until written permission for their prior disposal is given by the Minister.</p> <p>(2.01) Every person required by this section to keep records who does so electronically shall retain them in an electronically readable format for the retention period set out in subsection (2).</p> <p>(2.02) The Minister may, on such terms and conditions as are acceptable to the Minister, exempt a person or a class of persons from the requirement in subsection (2.01).</p> <p>(2.1) Notwithstanding subsection (2), where a person required by subsection (1) to keep records and books of account serves a notice of objection under section 81.15 or 81.17 or is a party to an appeal under this Part, he shall retain those records and books of account and every account and voucher necessary to verify the information therein until the objection or appeal has been finally disposed of by appeal or otherwise.</p> <p>(3) Every person required by subsection (1) to keep records and books of account shall, at all reasonable times, make the records and books of account and every account and voucher necessary to verify the information therein available to officers of the Agency and other persons thereunto authorized by the Minister and give them every facility necessary to inspect the records, books, accounts and vouchers.</p>
1-28	Excise Tax Act, R.S.C. 1985, c. E-15, ss. 313.(2), (2.2) to (2.8); as amended	GST Recovery Limitation	<p>313.(2) The Minister may not commence a proceeding in a court to collect a tax debt of a person in respect to an amount that may be assessed under this Part, unless when the proceeding is commenced the person has been or may be assessed for that amount.</p> <p>(2.2) The limitation period for the collection of a tax debt of a person</p> <ul style="list-style-type: none"> (a) begins (i) if a notice of assessment or a notice referred to in subsection 322(1), in respect of a tax debt, was sent or served on the person after March 3, 2004, on the last day on which one of those notices is sent or served. (ii) if no notice referred to in subparagraph (i) in respect of the tax debt was sent or served and the earliest day on which the Minister can commence an action to collect that tax debt is after March 3, 2004, on that earliest day, and

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No.	Citation	Record Type	Retention/Limitation Period
-166-	Excise Tax Act, R.S.C. 1985, c. E-15, ss. 313.(2), (2.2) to (2.8); as amended	GST Recovery Limitation	<p>(iii) if subparagraphs (i) and (ii) do not apply and the tax debt was payable on March 4, 2004, or would have been payable on that date but for a limitation period that otherwise applied to the collection of the tax debt, on March 4, 2004; and</p> <p>(b) ends, subject to subsection (2.6), on the day that is 10 years after the day on which it begins.</p> <p>(2.3) The limitation period described in subsection (2.2) for the collection of a tax debt of a person restarts (and ends, subject to subsection (2.6), on the day that is 10 years after the day on which it restarts) on any day, before it would otherwise end, on which</p> <p>(a) the person acknowledges the tax debt in accordance with subsection (2.4);</p> <p>(b) a remittance in respect of the tax debt is deemed under subsection 228(6) to have been made;</p> <p>(c) a reduction of the offset in respect of the tax debt is made under subsection 228(7);</p> <p>(d) the Minister commences an action to collect the tax debt; or</p> <p>(e) the Minister, under paragraph 296(1)(e) or subsection 317(9), 323(4), 324(2) or 325(2) assesses another person in respect of the tax debt.</p> <p>(2.4) A person acknowledges a tax debt if the person</p> <p>(a) promises, in writing, to pay the tax debt;</p> <p>(b) makes a written acknowledgement of the tax debt, whether or not a promise to pay can be inferred from the acknowledgement and whether or not it contains a refusal to pay; or</p> <p>(c) makes a payment including a purported payment by way of a negotiable instrument that is dishonoured, on account of the tax debt.</p> <p>(2.5) For the purpose of this section, an acknowledgement made by a person's agent or legal representative has the same effect as if it were made by the person.</p> <p>(2.6) In computing the day on which a limitation period ends, there shall be added the number of days on which one or more of the following is the case:</p> <p>(a) the Minister has postponed collection action against the person under subsection 315(3) in respect of the tax debt;</p> <p>(b) the Minister has accepted and holds security in lieu of payment of the tax debt;</p> <p>(c) if the person was resident in Canada on the applicable date described in paragraph (2.2)(a) in respect of the tax debt, the person is a non-resident; or</p> <p>(d) an action that the Minister may otherwise take in respect of the tax debt is restricted or not permitted under any provision of the Bankruptcy and Insolvency Act, of the Companies' Creditors Arrangement Act or of the Farm Debt Mediation Act.</p> <p>(2.7) Despite any law of Canada or a province, Her Majesty in right of Canada is not liable for any claim that arises because the Minister collected a tax debt after the end of any limitation period that applied to the collection of the tax debt and before March 4, 2004.</p> <p>(2.8) Despite any order or judgment made after March 3, 2004 that declares a tax debt not to be payable or remittable by a person, or that orders the Minister to reimburse to a person a tax debt collected by the Minister, because a limitation period that applied to the collection of the tax debt ended before royal assent to any measure giving effect to this section, the tax debt is deemed to have become payable or remittable on March 4, 2004.</p>



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No.	Citation	Record Type	Retention/Limitation Period
1-29	Excise Tax Act, R.S.C. 1985, c. E-15, s. 332(4), as am., S.C. 1990, c. 45, s. 12	GST Offences — Limitation	332.(4) An information or complaint under the provisions of the Criminal Code, relating to summary convictions, in respect of an offence under this Part, may be laid or made on or before the day that is eight years after the day the matter of the information or complaint arose.
1-30	Explosives Act, R.S.C., 1985, c. E- 17. Regulations, 2013. SOR/2013-211 s. 156	Storage Record	156. A record for each magazine must be kept for two years after the date on which it is made. The record must include: (a) each type of explosive that is stored; (b) the quantity of each type of explosive that is stored; and (c) the dates on which each explosive was placed in and removed from the magazine.
1-31	Federal Court Act, R.S.C. 1985, c. F-7, s. 39(2) as amended	Federal Court Litigation	39.(2) A proceeding in the Federal Court of Appeal or the Federal Court in respect of a cause of action arising otherwise than in a province shall be taken within six years after the cause of action arose.
1-32 -167-	Firearms Act, Firearms Records Regulations under, SOR/98-213, s. 2	Canadian Firearms Registry	4.(1) Subject to subsection (2), for the purpose of section 84 of the Act, a record kept in the Canadian Firearms Registry shall not be destroyed until after the expiration of 10 years after the date of the last administrative action taken regarding the information in the record. (2) A record, kept in the Canadian Firearms Registry under paragraph 83(1) (a) of the Act, of a registration certificate that is issued or revoked shall not be destroyed.
1-33	Identification of Criminals Act, R.S.C. 1985, c. 1-1, s. 4; as am. S.C. 1992, c. 47, s. 76; S.C. 1996, c. 7, s. 40	Destruction of Fingerprints and Photographs	4. Where a person charged with an offence that is designated as a contravention under the Contraventions Act is fingerprinted or photographed and the Attorney General of Canada, within the meaning of that Act, makes an election under section 50 of that Act, the fingerprints or photographs shall be destroyed.
1-34	Income Tax Act, R.S.C. 1985 (5th Supp.), c. 1, s. 230(4)	Taxation Records Retention	230.(4) Every person required by this section to keep records and books of account shall retain (a) the records and books of account referred to in this section in respect of which a period is prescribed, together with every account and voucher necessary to verify the information contained therein, for such period as is prescribed; and (b) all other records and books of account referred to in this section, together with every account and voucher necessary to verify the information contained therein, until the expiration of six years from the end of the last taxation year to which the records and books of account relate. (4.1) Every person required by this section to keep records who does so electronically shall retain them in an electronically readable format for the retention period referred to in subsection (4). (4.2) The Minister may, on such terms and conditions as are acceptable to the Minister, exempt a person or a class of persons from the requirement in subsection (4.1).



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No.	Citation	Record Type	Retention/Limitation Period
1-35	Income Tax Regulations, under the Income Tax Act, C.R.C. 1978, c. 945, s. 5800(1)(a), as am., SOR/82-879, s. 2	Corporate Books and Records Tax Requirements	5800.(1) For the purposes of paragraph 230(4)(a) of the Act, the required retention periods for records and books of account of a person are prescribed as follows: (a) in respect of (i) any record of the minutes of meetings of the directors of a corporation, (ii) any record of the minutes of meetings of the shareholders of a corporation, (iii) any record of a corporation containing details with respect to the ownership of the shares of the capital stock of the corporation and any transfers thereof, (iv) the general ledger or other book of final entry containing the summaries of the year-to-year transactions of a corporation, and (v) any special contracts or agreements necessary to an understanding of the entries in the general ledger or other book of final entry referred to in subparagraph (iv), the period ending on the day that is two years after the day that the corporation is dissolved.
1-36	Income Tax Regulations, under the Income Tax Act, C.R.C. 1978, c. 945, s. 5800(2), as am., SOR/82-879, s. 2	Income Tax Books of Account – Limitation	5800.(2) For the purposes of subsection 230.1(3) of the Act, with respect to the application of paragraph 230(4)(a) of the Act, the required retention period for records and books of account that are required to be kept pursuant to section 230.1 of the Act is prescribed to be the period ending on the day that is two years after the end of the last calendar year to which the records or books of account relate.
1-68-168-7	Youth Criminal Justice Act, 2002, c.1, s. 115(1)	Young Person Offence Records	115.(1) A record relating to any offence alleged to have been committed by a young person, including the original or a copy of any fingerprints or photographs of the young person, may be kept by any police force responsible for or participating in the investigation of the offence.



HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

No.	Citation	Record Type	Retention/Limitation Period
1-38 -169-	Youth Criminal Justice Act, 2002, c. 1, s. 119(2).	Youth Criminal Justice Act Access Periods	<p>(2) The period of access referred to in subsection (1) is</p> <p>(a) if an extrajudicial sanction is used to deal with the young person, the period ending two years after the young person consents to be subject to the sanction in accordance with paragraph 10(2)(c);</p> <p>(b) if the young person is acquitted of the offence otherwise than by reason of a verdict of not criminally responsible on account of mental disorder, the period ending two months after the expiry of the time allowed for the taking of an appeal or, if an appeal is taken, the period ending three months after all proceedings in respect of the appeal have been completed;</p> <p>(c) if the charge against the young person is dismissed for any reason other than acquittal, the charge is withdrawn, or the young person is found guilty of the offence and a reprimand is given, the period ending two months after the dismissal, withdrawal, or finding of guilt;</p> <p>(d) if the charge against the young person is stayed, with no proceedings being taken against the young person for a period of one year, at the end of that period;</p> <p>(e) if the young person is found guilty of the offence and the youth sentence is an absolute discharge, the period ending one year after the young person is found guilty</p> <p>(f) if the young person is found guilty of the offence and the youth sentence is a conditional discharge, the period ending three years after the young person is found guilty;</p> <p>(g) subject to paragraphs (i) and U) and subsection (9), if the young person is found guilty of the offence and it is a summary conviction offence, the period ending three years after the youth sentence imposed in respect of the offence has been completed;</p> <p>(h) subject to paragraphs (i) and U) and subsection (9), if the young person is found guilty of the offence and it is an indictable offence, the period ending five years after the youth sentence imposed in respect of the offence has been completed;</p> <p>(i) subject to subsection (9), if, during the period calculated in accordance with paragraph (g) or (h), the young person is found guilty of an offence punishable on summary conviction committed when he or she was a young person, the latest of (i) the period calculated in accordance with paragraph (g) or (h), as the case may be, and (ii) the period ending three years after the youth sentence imposed for that offence has been completed; and</p> <p>U) subject to subsection (9), if, during the period calculated in accordance with paragraph (g) or (h), the young person is found guilty of an indictable offence committed when he or she was a young person, the period ending five years after the sentence imposed for that indictable offence has been completed.</p>
1-39	Youth Criminal Justice Act, 2002, c. 1, s. 128(2).	Youth Criminal Justice Act Disposal of Records	<p>(2) Subject to paragraph 125(7) (c), any record kept under sections 114 to 116, other than a record kept under subsection 115(3), may, in the discretion of the person or body keeping the record, be destroyed or transmitted to the Librarian and National Archivist of Canada or the archivist for any province, at any time before or after the end of the applicable period set out in section 119.</p>



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Appendix #2

Citation Table – Ontario Jurisdiction

No.	Citation	Record Type	Retention/Limitation Period
2-1	Accessibility for Ontarians with Disabilities Act, S.O. 2005, c. 11, s. 13, 14 (1)	Compliance with Standards and Review of Reports	<p>13. A person or organization to whom an accessibility standard applies shall comply with the standard within the time period set out in the standard. 2005, c. 11, s. 13.</p> <p>14. (1) A person or organization to whom an accessibility standard applies shall file an accessibility report with a director annually or at such other times as the director may specify. 2005, c. 11, s. 14 (1).</p>
2-2	Arbitration Act 1991, S.O. 1991' c. 17, s. 52	Arbitrations - Limitation	<p>52.(1) The law with respect to limitation periods applies to an arbitration as if the arbitration were an action and a claim made in the arbitration were a cause of action.</p> <p>(2) If the court sets aside an award, terminates an arbitration or declares an arbitration to be invalid, it may order that the period from the commencement of the arbitration to the date of the order shall be excluded from the computation of the time within which an action may be brought on a cause of action that was a claim in the arbitration.</p> <p>(3) An application for enforcement of an award may not be made more than two years after the day on which the applicant receives the award.</p>
-170-	Courts of Justice Act, Rules of Civil Procedure, R.R.O. 1990, Reg. 194, s. 14.08 (1) and (2)	Time for Service in Actions	<p>14.08 (1) Where an action is commenced by a statement of claim, the statement of claim shall be served within six months after it is issued. R.R.O. 1990, Reg. 194, r. 14.08 (1). (2) Where an action is commenced by a notice of action, the notice of action and the statement of claim shall be served together within six months after the notice of action is issued.</p>
2-4	Christopher's Law (Sex Offender Registry), 2000, General Regulation under, O. Reg. 69/01, s. 2	Sex Offender Registry	<p>2.(3) Subject to subsection 9 (3) of the Act, the sex offender registry shall be a cumulative and permanent record of all the information described in paragraphs 1 to 10 of subsection (1) that were ever contained in the sex offender registry.</p>
2-5	Employer Health Tax Act, R.S.O. 1990, c. E.11, s. 12, as am., S.O. 1994,c.8,s. 13	Employer Health Tax Act Offences — Limitation	<p>37. Proceedings for an offence under this Act or the regulations shall not be commenced after six years after the date on which the offence was, or is alleged to have been, committed.</p>



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No.	Citation	Record Type	Retention/Limitation Period
2-6	Employer Health Tax Act, R.S.O. 1990, c. E.11, s. 12, as am., S.O. 1994, c.8,s. 13	Employer Health Tax Accounting Records	12.(4) Every person required by this section to keep records and books of account shall, until permission for their disposal is given by the Minister, retain each such record and book of account and every primary source document required to support and verify the entries and information in the records and books of account.
2-7	Employer Health Tax Act, R.S.O. 1990, c. E.11, s. 8(1), as am., S.O. 1994, c. 8, s. 8(1	Health Tax- Limitation	8(1) The Minister may assess the tax, interest or penalties payable in respect of a year under this Act, (b) with-in four years from the later of the day on which the return required under this Act to be delivered was received by the Minister and the day the return was required to be delivered to the Minister.
2-8	Employment Standards Act, 2000, S.O. 2000, c. 41, s. 96(3) and 139.	Employment Standards Act, 2000 Prosecution — Limitation	96(3) A complaint regarding a contravention that occurred more than two years before the day on which the complaint was filed shall be deemed not to have been filed. 139. No prosecution shall be commenced under this Act more than two years after the date on which the offence was committed or alleged to have been committed.
-171-	Employment Standards Act, 2000, S.O. 2000, c. 41, s. 15.	Employee Records	15.(1) An employer shall record the following information with respect to each employee, including an employee who is a homemaker... 1. The employee's name and address. 3. The date on which the employee began his or her employment. 15.(5) The employer shall retain or arrange for some other person to retain the records of the information required under this section for the following periods: 1. For information referred to in paragraph 1 or 3 of subsection (1), three years after the employee ceased to be employed by the employer.
2-10	Employment Standards Act, 2000, S.O. 2000, c. 41, s. 15.	Employee Records	15.(1) An employer shall record the following information with respect to each employee, including an employee who is a homemaker. 2. The employee's date of birth, if the employee is a student and under 18 years of age. 15.(5) The employer shall retain or arrange for some other person to retain the records of the information required under this section for the following periods: 2. For information referred to in paragraph 2 of subsection (1), the earlier of, i. three years after the employee's 18th birthday, or ii. three years after the employee ceased to be employed by the employer.



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No.	Citation	Record Type	Retention/Limitation Period
2-11	Employment Standards Act, 2000, S.O. 2000, c. 41, s. 15	Employment Records	<p>15.(1) An employer shall record the following information with respect to each employee, including an employee who is a homemaker.</p> <p>4. The number of hours the employee worked in each day and each week.</p> <p>15.(5) The employer shall retain or arrange for some other person to retain the records of the information required under this section for the following periods:</p> <p>3. For information referred to in paragraph 4 of subsection (1) or in subsection (3), three years after the day or week to which the information relates...</p>
-172- 2-12	Employment Standards Act, 2000, S.O. 2000, c. 41, s. 12, 12.1, 15 and 36(3) (b).	Employee Work Hours	<p>12.(1) On or before an employee's pay day, the employer shall give to the employee a written statement setting out,</p> <p>(a) the pay period for which the wages are being paid;</p> <p>(b) the wage rate, if there is one;</p> <p>(c) the gross amount of wages and, unless the information is provided to the employee in some other manner, how that amount was calculated;</p> <p>(d) Repealed: 2002, c. 18, Sched. J, s. 3 (3).</p> <p>(e) the amount and purpose of each deduction from wages;</p> <p>(f) any amount with respect to room or board that is deemed to have been paid to the employee under subsection 23 (2); and</p> <p>(g) the net amount of wages being paid to the employee.</p> <p>12.1 On or before the day on which the employer is required to pay wages under subsection 11 (5), the employer shall provide the employee with a written statement setting out,</p> <p>(a) the gross amount of any termination pay or severance pay being paid to the employee;</p> <p>(b) the gross amount of any vacation pay being paid to the employee;</p> <p>(c) unless the information is provided to the employee in some other manner, how the amounts referred to in clauses (a) and (b) were calculated;</p> <p>(d) the pay period for which any wages other than wages described in clauses (a) or (b) are being paid;</p> <p>(e) the wage rate, if there is one;</p> <p>(f) the gross amount of any wages referred to in clause (d) and, unless the information is provided to the employee in some other manner, how that amount was calculated;</p> <p>(g) the amount and purpose of each deduction from wages;</p> <p>(h) any amount with respect to room or board that is deemed to have been paid to the employee under subsection 23(2); and</p> <p>(i) the net amount of wages being paid to the employee.</p>



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No.	Citation	Record Type	Retention/Limitation Period
2-12 -173-	Employment Standards Act, 2000, S.O. 2000, c. 41, s. 12, 12.1, 15 and 36(3) {b}.	Employee Work Hours	<p>15.(1) An employer shall record the following information with respect to each employee, including an employee who is a homemaker...</p> <p>5. the information contained in each written statement given to the employee under subsection 12(1), section 12.1 and clause 36(3) (b).</p> <p>15.(5) The employer shall retain or arrange for some other person to retain the records of the information required under this section for the following periods:</p> <p>.</p> <ol style="list-style-type: none"> 1. For information referred to in paragraph 4 of subsection (1) or in subsection (3}, three years after the day or week to which the information relates. 4. For information referred to in paragraph 5 of subsection (1), three years after the information was given to the employee. <p>36.(3) The employer may pay the employee vacation pay that accrues during a pay period on the pay day for that period if the employee agrees that it may be paid in that manner and...</p> <p>(b) a separate statement setting out the amount of vacation pay that is being paid is provided to the employee at the same time that the statement of wages is provided under subsection 12 (1).</p>
2-13	Employment Standards Act, 2000, S.O. 2000, c. 41, s. 15(1), par. 5, as am. S.O. 2002, c. 18, Sched. J, s. 3(6)and 15.1 (1), (2).	Wage Statements and Vacation Time	<p>15.1(1) An employer shall record information concerning an employee's entitlement to vacation time and vacation pay in accordance with this section.</p> <p>Content of record (2) The employer shall record the following information:</p> <ol style="list-style-type: none"> 1. The amount of vacation time, if any, that the employee had earned since the start of employment but had not taken before the start of the vacation entitlement year. 2. The amount of vacation time that the employee earned during the vacation entitlement year. 3. The amount of vacation time, if any, taken by the employee during the vacation entitlement year. 4. The amount of vacation time, if any, that the employee had earned since the start of employment but had not taken as of the end of the vacation entitlement year. 5. The amount of vacation pay paid to the employee during the vacation entitlement year. 6. The amount of wages on which the vacation pay referred to in paragraph 5 was calculated and the period of time to which those wages relate.



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No.	Citation	Record Type	Retention/Limitation Period
2-14	Employment Standards Act, 2000, S.O. 2000, c. 41, s. 15(7).	Pregnancy, Parental or Emergency Leave	15.(7) An employer shall retain or arrange for some other person to retain all notices, certificates, correspondence and other documents given to or produced by the employer that relate to an employee taking pregnancy leave, parental leave, family medical leave, organ donor leave, family caregiver leave, critically ill child care leave, crime-related child death or disappearance leave, personal emergency leave, emergency leave during a declared emergency or reservist leave for three years after the day on which the leave expired.
2-15	Fire Code, under the Fire Protection and Prevention Act, 1997, O. Reg. 388/97, s. 1.1.2.1	Fire Code Tests and Corrective Measures	1.1.2.2. (1) Subject to Sentence (2), the original or a copy of any record required by this Code shall be retained at the building to which the record relates (a) for a period of at least two years after being prepared, and (b) so that at least the most recent and the immediately preceding record of a given test or inspection are retained. (2) The initial verification or test reports for fire protection systems installed after November 21, 2007 shall be retained throughout the life of the systems, regardless of whether the systems are installed in accordance with this Code or the Building Code .
2-174-2	Fire Protection and Prevention 1997, Fire Code under, O. Reg. 388/97, s. 2.8.3.2	Fire Drill Records	2.8.3.4. (1) A record shall be prepared of every fire drill conducted under Article 2.8.3.2. (2) The record shall be kept for at least 12 months after the fire drill.
2-17	Highway Traffic Act, R.S.O. 1990, c. H.8, s. 48(10)	Drivers Licences	48.(11) Every officer who asks for the surrender of a licence under this section shall, (a) notify the Registrar of that fact, or cause the Registrar to be so notified, in the form and manner and within the time prescribed by the regulations; (b) keep a record of the licence received with the name and address of the person and the date and time of the suspension; and (c) as soon as practicable after receiving the licence, provide the licensee with a notice of suspension showing the time from which the suspension takes effect and the period of time for which the licence is suspended.
2-18	Highway Traffic Act, R.S.O. 1990, c. H.8. O. Reg. 199/07, s. 15.	Commercial Motor Vehicle Inspections-Daily Inspection Reports	15. An operator shall keep the daily inspection reports submitted by drivers for at least six months. O. Reg. 199/07, s. 15.



HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

No.	Citation	Record Type	Retention/Limitation Period
2-19	Highway Traffic Act, R.S.O. 1990, c. H.8. O. Reg. 199/07, s. 16 (2)	Commercial Motor Vehicle Inspections- Other Records	16.(2) An operator shall retain the records described in subsection (1) for at least two years or, if a record relates to a vehicle that ceases to be operated by the operator, for six months after the vehicle ceases to be operated by the operator, whichever period is shorter. O. Reg. 199/07, s. 16 (2).
2-20	Income Tax Act, R.S.O. 1990, c. 1.2, s. 8(18) (part); as am. S.O. 1998, c. 5, s 3; as am. S.O. 2004, c. 16, s.3	Income Tax Deductions – Limitation	8.(18) The Provincial Minister may allow a deduction or an additional deduction under this section to an individual for a taxation year after 1984, (a) if the individual makes a claim to the Provincial Minister that he or she is entitled to the deduction or additional deduction in excess of the amount of any deduction previously allowed under this section for the taxation year; (c) if the Provincial Minister is satisfied that the individual is entitled to the deduction or additional deduction
2-21 -175-	Income Tax Act, R.S.O. 1990, c. 1.2, s. 38.(1), (4); as am. S.O. 2004, c. 16, s. 3	Income Tax- Limitation	38.(1) Where a corporation has failed to deduct or withhold an amount as required by subsection 153(1) of the Federal Act, as it applies for the purposes of this Act, or has failed to remit such amount, the directors of the corporation at the time the corporation was required to deduct or withhold the); as am. S. O. 2004, c. 16, s. 3 amount, or remit the amount, are jointly and severally liable, together with the corporation, to pay any amount that the corporation is liable to pay under this Act in respect of that amount, including any interest or penalties related thereto. (4) No action or proceeding to recover any amount payable by a director under subsection (1) shall be commenced more than two years after the director last ceased to be a director of that corporation.
2-22	Income Tax Act, R.S.O. 1990, c. 1.2, s. 39, as am., S.O. 1999,c.9,s. 129	Income Tax Accounting Records	39.(1) Every person carrying on business in Ontario and every person who is required, by or pursuant to this Act, to pay or collect taxes or other amounts shall keep records and books of account (including an annual inventory kept in prescribed manner) at the person's place of business or residence in Ontario or at such other place as is designated by the Provincial Minister, in such form and containing such information as will enable the taxes payable under this Act or the taxes or other amounts that should have been deducted, withheld or collected to be determined.
2-23	Income Tax Act, R.S.O. 1990, c. 1.2, s. 48(3)	Income Tax Offences- Limitation	48.(3) An information or complaint under the Provincial Offences Act, in respect of an offence under this Act may be laid or made on or before the day that is eight years after the day on which the subject-matter of the information or complaint arose.
2-24	Insurance Act, R.S.O. 1990, c. 1.8 s. 259.1 as amended Justice Statute Law Amendment Act, Schedule 8, Limitations Act, 2002, S.O. 2002, c. 39(3).	Insurance Act Proceeding-- Limitation	259.1 A proceeding against an insurer under a contract in respect of loss or damage to an automobile shall be commenced within one year after the happening of the loss or damage.



HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

No.	Citation	Record Type	Retention/Limitation Period
2-25	Insurance Act, Statutory Accident Benefits Schedule Accidents on or after the day section 29 of the Automobile Insurance Rate Stability Act 1996 comes into force under, O. Reg. 403/96, s. 51(1)	Insurance Act Proceeding/ Evaluation — Limitation	51.(1) A mediation proceeding or evaluation under section 280 or 280.1 of the Insurance Act or a court proceeding or arbitration under clause 281(1)(a) or (b) of the Act in respect of a benefit under this Regulation shall be commenced within two years after the insurer's refusal to pay the amount claimed.
2-26	Interprovincial Police Act, S.O. 2009, c. 30, s. 4(1), (2)	Standard Appointment Procedure	4. (1) An extra-provincial commander may request that a police officer under his or her command be appointed under this Part as a police officer in Ontario so that the officer has the powers and protections of a police officer while performing police duties in Ontario. 2009, c. 30, s. 4 (1). (2) The request must be made in writing to an appointing official using a form approved by the Minister. 2009, c. 30, s. 4 (2).
-176-	Justice Statute Law Amendment Act, Schedule B, Limitations Act, 2002, S.O. 2002, c. 24, s. 4.	Basic Limitation Period	4. Unless the Act provides otherwise, a proceeding shall not be commenced in respect of a claim after the second anniversary of the day on which the claim was discovered.
2-28	Libel and Slander Act, R.S.O. 1990, c.L.12, s.6.	Libel and Slander Limitation	6. An action for a libel in a newspaper or in a broadcast shall be commenced within three months after the libel has come to the knowledge of the person defamed, but, where such an action is brought within that period, the action may include a claim for any other libel against the plaintiff by the defendant in the same newspaper or the same broadcasting station within a period of one year before the commencement of the action.
2-29	Limitations Act, 2002, S.O. 2002, c. 24, Schedule B, s. 4	General Limitation Period	4. Unless this Act provides otherwise, a proceeding shall not be commenced in respect of a claim after the second anniversary of the day on which the claim was discovered
2-30	Limitations Act, 2002, S.O. 2002, c. 24, Schedule B, s. 6	Limitation Period For Minors	6. The limitation period established by section 4 does not run during any time in which the person with the claim, (a) is a minor; and (b) is not represented by a litigation guardian in relation to the claim.



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No.	Citation	Record Type	Retention/Limitation Period
2-31	Limitations Act, 2002, S.O. 2002, c. 24, Schedule B, s. 7	Limitation Period For Incapable Persons	7.(1) The limitation period established by section 4 does not run during any time in which the person with the claim, (a) is incapable of commencing a proceeding in respect of the claim because of his or her physical, mental or psychological condition; and (b) is not represented by a litigation guardian in relation to the claim.
2-32	Limitations Act, 2002, S.O. 2002, c. 24, Schedule B, s. 10	Limitation Period For Assault And Sexual Assaults	10.(1) The limitation period established by section 4 does not run in respect of a claim based on assault or sexual assault during any time in which the person with the claim is incapable of commencing the proceeding because of his or her physical, mental or psychological condition.
2-33	Limitations Act, 2002, S.O. 2002, c. 24, Schedule B, s. 15.(2)	Ultimate Limitation Period	15.(2) No proceeding shall be commenced in respect of any claim after the 15th anniversary of the day on which the act or omission on which the claim is based took place.
-177- 2-34	Limitations Act, 2002, S.O. 2002, c. 24, Schedule B, ss 16.(1), 16.(4), (17)	No Limitation Period	<p>16.(1) There is no limitation period in respect of,</p> <p>(a) a proceeding for a declaration if no consequential relief is sought;</p> <p>(b) a proceeding to enforce an order of a court, or any other order that may be enforced in the same way as an order of a court;</p> <p>(c) a proceeding to obtain support under the Family Law Act or to enforce a provision for support or maintenance contained in a contract or agreement that could be filed under section 35 of that Act;</p> <p>(d) a proceeding to enforce an award in an arbitration to which the Arbitration Act, 1991 applies;</p> <p>(e) a proceeding under section 8 or 11.2 of the Civil Remedies Act, 2001;</p> <p>(f) a proceeding by a debtor in possession of collateral to redeem it;</p> <p>(g) a proceeding by a creditor in possession of collateral to realize on it;</p> <p>(h) a proceeding arising from a sexual assault if at the time of the assault one of the parties to it had charge of the person assaulted, was in a position of trust or authority in relation to the person or was someone on whom he or she was dependent, whether financially or otherwise;</p> <p>(i) a proceeding to recover money owing to the Crown in respect of,</p> <p>(i) fines, taxes and penalties, or</p> <p>(ii) interest that may be added to a tax or penalty under an Act;</p> <p>U) a proceeding described in subsection (2) that is brought by,</p> <p>(i) the Crown, or</p> <p>(ii) a delivery agent under the Ontario Disability Support Program Act, 1997 or the Ontario Works Act, 1997;</p> <p>or</p> <p>(k) a proceeding to recover money owing in respect of student loans, medical resident loans, awards and grants made under the Ministry of Training, Colleges and Universities Act, the Canada Student Financial Assistance Act or the Canada Student Loans Act.</p> <p>(4) This section and section 17 prevail over anything in section 15.</p> <p>17. There is no limitation period in respect of an environmental claim that has not been discovered.</p>



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No.	Citation	Record Type	Retention/Limitation Period
2-35	Limitations Act, 2002, S.O. 2002, c. 24, Schedule 8, s 19	Limitation Section in Another Act	19.(1) A limitation period set out in or under another Act that applies to a claim to which this Act applies is of no effect unless, (a) the provision establishing it is listed in the Schedule to this Act; or (b) the provision establishing it, (i) is in existence on the day this Act comes into force, and (ii) incorporates by reference a provision listed in the Schedule to this Act. (2) Subsection (1) applies despite any other Act.
2-36	Limitations Act, 2002, S.O. 2002, c. 24, Schedule 8, ss 22.(1), (3) to (5); as am. S.O. 2006, c. 21, ScheduleD, s.2	Agreements Affecting Ultimate Limitation And Other Limitation Periods	22.(1) A limitation period under this Act applies despite any agreement to vary or exclude it, subject only to the exceptions in subsections (2) to (6). (3) A limitation period under this Act, other than one established by section 15, may be suspended or extended by an agreement made on or after the effective date. (4) A limitation period established by section 15 may be suspended or extended by an agreement made on or after the effective date, but only if the relevant claim has been discovered. (5) The following exceptions apply only in respect of business agreements: 1. A limitation period under this Act, other than one established by section 15, may be varied or excluded by an agreement made on or after October 19, 2006. 2. A limitation period established by section 15 may be varied by an agreement made on or after the effective date, except that it may be suspended or extended only in accordance with subsection (4).
-178- 2-37	Municipal Freedom of Information and Protection of Privacy Act, General Regulation under, the R.R.O. 1990, Reg. 823,s. 5	Personal Information	5. An institution that uses personal information shall retain it for the shorter of one year after use or the period set out in a by-law or resolution made by the institution or made by another institution affecting the institution, except if, (a) the individual to whom the information relates consents to its earlier disposal; or (b) the information is credit or debit card payment data.
2-38	Occupational Health and Safety Act, R.S.O. 1990, c. 0.1, s. 69	Health and Occupational Safety Prosecutions — Limitation	69. No prosecution under this Act shall be instituted more than one year after the last act or default upon which the prosecution is based occurred.



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No.	Citation	Record Type	Retention/Limitation Period
2-39	Occupational Health and Safety Act, Designated Substance- Acrylonitrile Regulation under, R.R.O. 1990, Reg. 835, s. 12(a), (c)	Airborne Acrylonitrile Monitoring Records	12. The results of monitoring the concentrations of airborne acrylonitrile in the workplace and the exposure of a worker thereto as provided by the control program shall be, (a) posted forthwith by the employer, as soon as the results are available, in a conspicuous place or places at the workplace where they are most likely to come to the attention of the workers affected thereby, and the employer shall keep the results posted for a period of at least fourteen days; (c) kept by the employer for a period of at least five years.
2-40	Occupational Health and Safety Act, Designated Substance -Arsenic Regulation, under, R.R.O. 1990, Reg. 836,s. 12	Airborne Arsenic Monitoring Records	12. The results of the monitoring of concentrations of airborne arsenic in the workplace and the exposure of a worker thereto as provided by the control program shall be (c) kept by the employer for a period of at least five years.
-179-	Occupational Health and Safety Act, Designated Substance- Asbestos Regulation, under the R.R.O. 1990, Reg. 837, s. 12(a), (c)	Airborne Asbestos Monitoring Records	12. The results of monitoring the concentrations of airborne asbestos in the workplace and the exposure of a worker thereto as provided by the asbestos control program shall be (c) kept by the employer for a period of at least five years.
2-42	Occupational Health and Safety Act, Designated Substance- Benzene Regulation, under the R.R.O. 1990, Reg. 839, s. 12(a), (c)	Airborne Benzene Monitoring Records	12. The results of monitoring the concentrations of airborne benzene in the workplace and the exposure of a worker thereto as provided by the control program shall be (c) kept by the employer for a period of at least five years.



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No.	Citation	Record Type	Retention/Limitation Period
2-43	Occupational Health and Safety Act, Designated Substance- Ethylene Oxide Regulation, under the R.R.O. 1990, Reg. 841, s. 13(a), (c)	Airborne Ethylene Oxide Monitoring Records	13. The results of monitoring the concentrations of airborne ethylene oxide in the workplace and the exposure of a worker thereto as provided by the control program shall be (c) kept by the employer for a period of at least five years.
2-44	Occupational Health and Safety Act, Designated Substance- Isocyanates Regulation under, R.R.O. 1990, Reg. 842, s. 13(a), (c)	Airborne Isocyanates Monitoring Records	13. The results of monitoring the concentrations of airborne isocyanates in the workplace and the exposure of a worker thereto as provided by the isocyanates control program shall be, (c) kept by the employer for a period of at least five years.
180- 2-45	Occupational Health and Safety Act, Designated Substance — Lead Regulation, under, R.R.O. 1990, Reg. 843, s. 12(a), (c)	Airborne Lead Monitoring Records	12. The results of monitoring the concentrations of airborne lead in the workplace and the exposure of a worker thereto as provided by the lead control program shall be, (c) kept by the employer for a period of at least five years.
2-46	Occupational Health and Safety Act, Designated Substance- Mercury Regulation under, R.R.O. 1990, Reg. 844, s. 12(a), (c)	Airborne Mercury Monitoring Records	12. The results of monitoring the concentrations of airborne mercury in the workplace and the exposure of a worker thereto as provided by the mercury control program shall be, (c) kept by the employer for a period of at least five years.



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No.	Citation	Record Type	Retention/Limitation Period
2-47	Occupational Health and Safety Act, Designated Substance-Silica Regulation, under, Occupational Health and Safety Act, R.R.O. 1990, Reg. 845, s. 12(a), (c)	Airborne Silica Monitoring Records	12. The results of monitoring the concentrations of airborne silica in the workplace and the exposure of a worker thereto as provided by the silica control program shall be (c) kept by the employer for a period of at least five years.
2-48 -181-	Occupational Health and Safety Act, Designated Substance-Lead Regulation, under, R.R.O. 1990, Reg. 843, s. 7(1), (2)(c), (e)	Lead Exposure Records	7.(1) Where the assessment discloses or would, if made in conformity with section 6, disclose that a worker is likely to inhale, ingest or absorb lead and that the health of the worker may be affected thereby, the employer shall develop, establish, put into effect and maintain measures and procedures to control the exposure of the worker to lead and shall incorporate the same into a lead control program. (2) The lead control program shall include provisions for. (c) personal records of the exposure of a worker to lead at the workplace to be maintained by the employer; (e) records of medical examinations and clinical tests of a worker to be maintained by a physician who has examined the worker or under whose direction the clinical tests have been performed.
2-49	Occupational Health and Safety Act, Industrial Establishments Regulation under, the R.R.O. 1990, Reg. 851' s. 5(3), (4)	Industrial Establishment Accident Records	6. Where, under section 5 or 51, a report or permanent record is prescribed to be kept, it shall be kept for, (a) a period of at least one year; or (b) such longer period as is necessary to ensure that at least the two most recent reports or records are kept.



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No.	Citation	Record Type	Retention/Limitation Period
2-50 -182-	Occupational Health and Safety Act, R.S.O. 1990, c. 0.1, s. 25(2)	Health/Safety Postings	<p>25.(2) Without limiting the strict duty imposed by subsection (1), an employer shall, (a) provide information, instruction and supervision to a worker to protect the health or safety of the worker;</p> <p>(b) in a medical emergency for the purpose of diagnosis or treatment, provide, upon request, information in the possession of the employer, including confidential business information, to a legally qualified medical practitioner and to such other persons as may be prescribed;</p> <p>(c) when appointing a supervisor, appoint a competent person;</p> <p>(d) acquaint a worker or a person in authority over a worker with any hazard in the work and in the handling, storage, use, disposal and transport of any article, device, equipment or a biological, chemical or physical agent;</p> <p>(e) afford assistance and co-operation to a committee and a health and safety representative in the carrying out by the committee and the health and safety representative of any of their functions;</p> <p>(f) only employ in or about a workplace a person over such age as may be prescribed;</p> <p>(g) not knowingly permit a person who is under such age as may be prescribed to be in or about a workplace;</p> <p>(h) take every precaution reasonable in the circumstances for the protection of a worker;</p> <p>(i) post, in the workplace, a copy of this Act and any explanatory material prepared by the Ministry, both in English and the majority language of the workplace, outlining the rights, responsibilities and duties of workers;</p> <p>(j) prepare and review at least annually a written occupational health and safety policy and develop and maintain a program to implement that policy;</p> <p>(k) post at a conspicuous location in the workplace a copy of the occupational health and safety policy;</p> <p>(l) provide to the committee or to a health and safety representative the results of a report respecting occupational health and safety that is in the employer's possession and, if that report is in writing, a copy of the portions of the report that concern occupational health and safety; and</p> <p>(m) advise workers of the results of a report referred to in clause (l) and, if the report is in writing, make available to them on request copies of the portions of the report that concern occupational health and safety.</p>
2-51	Occupational Health and Safety Act, R.S.O. 1990, c. 0.1, s. 9(22)	Joint Health & Safety Committee Minutes	9.(22) A committee shall maintain and keep minutes of its proceedings and make the same available for examination and review by an inspector.



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No.	Citation	Record Type	Retention/Limitation Period
2-52	Occupational Health and Safety Act, R.S.O. 1990, c. O.1, s. 9(32)	Health/Safety Committee	9.(32) A constructor or an employer required to establish a committee under this section shall post and keep posted at the workplace the names and work locations of the committee members in a conspicuous place or places where they are most likely to come to the attention of the workers.
2-53	Pension Benefits Act, R.S.O. 1990, c. P.8, s. 110(6), as am., S.O. 1997, c. 28, s. 220(2)	Pension Benefits -Limitation	110.(6) No prosecution for an offence under this Act shall be commenced after five years after the date when the offence occurred or is alleged to have occurred.
2-54	Police Services Act R.S.O. 1990 c. P.15, s. 31 (1) (C)	Police Services Board Responsibilities	31.(1) A board is responsible for the provision of adequate and effective police services in the municipality and shall, (c) establish policies for the effective management of the police force;
2-55	Police Services Act R.S.O.1990c. P.15, s. 35 (1)	Police Services Board Responsibilities	35.(1) The board shall hold at least four meetings each year.
2-56	Police Services Act R.S.O.1990c. P.15, s. 31 (1) (A)	Police Services Board Responsibilities	31.(1) A board is responsible for the provision of adequate and effective police services in the municipality and shall, (a) appoint the members of the municipal police force.
2-57	Police Services Act R.S.O.1990c. P.15, s. 85 (9)	Employment Records	85.(9) The chief of police or board, as the case may be, may cause an entry concerning the matter, the action taken and the reply of the chief of police, deputy chief of police or other police officer against whom the action is taken, to be made in his or her employment record, but no reference to the allegations of the complaint or the hearing shall be made in the employment record, and the matter shall not be taken into account for any purpose relating to his or her employment unless, (a) misconduct as defined in section 80 or unsatisfactory work performance is proved on clear and convincing evidence; or (b) the chief of police, deputy chief of police or other police officer resigns before the matter is finally disposed of. 2007, c. 5, s. 10.
2-58	Police Services Act, R.S.O. 1990, c. P.15, s. 65.(18)	Complaints About Chiefs, Deputy Chiefs Conduct- Employment Record Expunged	69.(14) An entry made in the chief of police's or deputy chief of police's employment record under paragraph 2 of subsection (12) shall be expunged from the record two years after being made if during that time no other entries concerning misconduct or unsatisfactory work performance have been made in the record under this Part.



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No.	Citation	Record Type	Retention/Limitation Period
2-59	Police Services Act, R.S.O. 1990, c. P.15, s. 66 (10)	Disposition Without a Hearing if Informal Resolution Fails	66.(10) If consent to the informal resolution of a matter is not given or is revoked under subsection (8), the following rules apply: 1. The chief of police shall provide the police officer with reasonable information concerning the matter and shall give him or her an opportunity to reply, orally or in writing. 2. Subject to paragraph 3, the chief of police may impose on the police officer a penalty described in clause 85 (1) (d), (e) or (f) or any combination thereof and may take any other action described in subsection 85 (7) and may cause an entry concerning the matter, the penalty imposed or action taken and the police officer's reply to be made in his or her employment record. 3. If the police officer refuses to accept the penalty imposed or action taken, the chief of police shall not impose a penalty or take any other action or cause any entry to be made in the police officer's employment record, but shall hold a hearing under subsection (3). 2007, c. 5, s. 10.
2-60	Police Services Act, R.S.O. 1990, c. P.15, s. 64.(16, 66.(12))	Complaints About Police Officer's Conduct- Employment Record Expunged	66.(12) An entry made in the police officer's employment record under paragraph 2 of subsection (10) shall be expunged from the record two years after being made if during that time no other entries concerning misconduct or unsatisfactory work performance have been made in the record under this Part.
-184- 2-61	Police Services Act, R.S.O. 1990, c. P.15, s. 66.(12)	Complaints About Police Officer's Conduct- Referred by Independent Police Review Director- Employment Record Expunged	66.(12) An entry made in the police officer's employment record under paragraph 2 of subsection (10) shall be expunged from the record two years after being made if during that time no other entries concerning misconduct or unsatisfactory work performance have been made in the record under this Part.
2-62	Police Services Act, R.S.O. 1990, c. P.15, s. 69.(14)	Complaints About Chiefs, Deputy Chiefs Conduct- Referred By Independent Police Review Director- Employment Record Expunged	69.(14) An entry made in the chief of police's or deputy chief of police's employment record under paragraph 2 of subsection (12) shall be expunged from the record two years after being made if during that time no other entries concerning misconduct or unsatisfactory work performance have been made in the record under this Part.



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No.	Citation	Record Type	Retention/Limitation Period
2-63	Police Services Act, R.S.O. 1990, c. P.15, s. 76.(13)	Internal Complaints- Complaints By Chief- Employment Record Expunged	76.(13) An entry made in the police officer's employment record under paragraph 2 of subsection (12) shall be expunged from the record two years after being made if during that time no other entries concerning misconduct or unsatisfactory work performance have been made in the record under this Part.
2-64	Police Services Act, R.S.O. 1990, c. P.15, s. 77.(10)	Internal Complaints – Complaints By Board- Employment Record Expunged	77.(10) An entry made in the chief of police's or deputy chief of police's employment record under paragraph 2 of subsection (9) shall be expunged from the record two years after being made if during that time no other entries concerning misconduct or unsatisfactory work performance have been made in the record under this Part.
2-65 -185-	Police Services Act, Conduct and Duties of Police Officers Respecting Investigations by the Special Investigations Unit under, O. Reg. 673/98, s. 10(4)	Police Investigation Notes	10.(1) The SIU shall, before requesting an interview with a police officer or before requesting a copy of his or her notes on the incident, advise the chief of police and the officer in writing whether the officer is considered to be a subject officer or a witness officer. (3) If, after interviewing a police officer who was considered to be a witness officer when the interview was requested or after obtaining a copy of the notes of a police officer who was considered to be a witness officer when the notes were requested, the SIU director decides that the police officer is a subject officer, the SIU shall (c) give the chief of police the original and all copies of the police officer's notes. (4) The chief of police shall keep the original and all copies of the police officer's notes returned under clause (3) (c) for use in his or her investigation under section 11.
2-66	Police Services Act, Equipment and Use of Force Regulation under, R.R.O. 1990, Reg. 926, s. 14.3(1), (4), as am., O. Reg. 552/92, s. 9(part)	Police Training Course Records	14.3.(1) Subject to subsection (2), every police force shall ensure that, at least once every twelve months, (a) every member of the police force who may be required to use force on other persons receives a training course on the use of force; (b) every member of the police force who is authorized to carry a firearm receives a training course on the use of firearms. (4) The police force shall maintain written records of the training courses taken by members of the police force on the use of force and the use of firearms, and or any grants of additional time to take a training course given under subsection (2).



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No.	Citation	Record Type	Retention/Limitation Period
2-67	Police Services Act, Equipment and Use of Force Regulation under, R.R.O. 1990, Reg. 926, s. 14.5(1), (2), as am., O. Reg. 552/92, s. 9(part); O. Reg. 751/92, s. 1(1)	Police Use of Force Reports	<p>14.5(3.1) If the report is submitted to the chief of police or Commissioner, the chief of police or Commissioner, as the case may be, shall ensure that Part B of the report is destroyed not later than thirty days after the report is submitted.</p> <p>(3.2) Despite subsection (3.1), Part B of the reports submitted under subsection (1) may be retained for an additional period specified by the board or the Commissioner, as the case may be, if the board or the Commissioner is of the opinion that the additional period is necessary for the purpose of determining whether members of the police force should receive additional training.</p> <p>(3.3) The additional period specified under subsection (3.2) shall not extend past the second anniversary of the date the report is submitted.</p>
2-68	Police Services Act, R.S.O. 1990, c. P.15, s. 132(6)	Police Force Property Register	<p>132.(6) The chief of police shall ensure that the police force keeps a register of property and that the following rules are followed:</p> <ol style="list-style-type: none"> 1. The description and location of every item of property shall be recorded. 2. If the property is sold, full particulars shall be recorded. 3. If the property is returned to its owner, his or her name, address and telephone number shall be recorded.
2-69	Police Services Act, R.S.O. 1990, c. P.15, s. 134(8), as am., S.O. 1997,c.8,s. 39	Police Firearms Register	<p>134.(8) The chief of police shall ensure that the police force keeps a register of firearms and that the following rules are followed;</p> <ol style="list-style-type: none"> 1. Every firearm's description and location shall be recorded. 2. When a firearm ceases to be in the possession of the board or of a member of the police force, full particulars shall be recorded, including the name of the person who disposed of it and the date and method of disposal. 3. If the firearm is returned to its owner, his or her name, address and telephone number shall also be recorded. 4. On or before the 31st day of January in each year, a statement shall be filed with the Solicitor General listing their firearms that have come into the possession of the police force during the preceding calendar year, indicating which firearms are still being retained and which have been disposed of, and giving the particulars of disposition.
2-70	Police Services Act- Ontario Reg. 354/04 s. 1	Major Case Management System	<p>Ontario Major Case Management Manual to govern investigations of major cases</p> <p>1. (1) Every board shall establish policies with respect to major cases in accordance with the Ontario Major Case Management Manual.</p> <p>(2) In developing and maintaining procedures on and processes for undertaking and managing general criminal investigations under subsection 12 (1) of Ontario Regulation 3/99 (Adequacy and Effectiveness of Police Services) made under the Act, every chief of police shall develop and maintain procedures on and processes for undertaking and managing investigations into major cases in accordance with the Ontario Major Case Management Manual.</p> <p>(3) For the purpose of undertaking and managing investigations into major cases in accordance with the Ontario Major Case Management Manual, every police force shall use the software approved by the Minister of Community Safety and Correctional Services.</p>



HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

No.	Citation	Record Type	Retention/Limitation Period
2-71	Police Services Act – Ontario Reg. 3/99 s.30	Strategic Planning/Business Plans	<p>30.(1) Every board shall prepare a business plan for its police force at least once every three years. O. Reg. 3/99, s. 30 (1).</p> <p>(2) The business plan shall address,</p> <p>(a) the objectives, core business and functions of the police force, including how it will provide adequate and effective police services;</p> <p>(b) quantitative and qualitative performance objectives and indicators relating to, (i) the police force's provision of community-based crime prevention initiatives, community patrol and criminal investigation services,</p> <p>(ii) community satisfaction with police services,</p> <p>(iii) emergency calls for service,</p> <p>(iv) violent crime and clearance rates for violent crime,</p> <p>(v) property crime and clearance rates for property crime,</p> <p>(vi) youth crime and clearance rates for youth crime,</p> <p>(vii) police assistance to victims of crime and re-victimization rates, and</p> <p>(viii) road safety; (c) information technology;</p> <p>(d) resource planning; and</p> <p>(e) police facilities. O. Reg. 3/99, s. 30 (2).</p>
-187-2-72	Police Services Act – Ontario Reg. 266/10	Suspect Apprehension Pursuits	<p>14.(1) If a police officer engages in a suspect apprehension pursuit and the officer is a member of an Ontario police force as defined in the Interprovincial Policing Act, 2009, the police force of which the officer is a member shall ensure that the particulars of the pursuit are recorded on a form and in a manner approved by the Solicitor General.</p> <p>(2) If a police officer engages in a suspect apprehension pursuit and the officer is appointed under the Interprovincial Policing Act, 2009, the officer shall report the particulars of the pursuit to the appointing official or local commander who appointed the officer under that Act and that person shall ensure that the particulars are recorded on a form and in a manner approved by the Solicitor General.</p>



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HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

No.	Citation	Record Type	Retention/Limitation Period
2-73	Police Services Act – Ontario Reg. 550/96 s. 2 (1), (2), (3), (4)	ViCLAS Reports	<p>2.(1) Every police officer who is in charge of an investigation shall, within 30 days of the start of the investigation, complete and submit one or more ViCLAS Crime Analysis Reports, in the form approved by the Manager of the Provincial ViCLAS Centre and in accordance with the established standards of ViCLAS.</p> <p>(2) Every police officer who is in charge of an investigation shall update a ViCLAS Crime Analysis Report that was submitted under subsection (1) within 30 days of a material change or of acquiring information that is significant to the investigation, in accordance with the established standards of ViCLAS.</p> <p>(3) Subsections (1) and (2) apply only to the following types of investigations:</p> <ol style="list-style-type: none"> 1. Homicide or attempted homicide, solved or unsolved. 2. Sexual assault, solved or unsolved that is not familial or domestic. 2.1 Familial or domestic sexual assault, if the victim is under 16 years of age at the time of the assault or the assault includes unique or significant physical, sexual or verbal behaviour. 3. Missing person, where the circumstances indicate a strong possibility of foul play and the person remains missing. 4. Unidentified body, where the manner of death is known, or suspected, to be homicide. 5. Non-parental abduction or attempted non-parental abduction 5.1 Luring of a child or attempted luring of a child, solved or unsolved. 6. A type of investigation that is added to the submission criteria of ViCLAS and is designated by the Minister of Community Safety and Correctional Services. (4) The ViCLAS Crime Analysis Reports shall be submitted to any ViCLAS centre that is designated by the Minister of Community Safety and Correctional Services.
2-74	Real Property Limitations Act, R.S.O. 1990, c. L.15, s. 17(1), as amended, Justice Statute Law Amendment Act, Schedule B, Limitations Act, 2002, S.O. 2002, c. 24, s. 26(2).	Rent Arrears – Limitation	<p>17.(1) No arrears of rent, or of interest in respect of any sum of money charged upon or payable out of land or rent, or in respect of any legacy, whether it is or is not charged upon land, or any damages in respect of such arrears of rent or interest, shall be recovered by any distress or action but within six years next after the same respectively has become due, or next after any acknowledgment in writing of the same has been given to the person entitled thereto or the person's agent, signed by the person by whom the same was payable or that person's agent.</p>



HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

No.	Citation	Record Type	Retention/Limitation Period
2-75	Real Property Limitations Act, R.S.O. 1990, c. L.15, s. 4, as amended, Justice Statute Law Amendment Act, Schedule B, Limitations Act, 2002, S.O. 2002, c. 24, s. 26(2).	Recovery of Land -Limitation	4. No person shall make an entry or distress, or bring an action to recover any land or rent, but within ten years after the time at which the right to make such entry or distress, or to bring such action, first accrued to some person through whom the person making or bringing it claims, or if the right did not accrue to any person through whom that person claims, then within ten years next after the time at which the right to make such entry or distress, or to bring such action, first accrued to the person making or bringing it.
2-76	Workers' Compensation Act, First-Aid Requirements Regulation under, R.R.O. 1990, Reg. 1101,s.5	Accident Reports	5. Every employer shall keep a record of all circumstances respecting an accident as described by the injured worker, the date and time of its occurrence, the names of witnesses, the nature and exact location of the injuries to the worker and the date, time and nature of each first aid treatment given.
2-77	Workers' Compensation Act, 1994, S.O. 1994, c. 24, s. 161; as am., S.O. 1995, c.5,s.27	Workers' Compensation Prosecution – Limitation	157.1(1) A prosecution for an offence under this Act shall not be commenced more than two years after the date on which the most recent act or omission upon which the prosecution is based came to the knowledge of the Board.
2-78	Workplace Safety and Insurance Act, 1997, S.O. 1997, c. 16, Sched. A, s. 22	Limitation- Accident Claims	22.(1) A worker shall file a claim as soon as possible after the accident that gives rise to the claim, but in no case shall he or she file a claim more than six months after the accident or, in the case of an occupational disease, after the worker learns that he or she suffers from the disease. {3} The Board may permit a claim to be filed after the six-month period expires if, in the opinion of the Board, it is just to do so.
2-79	Workplace Safety and Insurance Act, 1997, S.O. 1997, c. 16, Schedule A, s. 80.(1); as am., S.O. 2001, Schedule I, s. 4.(2)	Wages Record	80.(1) A Schedule 1 employer shall keep accurate records of all wages paid to the employer's workers and shall keep the records in Ontario. {2} The employer shall produce the records referred to in subsection {1) when the Board or any of its officers requires the employer to do so.



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No.	Citation	Record Type	Retention/Limitation Period
2-80	Workplace Safety and Insurance Act, 1997, S.O. 1997, c. 16, Schedule A, ss. 157.1(1); as am. S.O. 2001, c. 9, Schedule I, s. 4.(5)	Offences-Limitation Period	157.1(1) A prosecution for an offence under this Act shall not be commenced more than two years after the day on which the most recent act or omission upon which the prosecution is based comes to the knowledge of the Board. (2) Despite subsection (1), there is no limitation period for prosecuting an offence under section 149

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Appendix#3

Miscellaneous Retention References

No.	Citation	Record Type	Retention/Limitation Period
3-1	Collective Agreement, Uniform: Halton Regional Police Services Board and Halton Regional Police Association	Disciplinary Notifications	<p>Article 19.02- Personnel Files</p> <p>Where an employee has been documented or informally disciplined, all records of such discipline shall be purged from the employee's personal file after a discipline free period of two (2) years.</p> <p>All Police Services Act convictions shall be purged from the employee's personnel file after a discipline free period of five (5) years or earlier at the discretion of the Chief of Police.</p>
-191- 3-2	Guidelines with Respect to the Destruction of Photographs and Fingerprints, September 2004: prepared by The Law Enforcement and Records Manager's Network (LEARN)	Local criminal records (including fingerprints and photo-images) - Adult	<p>Eligible for Destruction if:</p> <p>(1) The following suggested time frames have elapsed since disposition; & (2) the requestor is a first-time offender; & (3) the type of offence does not raise serious concerns about public safety.</p> <p>Stayed Charges: At least one (1) year has elapsed from the date the stay was imposed</p> <p>Absolute Discharge: For criminal files that meet the individual police service criteria- Purge after one (1) year from the date of the disposition.</p> <p>Conditional Discharge: Destroy three (3) years from the date of completion of sentence, if circumstances meet the police service's criteria.</p> <p>Where Absolute or Conditional Discharge was received prior to July 24, 1992, the Police Service may close the local criminal file if eligible criteria met.</p> <p>Acquittal: Destroy on the expiration of two (2) months after the expiration of the time allowed for the taking of an appeal or where an appeal is taken, on the expiration of three (3) month after all proceedings in respect of an appeal have been completed (For acquittal other than by reason of a verdict of not criminally responsible on account of mental disorder.)</p> <p>Withdrawal or Dismissed: Other than by acquittal- at least thirty (30) days (appeal period) must have elapsed from disposition date.</p> <p>Withdrawn – Peace Bond: The Bond must have expired, which is normally one (1) year from disposition date.</p>



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Action Registry – Public Section

Motion Date	Motion ID	Motion	Task Assigned To	Scheduled Completion	Status/Comments
23 Jan 2020	4.1	<p><i>“THAT the Chief propose Strategic Plan Key Performance Indicators be presented to the Board for approval no later than April 2020, and</i></p> <p><i>THAT the CAO propose the Strategic Plan reporting schedule for key performance indicators no later than April 2020.”</i></p>	Chief/CAO	June 25, 2020	Refer to Report P20-6-R-04 on this agenda
3 Apr 2020	3.1	<p><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></p>	Chair/CAO	Monthly until end of Provincial/Regional State of Emergency	

June 25, 2020

