



**HALTON
POLICE
BOARD**
EXCELLENCE IN GOVERNANCE

Public Agenda

Date: Thursday, May 20, 2021

Time: 9:00 a.m.

Location: Zoom Video Conference

Link to watch meeting:

<https://us02web.zoom.us/j/81169313742?pwd=UjlhVIZUVVBDdUdGS0VObkpgK1NtZz09>

1. GENERAL

- 1.1 Regrets
- 1.2 Disclosure of Conflicts of Interest
- 1.3 Confirmation of Minutes of Meeting P21-04 held Thursday, April 29, 2021
(Agenda Pages 1 – 6)

2. PRESENTATIONS/DELEGATIONS

- 2.1 Equity, Diversity and Inclusion (EDI) Unit

3. CONSENT AGENDA

- 3.1 Halton Happenings - April 2021
(Agenda Pages 7 – 12)
- 3.2 **P21-5-I-01** – Community Safety and Well-Being Plans
(Agenda Pages 13 – 16)
- 3.3 **P21-5-I-02** - Financial Report and Forecast - First Quarter 2021
(Agenda Pages 17 – 22)
- 3.4 **P21-5-I-03** - Semi-Annual Grant Agreements Execution Report
(Agenda Pages 23 – 26)

3.5 **P21-5-I-04** - #1 District Facility Plan – Update
(Agenda Pages 27 – 32)

3.6 May Communications Update
(Agenda Pages 33 – 34)

4. DISCUSSION ITEMS

4.1 **P21-5-R-05** - Annual Report on Urgent Demands for Information Related to Missing Persons
(Agenda Pages 35 – 38)

RECOMMENDATION

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

4.2 State of Emergency Committee Report
(Agenda Pages 39 – 40)

RECOMMENDATION

“THAT the State of Emergency Report be received, and

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

5. OPERATIONAL VERBAL UPDATES

6. ACTION REGISTRY

6.1 Public Information Action Registry
(Agenda Pages 41 – 42)

7. RECEIPT OF PUBLIC CORRESPONDENCE

8. NEW BUSINESS

9. MOVE INTO CLOSED SESSION

10. CLOSED SESSION REPORT

11. ADJOURNMENT



Public Minutes

MEETING NO. P21-04

DATE OF MEETING: Thursday, April 29, 2021
9:00 a.m.

LOCATION: Zoom Video Conference

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

STAFF PRESENT (via Zoom Video Conference): Chief Stephen Tanner
Deputy Chief Jeff Hill
Deputy Chief Roger Wilkie
Ken Kelertas, Director, Legal Services and Legal Counsel
Paul Lavergne, Director, Corporate Services
Superintendent Dave Stewart
Inspector Julie Craddock
Staff Sergeant Anita Laframboise
D/Sgt. Raf Skwarka
Duane Sprague, Ministry of the Solicitor General
Adam Woods, Information Technology
Fred Kaustinen, Chief Administrative Officer
Kimberly Calderbank, Board Media Consultant (Acting Secretary)

1. GENERAL

1.1 Regrets

Councillor C. Somerville.



1.2 Disclosure of Conflicts of Interest

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

1.3 Confirmation of Minutes of Meeting P21-03 held Thursday, March 25, 2021

Moved by: C. Allen

Seconded by: N. Sekhon

"THAT the Minutes of Meeting P21-03 held Thursday, March 25, 2021 be adopted as circulated."

Carried.

2. PRESENTATIONS/DELEGATIONS

None.

3. CONSENT AGENDA

3.1 Halton Happenings – March 2021

The Service provided an update on a partnership between Amazon and the Services Community Mobilization Unit to identify and address the needs of community partners such as Halton Women's Place. Amazon has requested HRPS' assistance in expanding the program to different areas such as York and Peel.

Moved by: I. Hann

Seconded by: N. Sekhon

"THAT Item No. 3.1 on the Consent Agenda be received for information."

Carried.

3.3 P21-4-I-02 - Audit Report

The 2020 Year End Audit Summary was distributed to the Board and is appended to the minutes.

Moved by: C. Allen

Seconded by: N. Sekhon



"THAT the Halton Police Board be provided with an educational session on the subject of in-service audits at its upcoming retreat, and;

THAT Item No. 3.3 on the Consent Agenda be received for information."

Carried.

3.2 P21-4-I-01 - Seized Fund Statement - February 28, 2021

3.4 P21-4-I-03 - Quarterly Human Resources Summary

3.5 March Communications Update

Moved by: N. Sekhon

Seconded by: I. Hann

"THAT Item Nos. 3.2, 3.4 and 3.5 on the Consent Agenda be received for information."

Carried.

4. DISCUSSION ITEMS

4.1 State of Emergency Committee Report

Moved by: G. Carr

Seconded by: N. Sekhon

"THAT the State of Emergency Report be received."

Carried.

5. OPERATIONAL VERBAL UPDATES

Operational updates were provided regarding the following:

- New class of 18 recruits, including 5 women
- HRPS' Youth Advisory Council

6. ACTION REGISTRY

6.1 Public Information Action Registry



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

"THAT the Public Information Action Registry be approved."

Carried.

7. RECEIPT OF PUBLIC CORRESPONDENCE

There were no items of public correspondence for receipt.

8. NEW BUSINESS

Chair Knoll thanked the Chief and Deputies for attending municipal council meetings to discuss policing. Excerpts from these meetings will be posted on the Board's website and shared through its social media.

Don Foster noted the upcoming Burlington Prayer Breakfast on Thursday, May 6th, at which Chief Tanner is scheduled to deliver the Prayer Invocation.

There was no other new business.

9. MOVE INTO CLOSED SESSION

Moved by: G. Carr
Seconded by: D. Foster

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

Carried.

10. CLOSED SESSION REPORT

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



11. ADJOURNMENT

Moved by: G. Carr
Seconded by: D. Foster

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

Carried.

The meeting adjourned at 12:37 p.m.

Jeff Knoll
Chair

Graham Milne
Board Secretary



Halton Happenings - April 2021

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

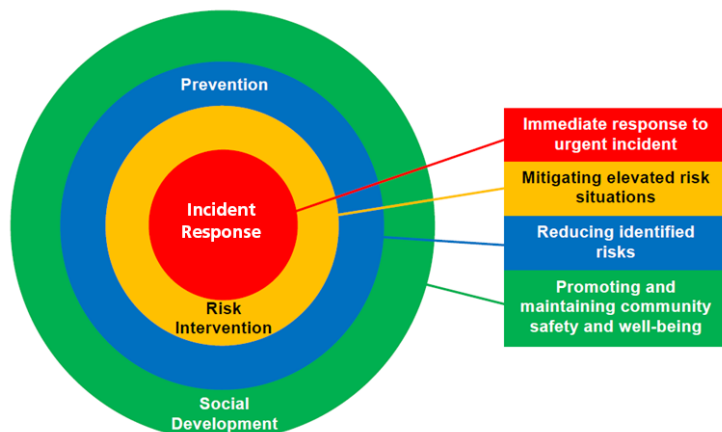
1. Emergency response – To ensure those in need get the right response, at the right time, by the right responders.
2. Risk intervention – To address the criminal behavior that most affects the safety of community members.
3. Prevention – Community collaboration is the catalyst for positive, working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

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

4 Pillars of Community Safety and Well-Being

What does it mean?

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





Halton Happenings - April 2021

INCIDENT RESPONSE

MOBILE CRISIS RAPID RESPONSE TEAM (MCRRT)

The Mobile Crisis Rapid Response Teams responded to 130 calls for service during the month of April. This included 44 in Burlington, 55 in Oakville, 18 in Milton, and 13 in Halton Hills. Of these calls, 93 were mental health priority calls. This accounts for 71.5 per cent of the teams' time.

Of the 37 'non-mental health priority' calls, the teams provided mental health support in 11. When these numbers are factored in, 104 of the teams' 130 calls were mental health related. Therefore 80 per cent of the teams' occurrences involved providing mental health support in the community.

COMMUNITY MOBILIZATION/SCHOOL LIAISON OFFICERS

Community Mobilization Bureau Officers and School Liaison Officers continue to support front line policing through emergency response, investigation and providing additional support for various calls for service. This has included but is not limited to; collision investigations, mental health and persons in crisis, neighbour disputes and other occurrences requiring an immediate response from front line officers.

RISK INTERVENTION

Crisis Outreach and Support Team (COAST)

COAST continues to support the Mobile Crisis Rapid Response Teams and the community through mobile risk intervention visits. The pandemic and staffing shortages at the Canadian Mental Health Association – Halton Region Branch has resulted in not having a mobile team seven-days-a-week. Required risk intervention visits are still being conducted as needed and supplemented by the Mobile Crisis Rapid Response Teams. COAST had 28 occurrences in April 2021. Of this 23 were mental health related, accounting for 82.1 per cent of the team's time. Of note: occurrences have been notably more complex as the pandemic continues.

Community Mobilization Officers

Restrictions due to COVID-19 have increased the number of older adults at risk due to social isolation. Often, they have lost connection with family/friends and community programs that provided consistency and contributed to overall well-being. Community Mobilization Officers across the region continue to follow-up regularly with older adults that have been identified to be in need ensuring that health and hygiene requirements are being met.



Halton Happenings - April 2021

Community Mobilization Bureaus continue to intervene in reported neighbour disputes, and referring parties to the Communities Conflict Resolution Service. During the month of April, officers have assisted with approximately 15 neighbour disputes. The majority of involved parties expressed interest in utilizing the free mediation services offered by the Community Conflict Resolution Service in an effort to successfully resolve their disputes.

Community Mobilization Officers assisted Public Health by conducting 115 quarantine checks (region-wide) for people who had recently returned to Canada.

Traffic Services Unit

The Traffic Services Unit participated in a two-day Commercial Motor Vehicle Blitz in Burlington on April 22nd and 23rd 2021. The safety blitz was a collaborative initiative and was supported by Commercial Motor Vehicle Inspectors from neighboring police services (Niagara, Peel, and the OPP).

The results from the two-day blitz were as follows:

- 67 vehicle inspections
- 26 vehicles taken Out-of-Service (OOS)
- 158 Provincial Offence Notices (tickets),
- 5 license plates seized
- 1 criminal arrest.

Older Adult Support

The Older Adult Support Officer conducted nine community outreaches for older adults and families in need of assistance.

Crime Stoppers

Crime Stoppers of Halton received 98 tips in the month of April. As a result of previous tips, five arrests were made by various investigative units throughout the service.

Crime Stoppers of Halton has partnered with the Drugs and Human Trafficking Unit to collaborate on the “*Targeting Traffickers*” Project. Crime Stoppers of Halton will be implementing a media campaign to promote Crime Stoppers and the enforcement component of this initiative.

District Social Workers/Youth Officer

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



Halton Happenings - April 2021

Additionally, the teams had eight new Adult Diversion intakes, while seven previous files were successfully completed.

Teams also conducted 85 proactive outreaches to adults, youth and families in the community to offer supports and/or assistance.

PREVENTION

Community Mobilization Officers

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

Community Officers completed four Crime Prevention Through Environmental Design (CPTED) inspections in the community.

School Liaison Officers

Officers participated in six Violent Threat Risk Assessments (VTRA) pertaining to situations at local schools. All school liaison officers continue to provide guidance and investigative services to assigned schools and support front line policing operations.

SOCIAL DEVELOPMENT

Traffic Services Unit

The Traffic Services Unit facilitated a three-day Commercial Motor Vehicle Familiarization Course for District Response Team Officers to enhance road safety throughout the region.

Traffic Services Unit in collaboration with Corporate Communications, created a Motorcycle Safety page on the Halton Police website ([Click Here](#)). This social media initiative is designed to educate the community regarding motorcycle safety and best practices for the upcoming “Motorcycle Awareness Month” which is taking place in May 2021.

Older Adult Support

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

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



Halton Happenings - April 2021

Community Mobilization Officers

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

Planning for an additional session of the Virtual Citizens Police Academy was completed. The weekly sessions will commence in May.

School Liaison Officers

District School Liaison Officers continue to support the various school boards within Halton Region through virtual presentations. Presentations topics have included: internet safety, ethical decision making, and consent.

Equity, Diversity and Inclusion Office

During the month of April, the Equity, Diversity and Inclusion Unit (EDI) presented to two diverse community partnerships on Crime Prevention. The presentations were well received and attended by over fifty members of the community.

Members of our police service participated in a virtual Ramadan event hosted by the Ahmadiyya Muslim Community in Milton. Sergeant Ryan Smith from the Equity, Diversity and Inclusion Office provided remarks to those in attendance on behalf of HRPS.

In April, the EDI Unit began disseminating cross-cultural information to all members of the Halton Police in the form of internal bulletins and in-person communication. The content has focused on recognizing and raising awareness about religious or culturally significant dates throughout the calendar year. This initiative will ensure our members are better able to understand, communicate and effectively interact with people across different cultures. Members across the organization are encouraged to work with the Equity, Diversity and Inclusion Unit in the development of this ongoing messaging.

GENERAL UPDATES:

Members from all areas of the Regional Community Mobilization Bureau continue to be very active in a wide variety of community committees, groups and meetings including: Mothers Against Drunk Driving (MADD), Fetal Alcohol Spectrum Disorders (FASD) Resource Team, Halton Youth Attendance Council, Older Adult Advisory Council, Older Adult Isolation Action Table, Halton Equity and Diversity Roundtable (HEDR), Halton Police Youth Advisory Council, International Association of Women Police (IAWP), Policing with Indigenous Persons Committee (CACP) and the Equity Diversity and Inclusion Committee (OACP).



Halton Regional Police Service Public Agenda Information Report

To: Chair and Police Board Members

From: Chief Stephen J. Tanner

Subject: COMMUNITY SAFETY AND WELL-BEING PLANS

Report #: P21-5-I-01

Date: May 20, 2021

INTRODUCTION AND BACKGROUND:

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

CONSULTATION:

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

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

Stephen J. Tanner
Chief of Police

:KE

Attachments: Community Safety and Well-Being Status Report – April-May 2021



Halton Regional Police Service

Community Safety and Well-Being Status Report April - May 2021



The Regional Community Mobilization Bureau will provide a monthly review on the progress of community safety and well-being planning in Halton Region. The purpose of this status report is to maintain a timely, consistent flow of information relating to the project's progress and performance.

Report Period: May 2021

Submitted To: Halton Police Board

Action Table Updates

Access to Mental Health Supports for Children and Youth

The Reach Out Centre for Kids has fully implemented a model of Access and System Navigation to make it easier for children, adolescents, and their families to access mental health supports. This includes a new pathway with One-Link to accept referrals from primary healthcare to community-based child and youth mental health services. The Reach Out Centre for Kids presented on the outcomes of the Access and System Navigation initiative to the System Leadership Group in March 2021 and has formally completed its Community Safety and Well-Being mandate.

Opioids

The development of the Opioid Action Table to address opioid use and related harms was put on hold in spring 2020 due to the impact of the COVID-19 pandemic. A leadership committee comprised of the Halton Regional Police Service, Joseph Brant Hospital, Halton Healthcare and Halton Region was convened by the Halton Regional Police Service in early 2021 to explore options to move forward. As a first step, Halton Alcohol, Drug and Gambling Assessment, Prevention and Treatment Services was awarded a three-year Halton Region Community Investment Fund commitment of \$330,000 to address the complex and specialized needs of opiate users and their caregivers. Specifically, a full-time Opioid Therapist will be integrated into the Burlington Prioritizing Health through Acute Stabilization and Transition program to provide awareness, prevention and treatment services.

Coordinated Access – Homelessness

The Action Table continues to implement a coordinated access framework to strengthen supports to individuals in Halton who are homeless or at-risk of homelessness. As of April 30, 2021, 70 households have received an offer of housing through the framework.

Enhancing the Response to Sexual Assault

Building on case reviews and training to enhance how the Halton Regional Police Service engages with survivors of sexual assault, the Sexual Assault Advisory Committee received funding through the Halton Region Community Investment Fund to establish a website to provide a central point of information and resources for survivors of sexual assault. The Sexual Assault Advisory Committee is currently exploring opportunities to strengthen supports for survivors proceeding through the justice system.

COMMUNITY SAFETY & WELL-BEING STEERING COMMITTEE

Deputy Chief Roger Wilkie
Halton Regional Police Service

Commissioner Alex Sarchuk
Community and Social Services,
Halton Region

Dr. Hamidah Meghani
Medical Officer of Health,
Halton Region

Dorothy Barr
Manager & Senior Epidemiologist
Halton Region

Inspector Julie Craddock
Halton Regional Police Service

COMMUNITY SAFETY & WELL-BEING WORKING GROUP

Christina Gallimore
Manager, Quality & Service
Integration,
Halton Region

Constable Kris Elliott
Regional Community Mobilization
Bureau,
Halton Regional Police Service

John Versluis
Community Partnerships Advisor,
Halton Region

Kendra Habing
Epidemiologist
Halton Region



Halton Regional Police Service

Community Safety and Well-Being Status Report

April - May 2021



Support for Youth Exiting the Care of Child Welfare Services

An evaluation of a pilot to support youth exiting the care of Halton Children's Aid Society was completed. Outcomes of the evaluation determined that the program was successful in connecting participants to education, training, employment, and mentorship.

Alcohol Consumption

The Action Table is not active due to the continued impact of the COVID-19 pandemic.

Isolation Among Older Adults

The focus of the initiative is to proactively identify and support older adults at risk of isolation. This includes continued Halton Region Community Investment Fund investment in a Connections Specialist to serve as a centralized resource to support older adults who are isolated or at risk of isolation.

Dual Diagnosis Among Children and Youth

A dual diagnosis is the co-existence of a developmental disability and a mental health challenge. In May 2019, an Action Table was established to explore the development of a Halton approach to the support of children and youth with a dual diagnosis and their families. Through a Halton Region Community Investment Fund grant, a robust engagement process and situational assessment has been implemented and is expected to be complete in June 2021.

Coordination During COVID-19

An ad hoc Action Table was established at the outset of the pandemic to support coordination and information sharing between local municipalities, Halton Region, the Halton Regional Police Service and several community partners. This included input on the development of a program to provide food and essential goods to vulnerable households in response to the COVID-19 pandemic. The table has been sunset and will be convened on an as required basis.

Coordinated Approach to Food Security

In November 2020, an Action Table was convened to develop a more coordinated approach to food security. The Action Table is being co-chaired by Food for Life and Kerr Street Mission with a focus on opportunities to provide more equitable and consistent service to food insecure residents throughout Halton.

To learn more about our [community safety and well-being initiatives](#) or to read the 2020 Community Safety and Well-Being Population Level Indicator Report, visit halton.ca.



Halton Regional Police Service Public Agenda Information Report

To: Chair and Police Board Members

From: Chief Stephen J. Tanner

Subject: FINANCIAL REPORT AND FORECAST – FIRST QUARTER 2021

Report #: P21-5-I-02

Date: May 20, 2021

INTRODUCTION AND BACKGROUND:

Given below is a summary of the Quarterly Financial Report as of March 31, 2021. Details of each major cost element indicated in the summary are included in the following pages.

SUMMARY

\$ 000's
Favourable (Unfavourable)

Cost Elements	March 31, 2021 YTD				2021 Full Year		2020 QTR 1
	Actual	Planned	Var \$	Var %	Budget	Proj. Var.	Actual
Compensation & Benefits	33,722	34,813	1,091	3.1%	151,479	1,775	33,556
Materials & Supplies	1,883	1,930	47	2.4%	7,420	(210)	1,656
Purchased Services	4,336	4,555	219	4.8%	10,899	55	3,637
Rent & Financial	107	91	(16)	(17.8%)	365	0	99
Debt Charges	197	197	0	0.0%	3,432	0	1,042
Transfer To Reserve	0	0	0		5,308	0	1,402
Interdepartmental Charges	502	571	69	12.0%	2,282	150	474
Total Expenditure	40,747	42,157	1,410	3.3%	181,185	1,770	41,866
Total Revenue	2,341	2,474	(133)	(5.4%)	12,353	(475)	2,668
Net Expenditure	38,406	39,683	1,277	3.2%	168,832	1,295	39,198

Comments:

- As of the end of the first quarter, we have expended \$38.4 million (or 23% of the annual budget) which results in YTD savings of \$1.3 million as compared to our approved 2021 Budget.

- Based on meetings with Operational and Administration managers to discuss their 2021 variances and expectations, Staff is currently conservatively projecting a Net Expenditure savings of \$1.3 million for the full year. Projected savings related to salaries and benefits should offset the costs associated with COVID.
 - COVID continues to impact our daily operations and we continue to closely monitor the situation. Currently the significant variances are related to:
 - Increased Safety Supplies (PPE)
 - Increased IT costs related to work from home arrangements
 - Increased Janitorial costs for touchpoint cleaning and vehicle sanitation
 - Reduced Training and Development costs
 - Reduced Event and Ceremony costs
 - Fewer Program Fees including Security Clearances

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

Compensation & Benefits

\$ 000's
Favourable (Unfavourable)

Cost Elements	March 31, 2021 YTD				2021 Full Year		2020 QTR 1
	Actual	Planned	Var \$	Var %	Budget	Proj. Var.	Actual
Salaries	24,077	25,092	1,015	4.0%	108,670	2,750	23,601
Temporary Help	477	478	1	0.3%	2,504	(850)	740
Net Wages	24,554	25,570	1,016	4.0%	111,174	1,900	24,341
Overtime & Court-time	592	593	1	0.2%	3,221	(500)	670
Retention Pay	517	570	53	9.3%	2,470	225	506
Other Personnel Costs	408	373	(35)	(9.3%)	4,013		447
Total Expenditure	26,071	27,106	1,035	3.8%	120,878	1,625	25,964
Benefits	7,651	7,707	56	0.7%	30,601	150	7,592
Total Comp. & Benefits	33,722	34,813	1,091	3.1%	151,479	1,775	33,556

Comments:

- **Net Wages** – YTD costs for Salaries and Temporary Help are favourable due to lower than anticipated uniform staffing levels (see HR report) and vacant civilian positions (see HR report). The service is sending 18 new officers to OPC in May and is ramping up uniform and civilian recruiting efforts through the remainder of the year.

- **Overtime & Court-time** –While currently on budget, the projected full year unfavourable variance is based on historical utilization and requirements for overtime in the later parts of the year.
- **Retention Pay** –Projected full year savings relates to retirements of officers who would otherwise have been eligible for Retention Pay at the end of the year.
- **Benefits** –The projected full year favourable variance relates to staff vacancies.

Materials and Supplies

\$ 000's Favourable (Unfavourable)

Cost Elements	March 31, 2021 YTD				2021 Full Year		2020 QTR 1
	Actual	Planned	Var \$	Var %	Budget	Proj. Var.	Actual
Tires & Parts For Fleet	146	174	28	16.0%	695		140
Telephone & Data Line	207	204	(3)	(1.3%)	818		185
Fuel Cost For Fleet	418	389	(29)	(7.5%)	1,556	(125)	361
Clothing & Equipment	163	209	46	22.2%	1,097	(10)	194
Supplies	109	125	16	12.8%	501	(125)	143
Utilities	213	205	(8)	(4.3%)	1,379		193
Minor Capital	382	383	1	0.1%	791	(50)	181
Other Misc. Material & Supplies	245	241	(4)	(1.3%)	583	100	259
Total Materials & Supplies	1,883	1,930	47	2.4%	7,420	(210)	1,656

Comments:

- **Fuel Cost For Fleet** – The projected full year unfavourable variance relates to an increase in the net pump price of fuel.
- **Supplies** – The projected full year unfavourable variance relates mainly to additional safety supply (PPE) purchases required as a result of COVID.
- **Minor Capital**– The projected full year unfavourable variance relates to anticipated purchases required as a result of COVID.
- **Other Misc. Material & Supplies**– The projected full year favourable variance relates mainly to reduced travel costs related to training.

Purchased Services

\$ 000's

Favourable (Unfavourable)

Cost Elements	March 31, 2021 YTD				2021 Full Year		2020 QTR 1
	Actual	Planned	Var \$	Var %	Budget	Proj. Var.	Actual
Computer Maintenance	3,016	3,013	(3)	(0.1%)	4,733	(75)	2,344
Building Maintenance	204	251	47	18.7%	1,005		194
Janitorial Services	142	182	40	22.0%	728	(145)	130
Staff Development	137	234	97	41.6%	938	250	241
Professional Services	314	326	12	3.5%	1,303		289
Fleet Support Costs	193	127	(66)	(52.5%)	508	(100)	155
Advertising/Public Relations	24	14	(10)	(69.8%)	57		18
Other Misc. Services	306	408	102	25.2%	1,627	125	266
Total Purchased Services	4,336	4,555	219	4.8%	10,899	55	3,637

Comments:

- **Computer Maintenance** – The projected full year unfavourable variance relates to anticipated additional IT related costs related to COVID and working from home.
- **Janitorial Services** – The projected full year unfavourable variance relates to additional touchpoint cleaning services required as a result of COVID.
- **Staff Development** – The projected full year favourable variance relates to change in training course delivery methods as a result of COVID.
- **Fleet Support Costs** – The projected full year unfavourable variance relates to additional vehicle cleaning costs related to COVID.
- **Other Misc. Services** – The projected full year unfavourable variance relates mainly to savings related to the cancellation of events and ceremonies and miscellaneous savings within the multiple accounts included in this category.

Various\$ 000's
Favourable (Unfavourable)

Cost Elements	March 31, 2021 YTD				2021 Full Year		2020 QTR 1
	Actual	Planned	Var \$	Var %	Budget	Proj. Var.	Actual
Rent & Financial	107	91	(16)	(17.8%)	365		99
Debt Charges	197	197	0	0.0%	3,432		1,042
Transfer to Reserves	0	0	0		5,308		1,402
Interdepartmental Charges	304	288	(16)	(5.6%)	9,105	0	2,543

Comments:

None.

Regional Charges\$ 000's
Favourable (Unfavourable)

Cost Elements	March 31, 2021 YTD				2021 Full Year		2020 QTR 1
	Actual	Planned	Var \$	Var %	Budget	Proj. Var.	Actual
Risk Management	280	280	0	0.0%	1,121		251
Fleet Maintenance	207	276	69	24.8%	1,101	150	209
Other Charges	15	15	0	0.0%	60		14
Interdepartmental Charges	502	571	69	12.0%	2,282	150	474

Comments:

- **Fleet Maintenance** – The projected full year favourable variance of \$150 K relates to lower labour charges from the Regional garage.

Revenue\$ 000's
Favourable (Unfavourable)

Cost Elements	March 31, 2021 YTD				2021 Full Year		2020 QTR 1
	Actual	Planned	Var \$	Var %	Budget	Proj. Var.	Actual
Government Subsidy	1,448	1,466	(18)	(1.1%)	5,960	(50)	889
Program Fees	316	507	(191)	(37.6%)	2,029	(650)	439
External Recoveries	518	442	76	17.0%	2,749	225	685
Internal Recoveries	59	59	0	0.0%	312		58
Transfer from Reserve	0	0	0		1,303		597
Total Revenue	2,341	2,474	(133)	(5.4%)	12,353	(475)	2,668

Comments:

- **Government Subsidy** – The projected full year unfavourable variance relates to reductions in funding for Court Security and Prisoner Transportation (-150K) partially offset by newly introduced Human Trafficking funding (+\$100K).
- **Program Fees** – The projected full year unfavourable variance relates mainly to reductions in Security Clearance due to COVID. Program fees related to fingerprinting, FOI, and prisoner escorts will also be impacted by COVID.
- **External Recoveries** – The projected full year favourable variance relates mainly to additional secondments of officers to OPC.

OVERALL:

As of the end of the first quarter, we have YTD savings of \$1.3 million as compared to our 2021 Budget which represents a combination of expenditure timing differences which will correct themselves by year-end plus permanent expense savings / revenue increases.

Based on a line by line review of all expense and revenue items with Budget Managers, Staff currently projects a savings of \$1.3 million for the full year.



Stephen J. Tanner
Chief of Police

:PL / GK



Halton Regional Police Service Public Agenda Information Report

To: Chair and Police Board Members

From: Chief Stephen J. Tanner

Subject: SEMI – ANNUAL GRANT AGREEMENTS EXECUTION REPORT

Report #: P21-5-I-03

Date: May 20, 2021

INTRODUCTION AND BACKGROUND:

The Provincial and Federal Governments offer a variety of grant programs to support the delivery of policing services for community safety. The process to receive these grants involves an application and, if approved, an agreement with the Provincial or Federal Government. The grant programs include Province-wide initiatives and monies made available by the Province through proceeds of crime (POC) legislation. To ensure the Service is able to take advantage of these programs in a timely manner, the Board approved a policy on July 19, 2011 delegating signing authority for grant applications to the Chief of Police.

In addition, the policy authorizes the Board Chair to execute any agreements and ancillary documents needed to comply with the terms of the grant approvals.

The policy also requires that a semi-annual report be submitted to the Board detailing the agreements executed. The attached chart fulfills this requirement.

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

Stephen J. Tanner
Chief of Police

:KK

Attachment: Executed Grant Agreements

**Executed Grant Agreements
Pursuant to HRPSB Policy**

Name and Purpose of Grant	Fiscal Year(s) Covered	Maximum Grant To Be Received
<p><i>Victim Quick Response Program:</i> To contribute to the salary and benefits of a VQRP Coordinator</p> <p>*unless Agreement is terminated, we are funded to deliver project between April 1, 2021 – March 31, 2022, but expiry of Agreement is September 30, 2022</p>	April 1, 2021 – March 31, 2022	\$56,484.00
<p><i>ICE Agreement:</i> To assist in implementing a provincial strategy to protect children from sexual abuse and exploitation on the internet</p>	Year 1: April 1, 2021 – March 31, 2022	\$169,250.00
	Year 2: April 1, 2022 – March 31, 2023	\$169,250.00
	Year 3: April 1, 2023 – March 31, 2024	\$169,250.00
	Year 4: April 1, 2024 – March 31, 2025	\$169,250.00
<p><i>Community Safety and Policing Grant Program (CSP):</i> To implement initiatives that address policing needs and priority risks related to safety and well-being</p>	Year 1: April 1, 2020 – March 31, 2021	\$100,000.00
	Year 2: April 1, 2021 – March 31, 2022	\$100,000.00
<p><i>Guns and Gangs Grant Program (G&G):</i> To assist with investigative and front-line gang response, risk mitigation and gang prevention activities</p>	Year 1: April 1, 2020 – March 31, 2021	\$200,000.00
	Year 2: April 1, 2021 – March 31, 2022	\$200,000.00
	Year 3: April 1, 2022 – March 31, 2023	\$200,000.00
<p><i>RIDE Agreement:</i> To reduce impaired driving and offset staff costs of enhancing RIDE programs of sobriety checks</p>	Year 1: April 1, 2020 – March 31, 2021	\$42,977.00
	Year 2: April 1, 2021 – March 31, 2022	\$42,894.00
	(Executed December 11, 2020	

<i>Provincial Human Trafficking Intelligence-Led Joint Forces Strategy:</i> To assist in employing a Human Trafficking Investigator / Human Trafficking Intelligence Analyst	April 1, 2020 – March 31, 2021 (Executed February 1, 2021)	\$122,090.00
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Halton Regional Police Service Public Agenda Information Report

To: Chair and Police Board Members

From: Chief Stephen J. Tanner

Subject: #1 DISTRICT FACILITY PLAN - UPDATE

Report #: P21-5-I-04

Date: May 10, 2021

INTRODUCTION AND BACKGROUND:

In February 2015, the Board approved the recommendation report entitled “#1 District Facility Plan” (P15-2-PSB-R-07) which identified the most effective model, space requirements and appropriate facility locations for police service delivery in #1 District. The report also contained several recommendations on steps to advance the #1 District Facility Plan (the Plan) that would enable a more effective and efficient delivery of policing services.

Since the Board received the recommendation report, annual summary updates have been provided to the Board on progress towards meeting the approved recommendations. This current report is intended to update the Board on major project milestones achieved as well the project plans to deliver the new 1 District Facility.

DISCUSSION / ANALYSIS:

The February 2015 public recommendation report identified the following six recommendations:

1. *“That the Halton Regional Police Services Board receives and approves in principle the #1 District Facility Plan as presented by Rebanks Pepper Littlewood Architects; and further,*
2. *That the Halton Regional Police Services Board authorize staff to work with Region of Halton staff to investigate the availability and cost of an appropriately sized parcel of land on which to locate the consolidated 1 District facility; and further*
3. *That the Halton Regional Police Services Board authorize staff to complete a preliminary design to validate the accommodation program and further refine the project budget requirements by seeking a qualified architectural firm to undertake the preliminary design phase of the project; and further,*
4. *That the Halton Regional Police Services Board authorize staff to work with Region of Halton staff and municipal partners to determine the appropriate supporting*

police building requirements in each municipality, with consideration of the existing 11 and 12 Division facilities; and further,

- 5. That staff report back to the Halton Regional Police Services Board on the results of the research and related financial plans to seek approval to fully implement the #1 District Facility Plan; and further,*
- 6. That staff report back on a public consultation / education plan to implement the #1 District Facility Plan.”*

The actions taken against recommendations to date are discussed in the following sections of this report.

Recommendation 1 – 1 Dist Facility Plan Approved Principals

The Board approved a recommendation to provide a main District station with supporting service delivery stations in Acton and Georgetown which will provide operational benefits, improved communications, more effective use of resources and cost savings. The Plan also determined the space requirements to support the projected growth of 1 District Operations and that the ideal location would be North East Milton or South West Halton Hills.

Recommendation 2 - Land Availability / Land Acquisition

The importance of the new site location was supported by the establishment of a Steering Committee and Project Team. The Steering Committee is comprised of the Chief of Police and the CAO's (or designates) of Halton Region, Milton and Halton Hills to provide direction and feedback to a Project Team consisting of HRPS Staff plus Regional Asset Management, Reality Services and Planning Staff.

The Project Team has identified and evaluated municipally-owned lands with criteria identified in the 1 District Facility Plan including consideration of the travel distance for the current and future forecasted populations to be served. With direction from the Steering Committee, lands in the Hornby Park area (Steeles Avenue and 6th Line) were identified to best meet the location requirements. Preliminary studies were conducted on a variety of land assembly options to test viability of development within this green field area.

The land search ultimately concluded in 2019 with Regional Council approving a recommendation report to acquire the necessary land base to support the new 1 District Facility and future Regional requirements, based on terms that are acceptable to both Halton and partnering landowners. Regional Council has also authorized agreements which set the foundation for a cost-sharing arrangement and the necessary budget to support this undertaking. Regional staff and partnered landowners commenced the land use planning approval process with the Town of Halton Hills in the spring of 2020. The submissions and approvals of all requisite pre-development studies are nearing completion. The Region and partnering landowners have also retained a qualified consultant to complete the design and construction administration of the required

community services (municipal road, stormwater management controls and utility servicing). Construction of the community services are anticipated to be completed in Q2 2022.

Recommendation 3 - Preliminary Design

In parallel with the land acquisition process, HRPS staff have re-confirmed the program of requirements for the new 1 District Facility to align with the project development timeline which anticipates a building ready for occupancy in 2025. The re-confirmed program of requirements has been updated from the 2015 Plan to account for: changes in regional growth projection to 2041; remove the concept of a future Central Lockup North; and, the addition of space for enhancing business continuity functions. In support of the land search process, the Region retained an Architect to work with the re-confirmed program of requirements to develop building block plans and various test fit site planning exercises to assist the land assembly process.

Currently a procurement process for a qualified architectural firm has commenced in support of advancing the site-specific design and construction level detailing of the new 1 District Facility and inform the financial plans. It is anticipated that the architectural contract will be awarded in Q3 2021 to commence the building design phase.

Recommendation 4 - Building Requirements for each Municipality

Milton is currently supported by the 12 Division station. During the initial review stage for the most appropriate location for the main 1 District facility, an assessment was made to determine if it was feasible to expand the existing 12 Division station to meet mid and long-term requirements. Staff concluded that the existing site's acreage limitation and the logistics of expanding an operating police station made renovation / expansion of the site uneconomical. Therefore, it was recommended that HRPS vacate the existing station as part of the Plan. In the end, the Town of Milton will have its police service delivery provided through the new proposed main building which would satisfy the mid and long-term considerations of the Plan.

Halton Hills is currently supported by the 10 Division station in Acton and the 11 Division station in Georgetown. The 10 Division station (leased space) sufficiently supports the requirements in Acton through the mid-term of the Plan. The existing 11 Division station still faces the previously reported issues associated with a 35-year old police station. When District operations are consolidated to the new main facility, a Georgetown facility will still be required to deliver the public facing services that are expected by the community (police record checks, in-person reporting, in-person request for assistance, etc.) as well as provide a "go to" police facility for the public. The short-term plan will be to remain operating from the current 11 Division facility. The long-term facility solution for Georgetown will be studied as part of the Facility Master Plan update to align with the new Regional Official Plan Review - Growth Concepts to meet the provincial requirement of 1,100,000 people and 500,000 jobs by 2051.

Recommendation 5 - Report Back to the Board

Following the completion of the design phase (as noted in Recommendation 3 above) of the new 1 District Facility, Staff will report back to the Board to seek approval to fully implement the #1 District Facility Plan.

Recommendation 6 - Public Consultation

The Chief attended Halton Hills and Milton Council meetings (June and July 2015) to discuss the Plan and describe how a staged facility delivery was required to keep pace with the rapidly growing District population in an economical manner. Commitment was also reinforced that the Plan will always provide a police facility in Georgetown.

In January 2016 the Region CAO, Halton Hills CAO and HRPS Senior Command met to engage Halton Hills Planning in the process in order to ensure compatibility of plans with municipal partners. This meeting resulted in the identification of a project Steering Committee consisting of HRPS Command, Region CAO and Asset Management staff, Halton Hills CAO and Planning staff from Halton Hills and Milton.

In March 2016, HRPS Senior Command met with Halton Hills Planning and Milton Planning staff to discuss the Service's mid-term and long-term intent and to identify the public service levels that would be supported by each facility within the stages of the Plan.

Through the meeting it was identified that the best approach to solicit public consultation / education was to include the #1 District Facility Plan in HRPS 2017-19 Business Plan Public Consultation meetings in Milton and Halton Hills (May and June 2016 respectively). This forum provided an opportunity to engage the public on the planned changes to police facilities within their communities and to reinforce that the changes will provide a positive impact to the delivery of police services

Project Next Steps

To date, with exception of Board approval to fully implement the #1 District Facility Plan (Recommendation 5), Staff have completed the deliverables on all recommendations of the “#1 District Facility Plan” (P15-2-PSB-R-07).

The next steps to complete Recommendation 5 are:

Land Pre-Development Works

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

1 District Facility Design and Financial Plans

- Complete procurement of architectural services (Q3 2021)

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

Project Implementation – Post Board Approval

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

ALTERNATIVES:

None considered.

CONSULTATION:

- Deputy Chief Jeff Hill, Regional Operations
- Deputy Chief Roger Wilkie, District Operations
- Superintendent Al Albano, Commander – 1 District (prior)
- Superintendent Dave Steward, Commander – 1 District
- Paul Lavergne, Director Corporate Services
- Mike McMullen, Manager Facilities Services
- Keith Moore, Senior Planner – Strategic Management Office

FINANCIAL / HUMAN RESOURCE / LEGAL ISSUES:

The current 10-Year Capital forecast includes \$33.1M funding for the 1 District Facility project.

STRATEGIC MANAGEMENT ISSUES:

Approval of this recommendation addresses various elements of the 2020-2023 Corporate Business Plan:

Theme 3 – Capability and Engagement

Goal 1 - *Ensure that all employees are well-trained and well equipped, and that our commitment to the support of frontline services remains paramount.*

Goal 3d – *Maximize the effectiveness and efficiency of the organization by: Ensuring that necessary police resources are available through accountable fiscal planning and sustainable funding.*



Stephen J. Tanner
Chief of Police

:PL /MMcM



Public Agenda Information Report

To: Chair and Police Service Board Members

From: Kimberly Calderbank
Board Media Consultant

Subject: May Communications Update

Report #:

Date: 20 May 2021

INTRODUCTION AND BACKGROUND

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

DISCUSSION / ANALYSIS

Newsletter

April Agenda Newsletter open rate – 73.3%

April Newsletter open rate – 67.4%

***Both increased over the past month.*

Twitter

Followers – 994

Likes – 103

Retweets – 29

Replies – 2

Top Tweets



@HPBoard

[Apr 04, 13:20](#)



Thank you to our uniform & civilian members @HaltonPolice, as well as all essential workers who are working

this #Easter weekend keeping our community safe. Your commitment and sacrifice for our community's safety & well-being are immeasurable. #Halton #Community #ThankYou

<https://twitter.com/HPBoard/status/1378698883870654466/photo/1>

@HPBoard
[Apr 12, 22:01](#)



As we mark the beginning of Ramadan, we send our best wishes to the Muslim community.

Have a blessed & happy holy month. #RamadanMubarak #RamadanMubarak2021 #Halton

<https://twitter.com/HPBoard/status/1381729229994401800/photo/1>

COMMENTS

- Blazers in final stages. Once complete and lockdown measures are lifted, we will book headshots with blazers and complete the website.



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 #: P21-5-R-05

Date: May 20, 2021

RECOMMENDATION:

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

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

Stephen J. Tanner
Chief of Police

:KM

Attachments: HRPS Annual Report Form 7

INTRODUCTION AND BACKGROUND:

On July 1, 2019 the *Missing Persons Act* of Ontario came into 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. In 2019 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 1st of each year. The attached appendix represents the 2020 Form 7 for the Halton Regional Police Service and it has been submitted to the province. In addition, the police services 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 2020 Form 7 for the Halton Regional Police Service has also been posted on the HRPS website.

DISCUSSION / ANALYSIS:

Investigations into missing persons are an organizational priority given the potential for harm to come to the individual, particularly if they are vulnerable in some fashion. The Missing Persons Act of Ontario was implemented to empower police officers with the tools necessary to conduct thorough investigations in the timeliest manner possible. Based on the frequency by which officers are utilizing the legislative authorities it is clear the Service is taking full advantage of this new legislation, which in turn has increased the quality of the investigations.

CONSULTATION:

District Unit Commanders
Commander- Strategic Management Office

FINANCIAL / HUMAN RESOURCE / LEGAL ISSUES:

None

STRATEGIC MANAGEMENT ISSUES:

None

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) 2020/01/01	End Date (yyyy/mm/dd) 2020/12/31
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Name of Police Force
Halton Regional Police Service

Detachment Location (if applicable)

Unit Number	Street Number 2485	Street Name North Service Road West	PO Box
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City/Town Oakville	Province Ontario	Postal Code L6M 3H8
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Total Number of Urgent Demands made 252	Number of Missing Persons Investigations in which a demand was made 98
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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	cell phone # for M/P, addresses of friends, social media profiles, next of kin contact information	98
Photos, videos, or other records containing visual representation	photo of missing person, video footage from residences and commercial premises	53
Records of telecommunications or records that contain other electronic communications information, including information about signals related to a person's location	emergency cell phone "ping" by telecom provider to identify last known location of missing person, detailed history of cell phone use, copies of text messages sent from M/P to others	58
Records of employment information	attendance record at work, name and address of employer	45
Records of personal health information within the meaning of the <i>Personal Health Information Protection Act, 2004</i>	list of medications, name of family physician, confirmation of attendance or non-attendance at hospitals,	12
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>		
Records that related to a student of an educational institution	school attendance record	10
Records containing travel and accommodation information	contact with Canadian Border Service Agency to determine if missing person has left the country	12

Records	Description	Total number of times demanded
Records of financial information	details on most recent use of bank card including date,time and address of transaction	39
Other records		

Save Form

Print Form

Clear Form



Public Agenda Recommendation Report

To: Chair and Police Service Board Members **From:** Jeff Knoll, Chair
Subject: State of Emergency Committee Report
Report #: **Date:** May 20 2021

RECOMMENDATION:

THAT the State of Emergency Committee Report for May 20, 2021 be received; and

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

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. It is proposed that going forward, rather than submitting null reports, the Committee only report to the Board when it has undertaken any activity. If this direction is approved, the Public Action Registry will be updated to remove the monthly reporting requirement.

Action Registry – Public Section

Motion Date	Motion ID	Motion	Task Assigned To	Scheduled Completion	Status/Comments
3 Apr 2020	3.1	<i>“THAT the State of Emergency Committee report to the entire Board at each meeting of the Board, in writing, all decisions made on its behalf between meetings.”</i>	Chair	Monthly until end of Provincial/Regional State of Emergency	
27 Aug 2020	4.6	<i>“THAT the CAO’s Board Governance expenditure report be issued semi-annually.”</i>	CAO	Semi-annually	To be scheduled in the Governance Calendar policy (under development)
25 Feb 2021	2.1	<i>“THAT an annual report on the HARRT (Halton Assessment and Risk Reduction Team) program be presented to the Board in the first quarter of each year.”</i>	Chief	1 st quarter 2022	To be scheduled in the Governance Calendar policy (under development)
25 Mar 2021	3.7	<i>THAT the CAO and HRPS staff research options on the schedule of performance-related reporting to the Board, including the Annual Performance Report.</i>	Chief/CAO	TBD	To be scheduled in the Governance Calendar policy (under development)

