



Public Agenda

Date: Thursday, November 26, 2020

Time: 9:00 a.m.

Location: Zoom Video Conference

Link to watch meeting:

<https://us02web.zoom.us/j/84642421002?pwd=eCtaMm1nR09EZiBaVHY2WDFEdENwZz>

09 Passcode: 220507

1. GENERAL

- 1.1 Regrets
- 1.2 Disclosure of Conflicts of Interest
- 1.3 Confirmation of Minutes of Meeting P20-10 held Thursday, October 29, 2020
(Agenda Pages 1 – 36)

2. PRESENTATIONS/DELEGATIONS

- 2.1 Courts Update - Inspector Brad Cook
- 2.2 Board Communications Update - Kimberly Calderbank

3. CONSENT AGENDA

- 3.1 Halton Happenings - October 2020
(Agenda Pages 37 – 50)
- 3.2 **P20-11-I-01** - Financial Report - Third Quarter 2020
(Agenda Pages 51 – 58)
- 3.3 **P20-11-I-02** - Semi-Annual Grant Agreements Execution
(Agenda Pages 59 – 60)

4. DISCUSSION ITEMS

- 4.1 **CAO20-11-R-02** - Purchasing By-law
(Agenda Pages 61 – 84)

RECOMMENDATION

"THAT the proposed Purchasing By-law be enacted."

- 4.2 **CAO20-11-R-01** - 2021 Board Meeting Schedule
(Agenda Pages 85 – 86)

RECOMMENDATION

"THAT the proposed 2021 Board Meeting Schedule be approved."

- 4.3 State of Emergency Committee Report
(Agenda Pages 87 – 88)

RECOMMENDATION

"THAT the State of Emergency Report be received."

5. OPERATIONAL VERBAL UPDATES

6. ACTION REGISTRY

- 6.1 Public Information Action Registry
(Agenda Pages 89 – 90)

7. RECEIPT OF PUBLIC CORRESPONDENCE

8. NEW BUSINESS

9. MOVE INTO CLOSED SESSION

10. CLOSED SESSION REPORT

11. ADJOURNMENT



Public Minutes

MEETING NO. P20-09

DATE OF MEETING: Thursday, October 29, 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, Ingrid Hann, Navneet Sekhon

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
Bill Payne, Director, Information Technology
Superintendent Dave Stewart
Staff Sergeant Trevor Bradley
Staff Sergeant Dave Tutte
Fred Kaustinen, Chief Administrative Officer
Kimberly Calderbank, Board Media Consultant
Graham Milne, Board Secretary

1. GENERAL

The Chair welcomed new Board Member Ingrid Hann.

1.1 Regrets

D. Foster.



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.

1.4 Confirmation of Minutes of Meeting P20-09 held Thursday, September 24, 2020

Moved by: J. Knoll

Seconded by: C. Allen

"THAT the Minutes of Meeting P20-09 held Thursday, September 24, 2020 be adopted as circulated."

Carried.

2. PRESENTATIONS/DELEGATIONS

Kimberly Calderbank, Board Media Consultant, provided an update on social media engagement and upcoming community spotlight presentations.

3. CONSENT AGENDA

3.1 Halton Happenings – August 2020

Moved by: I. Hann

Seconded by: N. Sekhon

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

Carried.

3.2 P20-10-I-01 - Quarterly Human Resources Summary

Moved by: J. Knoll

Seconded by: C. Allen

"THAT Item No. 3.2 on the Consent Agenda be received for information."

Carried.



3.3 P20-10-I-02 - Seized Fund Statement - August 31, 2020

Moved by: I. Hann

Seconded by: C. Allen

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

Carried.

3.4 P20-10-I-03 - Mid-Year Performance Report

Moved by: C. Somerville

Seconded by: C. Allen

"THAT Item No. 3.4 on the Consent Agenda be received for information."

Carried.

4. DISCUSSION ITEMS

4.1 P20-10-R-04 - 2021 Funding Request & 10-Year Capital Forecast

Chief Tanner gave a presentation on the 2021 budget request and capital forecast for the next ten years, highlighting COVID-related impacts. A copy of this presentation is appended to the minutes.

Moved by: C. Allen

Seconded by: N. Sekhon

"THAT the Halton Regional Police Board approves the 2021 Funding Request of \$168,832,213 and forwards the request to the Region; and further,

THAT the Halton Regional Police Board approves an increase in the authorized sworn strength of fourteen (14) positions; and further,

THAT the Halton Regional Police Board approves an increase in the authorized civilian strength of three (3) positions; and further,

THAT the Halton Regional Police Services Board approves the 10-Year Capital Forecast as presented."

Carried.



4.2 P20-10-R-05 - Contract Extension - Angus Geosolutions Inc.

Moved by: C. Somerville

Seconded by: J. Knoll

"THAT the Halton Regional Police Board authorize a one (1) year contract extension with Angus GeoSolutions Inc. (AGSI) for the provision of mapping data for an amount not to exceed \$100,000 (inclusive of taxes)."

Carried.

4.3 P20-10-R-06 - Contract Extension - Global Group - Office Furniture

Moved by: C. Allen

Seconded by: J. Knoll

"THAT the Halton Regional Police Board authorizes a contract extension with The Global Group for the design, supply, delivery, installation and waste removal of office furniture requirements for the first of two (2) optional two (2) year term extensions; and further;

THAT the Halton Regional Police Board assigns signing authority to the Chief, or designate, for the remaining term extension available in this single source contract with The Global Group, subject to satisfactory performance and successful price negotiations."

Carried.

4.4 P20-10-R-07 - Motorola Solutions Inc. - Single Source - Critical Connect System

Moved by: J. Knoll

Seconded by: N. Sekhon

"THAT the Halton Police Board authorize the Single Source award of a contract to Motorola Solutions Inc. for the acquisition of equipment, software, professional services, and service subscription for a three (3) year term for the addition of Critical Connect System in the amount of \$220,479 (inclusive of contingency and HST)."

Carried.



4.5 Chair's Report - International Holocaust Remembrance Alliance Definition of Antisemitism

Moved by: C. Somerville

Seconded by: C. Allen

"THAT the International Holocaust Remembrance Alliance (IHRA) definition of antisemitism as adopted by the Parliament of Canada be endorsed by the Halton Police Board, and;

THAT the Board Chair write a letter to the Councils of the Regional Municipality of Halton, the City of Burlington, the Town of Halton Hills, the Town of Milton, the Town of Oakville and all Police Boards in Canada encouraging them to endorse the IHRA definition.

Carried.

4.6 CAO20-10-R-01 - Update on Amendments to Procedural By-law

Moved by: J. Knoll

Seconded by: C. Somerville

"THAT Procedural By-law 2020-1 be amended as set out in the attachment to Report No. CAO20-10-R-01, incorporating adjustments highlighted by the Director of Legal Services as follows for revised Section 9.6(a):

- *The phrase "judicial confidentiality requirements" to be replaced by "any legal requirement to maintain secrecy"; and*
- *The word "principal" in the last line to be replaced by "principle"."*

Carried.

4.7 CAO20-10-R-02 - Sponsorship - OAPSB Virtual Labour Seminar

Moved by: C. Allen

Seconded by: I. Hann

"THAT the Halton Police Board provide a Gold-level sponsorship for the OAPSB 2020 Virtual Labour Seminar, in the amount of \$2,000, from the Trust Fund."

Carried.



4.8 State of Emergency Committee Report

Moved by: C. Somerville

Seconded by: C. Allen

"THAT the State of Emergency Report be received."

Carried.

5. OPERATIONAL VERBAL UPDATES

Operational updates were provided regarding the following:

- Promotion of Brad Cook to the rank of Inspector
- Presentation to Board in November on updates to court system reflecting pandemic
- Awareness campaign on human trafficking

6. STATUS OF OUTSTANDING ITEMS

6.1 Public Information Action Registry

Item regarding Procedural By-law Committee to be removed following completion and adoption of report.

There were no further updates.

7. NEW BUSINESS

There was no new business.

8. MOVE INTO CLOSED SESSION

Moved by: I. Hann

Seconded by: C. Somerville

"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 11:40 a.m.

Rob Burton
Chair

Graham Milne
Board Secretary



Fiscal 2021 Budget

Presented to Police Services Board
October 29, 2020

Halton Regional Police Service
2485 North Service Road, West
Oakville, Ontario, L6H 3H8
Phone: 905-825-4777



Vision and Mission

The Halton Regional Police Service

Our Vision

To be the leader in community safety and policing excellence.

Our Mission

To provide effective and efficient community-based policing.

*Together with our community, our partners and our employees,
we are exemplifying:*

One Vision, One Mission, One Team



Our Police Service

The Halton Regional Police Service (HRPS) contributes to the safety and well-being of more than 610,000 residents of Halton Region in the Town of Oakville, the City of Burlington, the Town of Halton Hills and the Town of Milton. The HRPS provides policing services throughout our Region covering suburban and rural communities within a geographic area of over 969 km² (239,445 acres) and shoreline of 25 km (15.5 miles). Working in partnership with the communities we serve, the HRPS delivers high quality, cost-effective public safety and crime prevention policing services as mandated by law. The Service is consistently recognized as one of the leading police agencies in community-policing initiatives and is committed to ensuring that Halton Region remains as safe or safer tomorrow as we are today.

With our Vision ***“To Be the Leader in Community Safety and Policing Excellence”*** we will ensure a common thread is woven throughout our organization and our region of ***“One Vision, One Mission, One Team”***. Our goal is to be the very best, to all that we serve and for all of those that serve. Bringing all of our members, our teams, our volunteers, our partners, and our community together as ***One Team*** to prevent and combat crime, as well as increase community safety, will lead us to new heights in policing best practices. We are consistently ranked as the safest region of our size in Canada but we do not intend to stop there. In the future, we want to be even safer than we are today.

To ensure that our towns and cities remain as safe or safer tomorrow as they are today, the HRPS is committed to community safety planning and is committed to meeting and exceeding all requirements from the Ministry and in the Police Services Act. We are proud to say that we are better than what the province demands and we always will be.

Community-based policing is rooted in the philosophies espoused in Sir Robert Peel’s “Nine Principles of Policing” (which are listed on the final page of this document).

Predicated on the belief that strong community partnerships are the single most valuable crime prevention tool, all members of the HRPS endeavour to build links and work in partnership with the people we serve to achieve common goals such as:

- Reducing crime
- Reducing the fear of crime
- Maintaining social and physical order
- Preventing crime and addressing neighbourhood issues and concerns

By giving citizens and community groups a greater voice in establishing local law enforcement priorities and involving them in efforts to improve the overall quality of life in their neighbourhoods, the emphasis of police work shifts away from responding to random service calls to finding creative ways to address community concerns.

The HRPS 2020 to 2023 Corporate Business Plan identifies four major themes that align with our motto, “One Vision, One Mission, One Team”. These four themes are:

Theme 1 – Community Safety & Well-Being

Theme 2 – Outreach & Collaboration

Theme 3 – Capability and Engagement

Theme 4 – Leadership and Excellence

Specific goals within each of these four themes are listed in the HRPS Corporate Business Plan – 2020 to 2023 which is available online at: www.haltonpolice.ca/services/publications/documents/Strategic_Plan_2020-2023_Web.pdf.

Halton Region and the Halton Regional Police Service have developed a Community Safety and Well-Being Plan. For more information, please visit the Halton Region webpage at: www.halton.ca/The-Region/Projects-and-Initiatives/Community-Safety-and-Well-Being-in-Halton.



Level of Services

The HRPS, in partnership with the many organizations and levels of government within the Region, are very proud of its ongoing success as compared annually against various provincial and federal measurements. The following table identifies the Service's accomplishments in several key areas in comparison with the Big-12 Police Services in Ontario. Data for 2019 is not yet available.

Measurement	2016 Ranking	2017 Ranking	2018 Ranking	2019 Ranking
Overall Crime Rate (per 100,000 population)	1 st	1 st	1 st	* 1 st
Overall Crime Severity Index	1 st	1 st	1 st	* 1 st
Violent Crime Severity Index	1 st	1 st	1 st	* 1 st
Non-Violent Crime Severity Index	1 st	1 st	1 st	* 1 st
Weighted Clearance Rate	1 st	1 st	1 st	* 1 st
Staff per Population (per 100,000 population)	1 st	1 st	1 st	* 1 st
Cost per capita	1 st	1 st	1 st	* 1 st

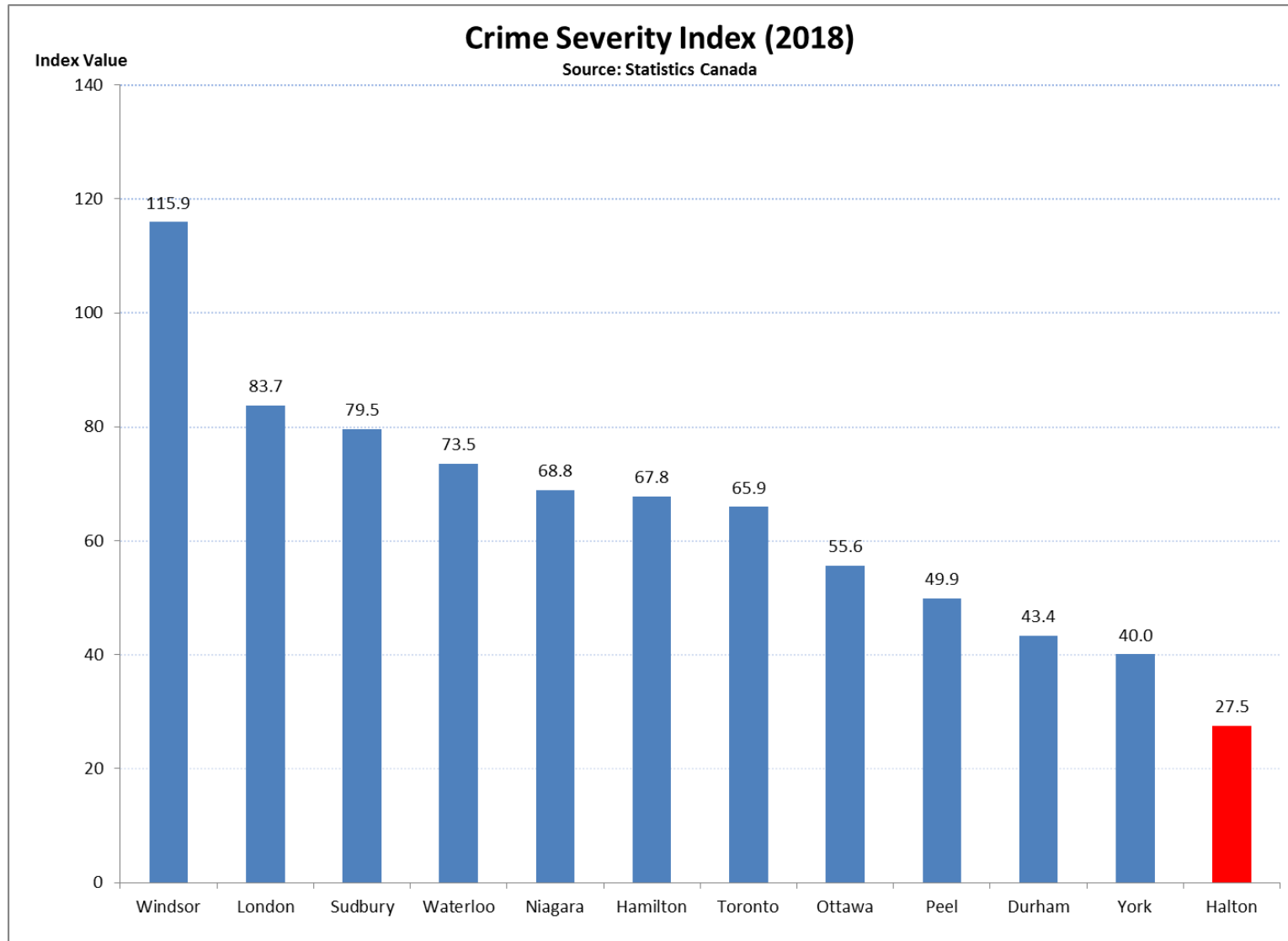
* Awaiting confirmation of data from Statistics Canada; anticipate same ranking results.

"Big 12" = Toronto, Peel, York, Ottawa, Durham, Hamilton, Halton, Waterloo, Niagara, London, Windsor, Sudbury

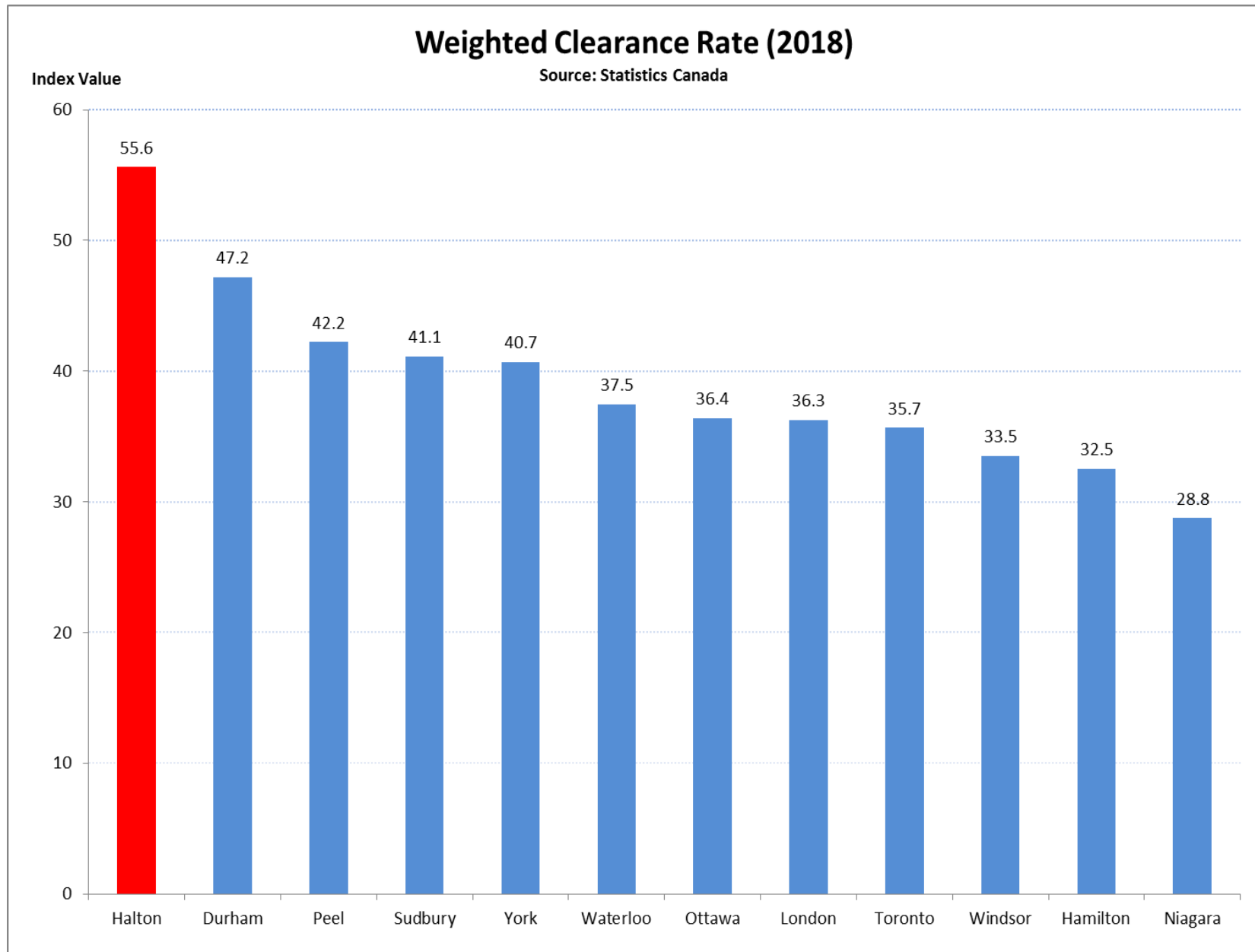


Key Statistical Information

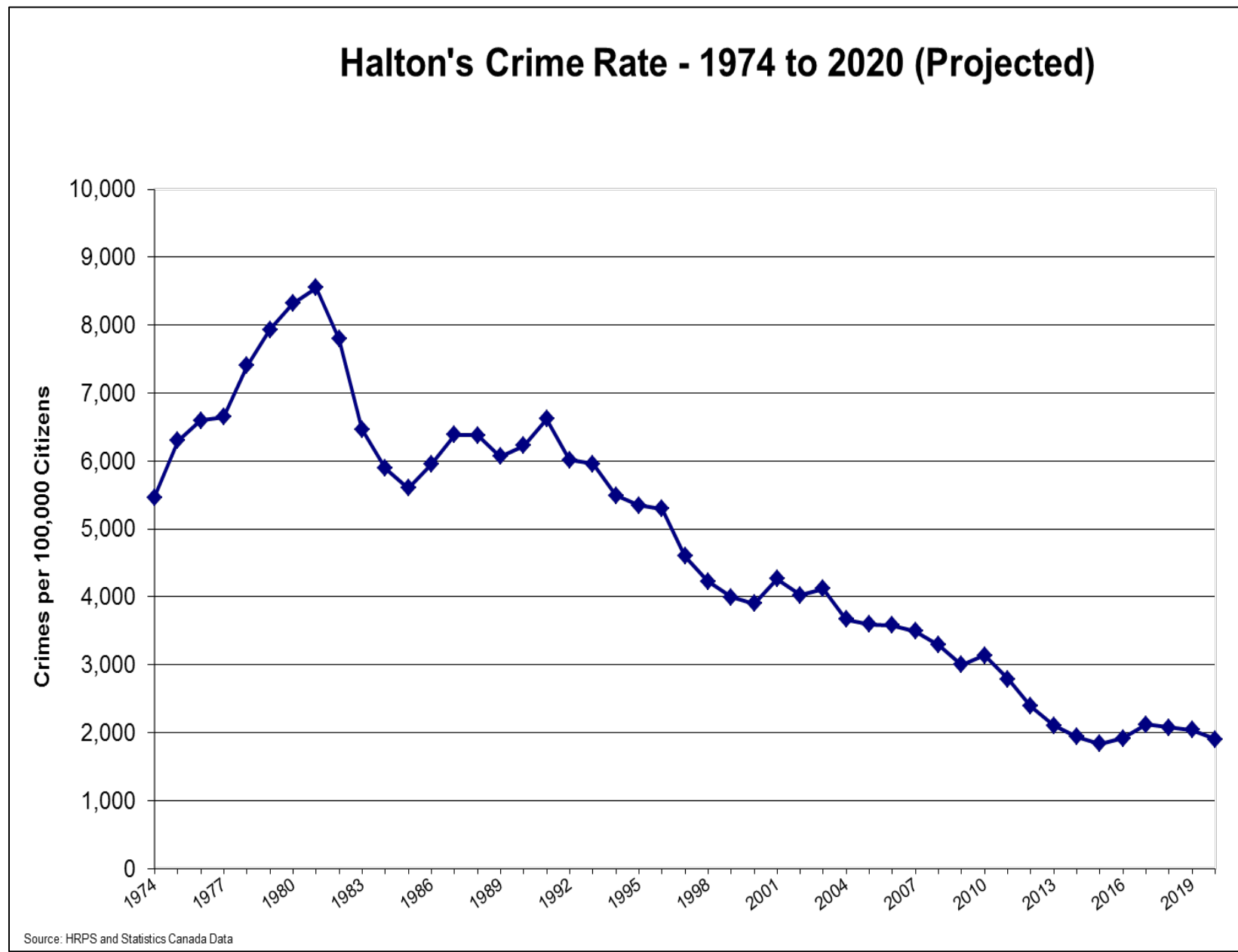
Overall Crime Severity Index – versus Big 12 Services in Ontario



Weighted Clearance Rate – versus Big 12 Services in Ontario



Halton's Crime Rate



Condensed Police Statistics (from 2019 Annual Report)

Annual Totals							Annual Rates (per 100,000 population)		
Category	2017	2018	2019	Change	% Change		2018	2019	% Change
Violent Crime	2,292	2,322	2,150	(172)	(7.4%)		398	360	(9.5%)
Property Crime	8,344	8,090	8,162	72	0.9%		1,387	1,367	(1.4%)
Other Crime	1,462	1,718	1,869	151	8.8%		294	313	6.3%
Total Crime	12,098	12,130	12,181	51	0.4%		2,079	2,041	(1.9%)

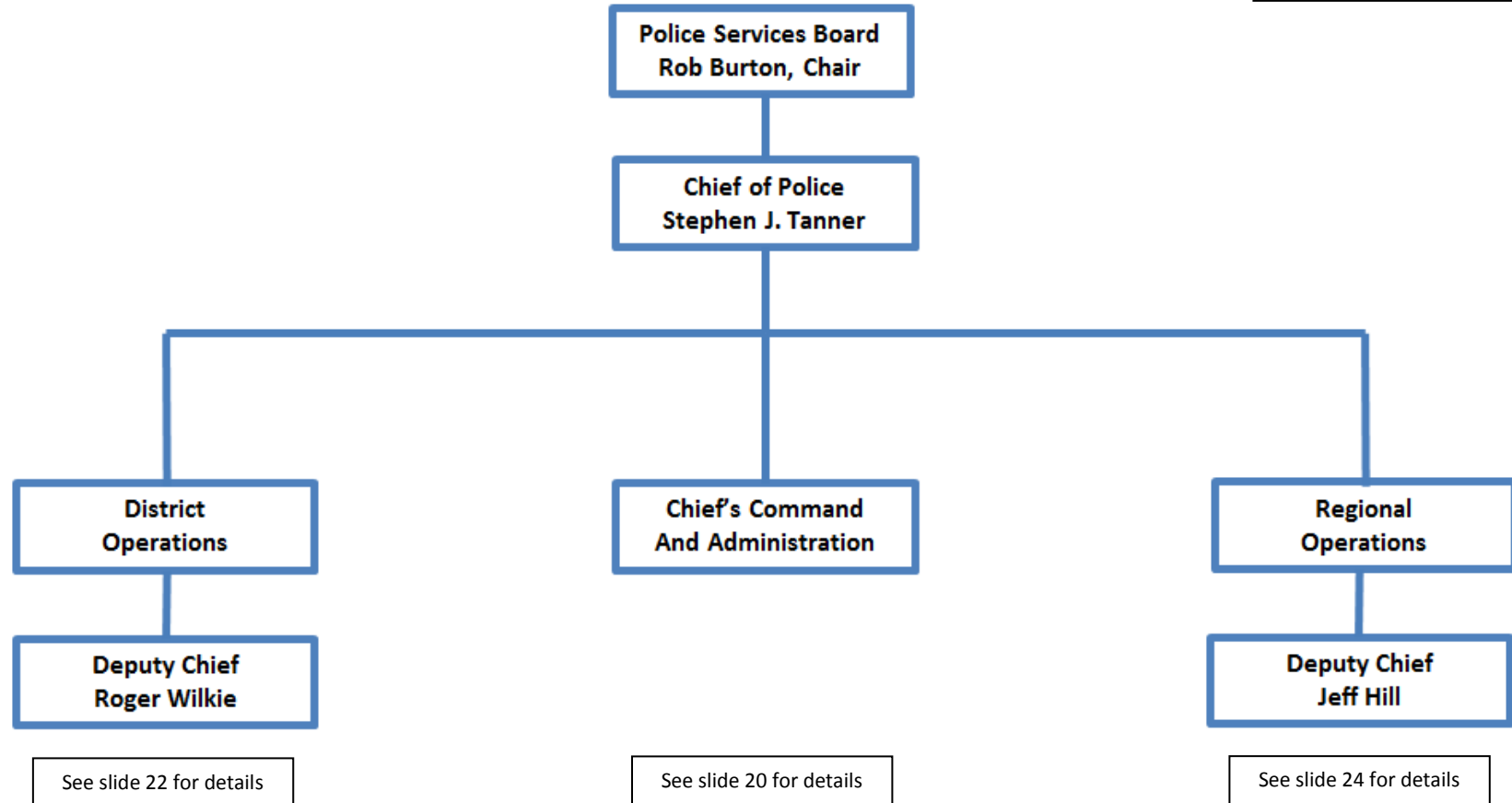
Service at a Glance (from 2019 Annual Report)

Category	2017	2018	2019
Population Served	569,787	583,364	596,940
Uniform Officers	695.0	704.0	718.0
Civilian Employees	299.5	299.5	302.5
Total Staff	994.5	1,003.5	1,020.5
Uniform per 100,000 Population	1 : 820	1 : 829	1 : 831
Annual Budget	\$ 144,940,030	\$ 150,070,809	\$ 155,383,287
Cost per Capita	\$ 254.38	\$ 257.25	\$ 260.30



Corporate Organization Chart

As at October 23, 2020

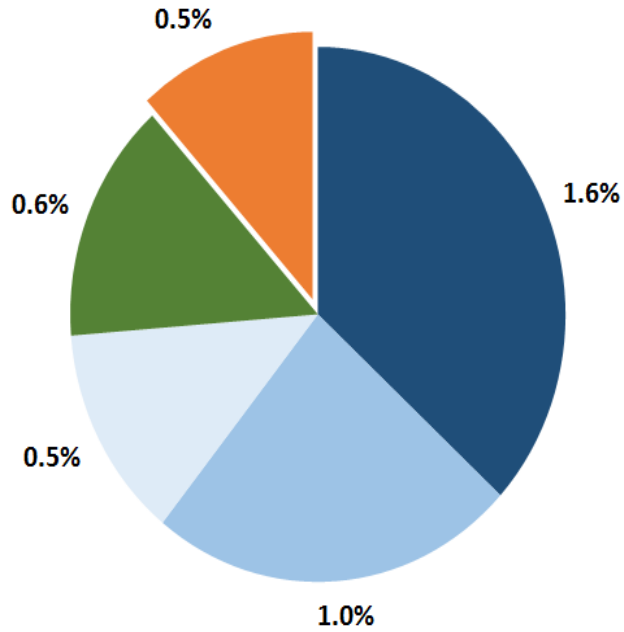


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Budget Overview

Budget Increase by Component



Component		%
Compensation		1.6 %
Staffing increase		1.0 %
Benefit costs		0.5 %
Subtotal – Personnel-related		3.1 %
All other		0.6 %
Subtotal – Region Guidance		3.7 %
Decrease in Provincial Funding (\$800 K)		0.5 %
Overall increase		4.2 %



Budget Overview

Overall – By Major Cost Centre

	2020 Budget	2021 Budget			2021 vs 2020	
		Base Budget	Expand	Total	Change \$	Change %
Police Services Board	385,710	399,981		399,981	14,271	3.7%
Chief's Command and Administration						
Executive Services	827,481	869,670		869,670	42,189	5.1%
Professional Standards	779,908	802,656		802,656	22,748	2.9%
Legal Services	566,509	590,940		590,940	24,431	4.3%
Quality Assurance	388,766	294,345		294,345	(94,421)	-24.3%
Corporate Communications	739,940	740,161		740,161	221	0.0%
Project Management	427,835	573,228		573,228	145,394	34.0%
	3,730,438	3,870,999		3,870,999	140,562	3.8%
District Operations						
Deputy and Support Staff	1,050,706	(445,702)	1,644,782	1,199,080	148,374	14.1%
District Operations	64,688,605	67,712,888		67,712,888	3,024,282	4.7%
Information Technology	9,206,340	9,720,610		9,720,610	514,270	5.6%
Regional Community Mobilization	8,270,646	9,171,651		9,171,651	901,005	10.9%
Strategic Management Office	14,114,130	14,555,337		14,555,337	441,207	3.1%
	97,330,428	100,714,784	1,644,782	102,359,566	5,029,138	5.2%
Regional Operations						
Deputy and Support Staff	444,794	480,000		480,000	35,206	7.9%
Regional Investigative Services	22,333,636	22,617,340		22,617,340	283,704	1.3%
Human Resources	8,278,550	8,745,135		8,745,135	466,584	5.6%
ESU - Training	7,002,983	7,110,156		7,110,156	107,173	1.5%
Support Services	19,207,576	19,803,154		19,803,154	595,578	3.1%
Corporate Services	3,260,508	3,445,882		3,445,882	185,375	5.7%
	60,528,047	62,201,667		3,445,882	1,673,620	2.8%
Net Expenditure	161,974,623	167,187,431	1,644,782	168,832,213	6,857,591	4.2%



Budget Overview

Overall – By Major Cost Element

	2020 Budget	2021 Budget			2021 vs 2020	
		Base Budget	Expand	Total	Change \$	Change %
Expenses:						
Compensation and Benefits	146,640,148	150,051,507	1,429,182	151,480,689	4,840,541	3.3%
Materials and Supplies	7,106,584	7,204,051	215,600	7,419,651	313,068	4.4%
Purchased Services	10,335,578	10,898,634		10,898,634	563,056	5.4%
Financial and Rent Expenses	367,640	364,517		364,517	(3,123)	-0.8%
Interdepartmental Charges	2,126,162	2,282,348		2,282,348	156,186	7.3%
Reserve Transfers / Debt Charges (net)	7,386,623	7,436,623		7,436,623	50,000	0.7%
	173,962,735	178,237,680	1,644,782	179,882,462	5,919,727	3.4%
Revenues:						
Government Subsidies	(6,373,456)	(5,961,445)		(5,961,445)	412,011	-6.5%
Program Fees	(2,043,500)	(2,028,500)		(2,028,500)	15,000	-0.7%
External Recoveries	(3,262,880)	(2,748,788)		(2,748,788)	514,092	-15.8%
Internal Recoveries	(308,276)	(311,516)		(311,516)	(3,240)	1.1%
	(11,988,112)	(11,050,249)		(11,050,249)	937,863	-7.8%
Net Expenditure	161,974,623	167,187,431	1,644,782	168,832,213	6,857,591	4.2%

Change = 2.5% after Assessment Growth

- See Page 14 for summary of major Compensation and Benefits changes.



Budget Overview

Compensation & Benefits Costs – 2021 Budget as compared to 2020 Budget

2021 Budget (as proposed)	\$ 151.481
2020 Budget	146.640
Budget increase	<u>\$ 4.841</u>

Major components of increase:

Increase in base wages as negotiated, reclassifications	\$ 2.491
Increase in benefit costs (OMERS, Medical & Dental, CPP/EI/WSIB)	0.704
Other	0.217
Subtotal	<u>3.412</u>
Increase in authorized strength (sworn and civilian)	1.429
Budget increase	<u>\$ 4.841</u>



Budget Overview

Authorized Strength – 2021 Proposed vs 2020

	2020	Change	Proposed 2021
Sworn Officers			
Chief	1.0		1.0
Deputy Chief	2.0		2.0
Superintendent	5.0		5.0
Inspector	10.0		10.0
Staff Sergeant	22.0		22.0
Detective Sergeant	10.0		10.0
Sergeant	51.0		51.0
Detective	40.0		40.0
Constable	596.0	14.0	610.0
Subtotal – Sworn Officers	737.0	14.0	751.0
Civilian Staff			
Senior Management / Administration	9.0	1.0	10.0
Supervisory / Professional / Senior Clerical	81.0	1.0	82.0
Clerical / Technical	134.5		134.5
Communications / Call Centre	52.0	1.0	53.0
Special Constables (Escorts / Summons)	31.0		31.0
Subtotal – Civilian Staff	307.5	3.0	310.5
Total Authorized Strength	1,044.5	17.0	1,061.5

Civilian – approved 9 new positions which are offset by redeployment of 6 open civilian positions = net increase of 3.



Budget Commentary – Business Risks

The following items represent potential business risks to the organization in the upcoming fiscal year:

- Impact of provincial funding decisions related to subsidy programs.
- Impact of COVID-19 on Operating Expenses and Fee Revenue.
- Continued growth in benefit costs.
- Project costs for 1 District Consolidated facility exceed the current estimate.
- An increase in fuel costs beyond our budget estimate. (10-cent/litre increase = \$140,000 additional cost)
- Inflation growth beyond current expectations at 2%.



Budget Commentary – COVID-19 Impact

We continue to monitor the impact of COVID on our operations and we expect the notable variances to be related to:

- Increased safety supplies / PPE
- Increased janitorial costs for touch-point cleaning
- Increased vehicle sanitization costs
- Reduced training & staff development costs
- Reduced event and ceremony costs
- Reduced Program Fee Revenue mainly related to Security Clearances

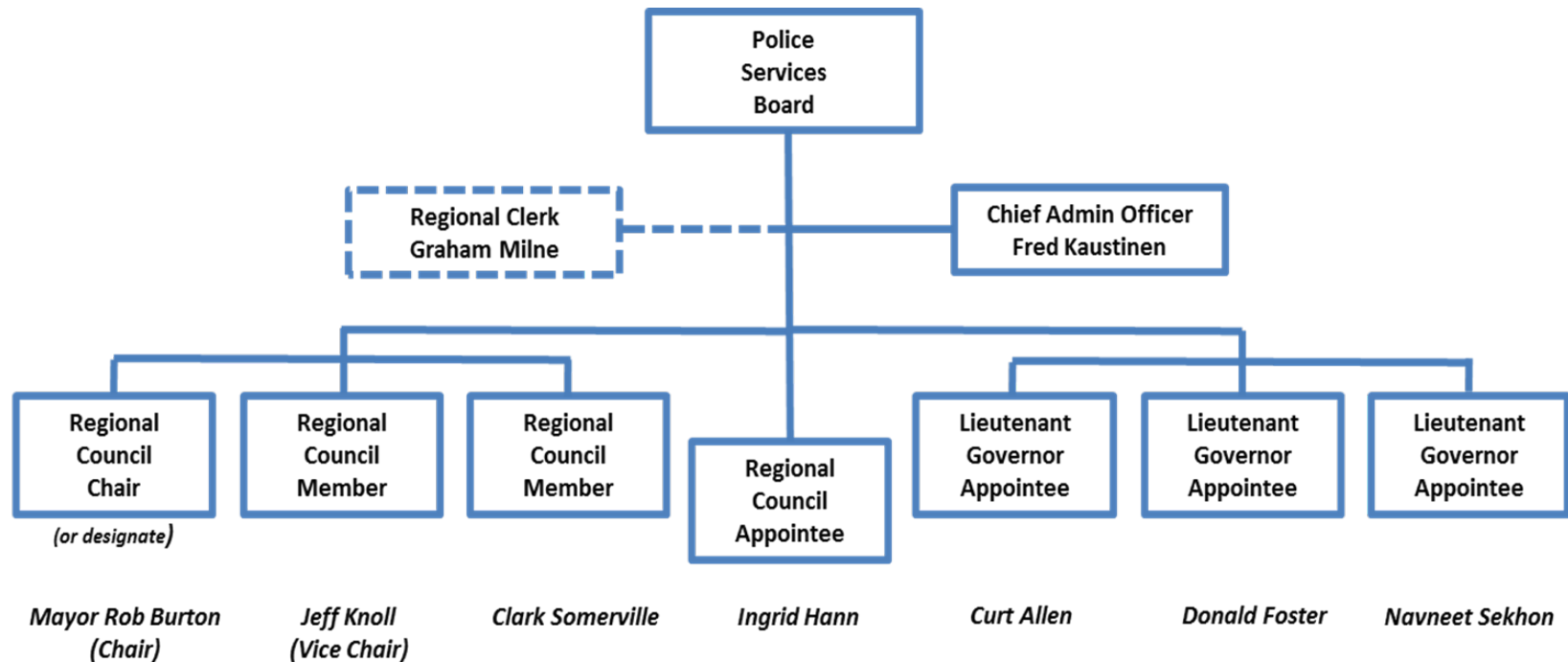
We will continue to monitor all COVID-related impacts and do our best to absorb them within the 2021 Budget.



Budget Commentary – Police Services Board

PSB – Organization Chart

As at October 23, 2020



The Police Services Act Part III, s. 27 (9) identifies that for Regions with a population greater than 300,000 the Police Services Board shall consist of seven members including:

- The head of Regional Council, or designate
- Two additional members of Regional Council
- One person appointed by Regional Council who is not a member of Council or a regional / municipal employee
- Three persons appointed by the Lieutenant Governor

The Chair and Vice-Chair of the Board are elected annually by the members.

PSB – Budget Drivers

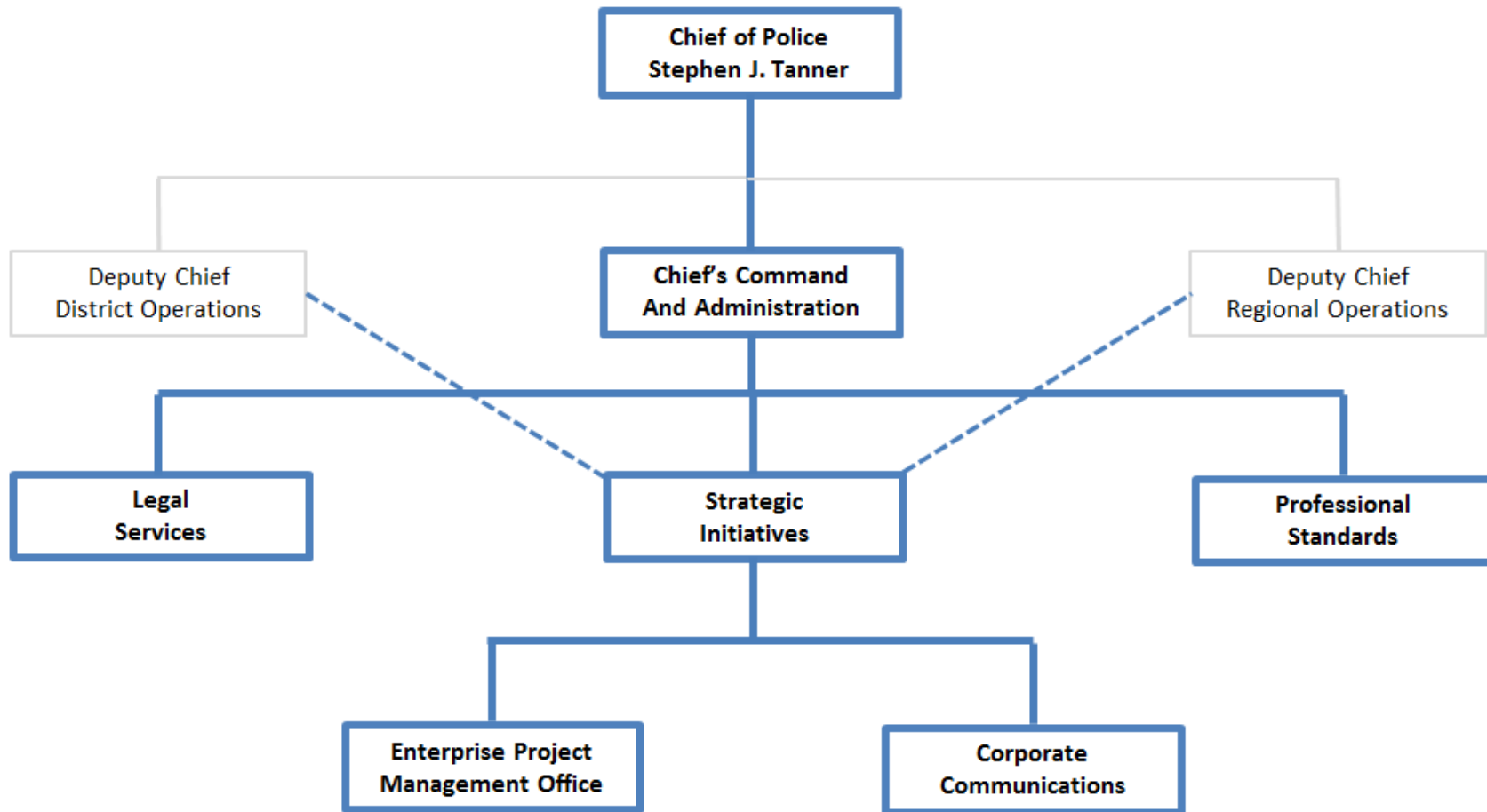
By Cost Element	2020 Budget	2021 Budget			2021 vs 2020	
		Base Budget	Expand	Total	Change \$	Change %
Expenses:						
Compensation and Benefits	38,598	38,507		38,507	(91)	-0.2%
Materials and Supplies	8,362				(8,362)	-100.0%
Purchased Services	303,750	326,474		326,474	22,724	7.5%
Financial and Rent Expenses						0.0%
Interdepartmental Charges	35,000	35,000		35,000		0.0%
Reserve Transfers / Debt Charges (net)						0.0%
	385,710	399,981		399,981	14,271	3.7%
Revenues:						
Government Subsidies						0.0%
Program Fees						0.0%
External Recoveries						0.0%
Internal Recoveries						0.0%
						0.0%
Net Expenditure	385,710	399,981		399,981	14,271	3.7%



Budget Commentary – Chief’s Command and Administration

Chief’s Command – Organization Chart

As at October 23, 2020



Chief's Command – Budget Drivers

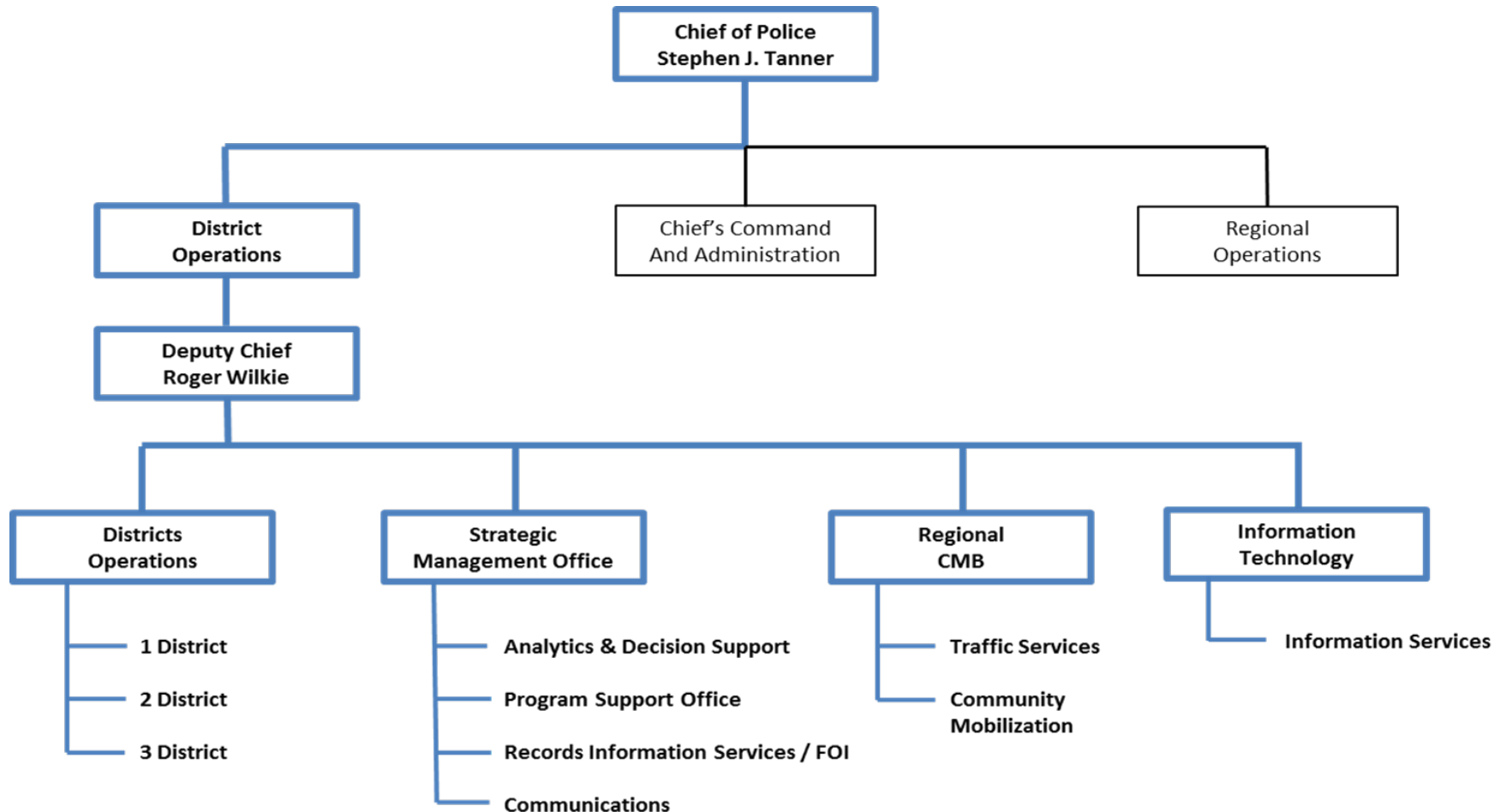
By Cost Element	2020 Budget	2021 Budget			2021 vs 2020	
		Base Budget	Expand	Total	Change \$	Change %
Expenses:						
Compensation and Benefits	3,171,986	3,309,811		3,309,811	137,826	4.3%
Materials and Supplies	109,640	112,220		112,220	2,580	2.4%
Purchased Services	292,320	262,368		262,368	(29,952)	-10.2%
Financial and Rent Expenses						0.0%
Interdepartmental Charges	156,492	186,600		186,600	30,108	19.2%
Reserve Transfers / Debt Charges (net)						0.0%
	3,730,438	3,870,999		3,870,999	140,562	3.8%
Revenues:						
Government Subsidies						0.0%
Program Fees						0.0%
External Recoveries						0.0%
Internal Recoveries						0.0%
						0.0%
Net Expenditure	3,730,438	3,870,999		3,870,999	140,562	3.8%



Budget Commentary – District Operations

As at October 23, 2020

District Operations – Organization Chart



District Operations – Budget Drivers

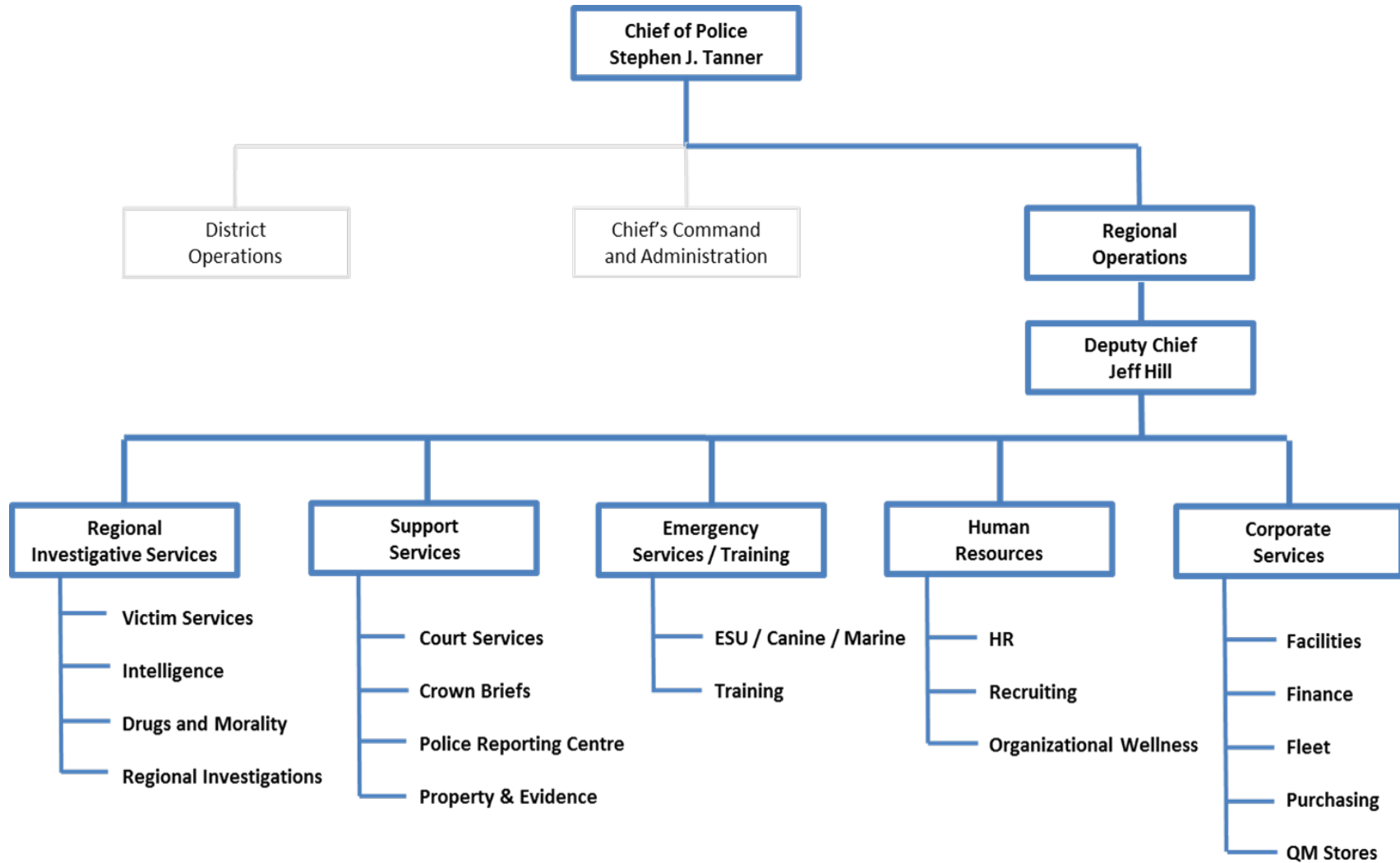
By Cost Element	2020 Budget	2021 Budget			2021 vs 2020	
		Base Budget	Expand	Total	Change \$	Change %
Expenses:						
Compensation and Benefits	94,453,135	96,229,195	1,429,182	97,658,377	3,205,242	3.4%
Materials and Supplies	2,313,008	2,404,880	215,600	2,620,480	307,472	13.3%
Purchased Services	6,297,891	6,677,482		6,677,482	379,591	6.0%
Financial and Rent Expenses	195,190	176,067		176,067	(19,123)	-9.8%
Interdepartmental Charges	30,754	34,800		34,800	4,046	13.2%
Reserve Transfers / Debt Charges (net)						0.0%
	103,289,978	105,522,424	1,644,782	107,167,206	3,877,228	3.8%
Revenues:						
Government Subsidies	(2,607,894)	(1,966,836)		(1,966,836)	641,058	-24.6%
Program Fees	(1,170,000)	(1,170,000)		(1,170,000)		0.0%
External Recoveries	(1,873,380)	(1,359,288)		(1,359,288)	514,092	-27.4%
Internal Recoveries	(308,276)	(311,516)		(311,516)	(3,240)	1.1%
	(5,959,550)	(4,807,640)		(4,807,640)	1,151,910	-19.3%
Net Expenditure	97,330,428	100,714,784	1,644,782	102,359,566	5,029,138	5.2%



Budget Commentary – Regional Operations

Regional Operations – Organization Chart

As at October 23, 2020



Regional Operations – Budget Drivers

By Cost Element	2020 Budget	2021 Budget			2021 vs 2020	
		Base Budget	Expand	Total	Change \$	Change %
Expenses:						
Compensation and Benefits	48,976,429	50,473,994		50,473,994	1,497,565	3.1%
Materials and Supplies	4,675,574	4,686,952		4,686,952	11,378	0.2%
Purchased Services	3,441,617	3,632,309		3,632,309	190,692	5.5%
Financial and Rent Expenses	172,450	188,450		188,450	16,000	9.3%
Interdepartmental Charges	1,903,916	2,025,948		2,025,948	122,032	6.4%
Reserve Transfers / Debt Charges (net)	7,386,623	7,436,623		7,436,623	50,000	0.7%
	66,556,609	68,444,276		68,444,276	1,887,667	2.8%
Revenues:						
Government Subsidies	(3,765,562)	(3,994,609)		(3,994,609)	(229,047)	6.1%
Program Fees	(873,500)	(858,500)		(858,500)	15,000	-1.7%
External Recoveries	(1,389,500)	(1,389,500)		(1,389,500)		0.0%
Internal Recoveries						0.0%
	(6,028,562)	(6,242,609)		(6,242,609)	(214,047)	3.6%
Net Expenditure	60,528,047	62,201,667		62,201,667	1,673,620	2.8%



5-Year Operating Budget Forecast

	2021 Budget	2022 Forecast	2023 Forecast	2024 Forecast	2025 Forecast
Expenses:					
Compensation and Benefits	151.481	156.910	162.917	170.913	179.133
Materials and Supplies	7.420	7.592	7.770	7.952	8.139
Purchased Services	10.899	11.259	11.633	12.022	12.427
Financial and Rent Expenses	0.365	0.372	0.379	0.387	0.395
Interdepartmental Charges	2.282	2.328	2.375	2.422	2.470
Reserve Transfers / Debt Charges (net)	7.437	7.737	7.930	8.115	8.324
Subtotal	179.882	186.197	193.004	201.811	210.888
Revenues:	11.050	11.146	11.243	11.343	11.444
Net Expenditure	168.832	175.051	181.760	190.468	199.444
Year-Over-Year Increase (after Assessment Growth)	2.5%	2.0%	2.0%	3.0%	3.0%
Authorized Strength					
Uniform	751.0	765.0	778.0	805.0	831.0
Civilian	310.5	314.5	317.5	323.5	328.5
Total	1,061.5	1,079.5	1,095.5	1,128.5	1,159.5
Year-Over-Year Increase	1.6%	1.7%	1.5%	3.0%	2.7%
Key Ratios					
Population (2011 BPE)	624,094	637,054	650,014	662,974	675,934
Year-Over-Year Increase	2.2%	2.1%	2.0%	2.0%	2.0%
Police-to-Population Ratio	1.20	1.20	1.20	1.21	1.23
Staff-to-Population Ratio	1.70	1.69	1.69	1.70	1.72
Cost per Capita - \$	\$ 271	\$ 275	\$ 280	\$ 287	\$ 295
Cost per Capita - % increase	2.0%	1.6%	1.8%	2.7%	2.7%



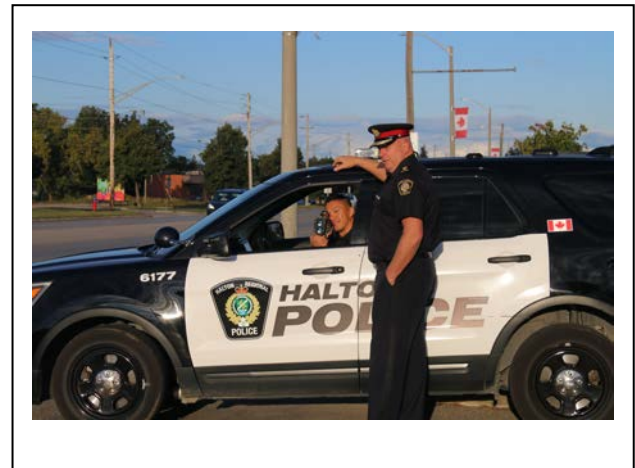
10-Year Capital Forecast

	'21	'22	'23	'24	'25	'26	'27	'28	'29	'30	Total
Infrastructure:											
1 District Facility		3.0	2.0								5.0
Capital Programs											
Vehicles	2.5	2.3	2.4	2.3	2.4	2.3	2.3	2.3	2.3	2.3	23.4
Technology	1.5	1.6	1.6	1.6	1.6	1.6	1.6	1.6	1.6	1.6	15.9
Facility & Support	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	3.0
Capital Projects											
Technology Projects	1.6	2.0	1.0	1.2	3.2	0.5					9.5
Operations Projects	0.4	0.8	0.1	0.5		0.5	1.7				4.0
Total Forecast	6.3	10.0	7.4	5.9	7.5	5.2	5.9	4.2	4.2	4.2	60.8



The Halton Policing Model Keeps Halton Safe

- Safest Region in Canada
 - ✓ 15 years in a row (Maclean's Magazine)
- Consistently the best:
 - ✓ Crime Severity Index
 - ✓ Weighted Crime Clearance
 - ✓ Staff to Population ratios
 - ✓ Cost per Capita ratio



*To be the leader in community safety and
policing excellence.
To be as safe or safer tomorrow
as we are today.*



Sir Robert Peel's Nine Principles of Policing



- # 1 The basic mission for which the police exist is to prevent crime and disorder.*
- # 2 The ability of the police to perform their duties is dependent upon public approval of police actions.*
- # 3 Police must secure the willing co-operation of the public in voluntary observance of the law to be able to secure and maintain the respect of the public.*
- # 4 The degree of co-operation of the public that can be secured diminishes proportionately to the necessity of the use of physical force.*
- # 5 Police seek and preserve public favour not by catering to the public opinion but by constantly demonstrating absolute impartial service to the law.*
- # 6 Police 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.*
- # 7 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 the public are the police; the police being 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.*
- # 8 Police should always direct their action strictly towards their functions and never appear to usurp the powers of the judiciary.*
- # 9 The test of police efficiency is the absence of crime and disorder, not the visible evidence of police action in dealing with it.*



Halton Happenings - October 2020

Welcome to the October edition of Halton Happenings. Halton Regional Police Service's **Framework for Community Safety and Well-being** has the following 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.

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

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 Service 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 - October 2020

Incident Response

District 2 Oakville

Traffic

- An Oakville Elementary School Liaison Officer was contacted by a school who was concerned about a parent that had picked up their child with strong odour of cannabis coming from the car. Further investigation revealed that one of the parents has a medicinal exemption and does not drive the vehicle. The driver in this case does not use but is in close proximity to their partner. The Officer spoke with the driver and made some suggestions to prevent the school from expressing their concerns again.

Mental Health & Addiction

- Elementary School Liaison Officers and High School Liaison Officers assisted uniformed patrol by responding to priority calls as needed. These occurrences included mental health related calls.

Focus on Crime

- On October 2, an Oakville Community Mobilization Officer conducted an investigation into a reported break and enter that occurred into a second story unit of an apartment building. The investigation led to an arrest and criminal charges being laid.
- On October 15, an Oakville Community Mobilization Offer conducted an investigation into an individual who was breaching their release conditions by attending an address they were not allowed to attend. The subject of the investigation was subsequently arrested and forwarded to courts.
- A Community Mobilization Officer conducted an investigation involving threats between residents at a Halton Housing Complex. The investigation resulted in criminal charges being laid.

Diversity, Older Adults & Youth

- An Oakville High School Liaison Officer conducted an investigation into a student being in possession of Xanax. The youth was referred to community supports for their drug use in addition to consequences issued by the school.
- Oakville High School Liaison Officers conducted a trespass investigation. The offending party was identified and trespassed from the school property as requested by the High School administration.
- A High School Liaison Officer authored a report from information received from the Bronte Business Improvement Association. The reported concern outlined graffiti found in the Bronte area. The officer was able to identify the suspect and forwarded the information to the Criminal Investigations Bureau who was already working on a graffiti project.

District 3 Burlington

Mental Health & Addiction

- 3 District Social Worker brought forward one new Situation Table Command case.

Focus on Crime

- Community Mobilization Bureau officers attended the residence of a male who suffers from significant mental health issues. As he is dealing with frequent neighbour disputes, officers attended and



Halton Happenings - October 2020

Regional Community Mobilization Bureau

mediated between both parties to help ensure no further escalation and to provide additional outreach resources for the male.

Mental Health & Addiction

- **Mobile Crisis Rapid Response Team (MCRRT):** The Mobile Crisis Rapid Response Teams responded to 130 calls for service during the month of October. This included 49 in Burlington, 54 in Oakville, 15 in Milton and 12 in Halton Hills. Of these calls, 78 were a mental health priority call. This accounts for 60 per cent of the team's primary activities. Of the 52 "other" occurrences the teams were involved in, they provided mental health support service in 28. When these numbers are factored in, 106 of the teams 130 calls were mental health related, therefore 81.5 per cent of the team's time was spent providing mental health support.

Occurrences of Note

- Mobile Crisis Rapid Response Team attended a call for a person in crisis threatening suicide by lighting themselves on fire. Officers have responded to similar occurrences involving the person in crisis where they have doused themselves in lighter fluid and tried to light themselves on fire. Team members were prepared for the occurrence and after attempts to de-escalate dwindled, the person in crisis began to douse themselves in lighter fluid and reached for a lighter. The team utilized a fire extinguisher they pre-emptively brought with them to douse the person in crisis, avoiding a fire. The person was found to have a lighter in their pocket. Person in crisis was apprehended under the *Mental Health Act* and transported to hospital without injury.
- Mobile Crisis Rapid Response Team attended a call for a person in crisis after several calls to police from the community. The person was found to be very unwell and a danger to themselves and others. The person in crisis was apprehended under the *Mental Health Act* and transported to hospital. While being transported to hospital, the person in crisis defecated and proceeded to smear feces throughout the rear of the police vehicle.



Halton Happenings - October 2020

Risk Intervention

District 1 Milton & Halton Hills

Mental Health & Addiction

- October saw the transition from the contracted Social Worker back to the incumbent in that position. The transfer of responsibility was seamless and did not result in an interruption of service to the community.
- A female youth in Acton who is afflicted with Fetal Alcohol Spectrum Disorder continues to pose a risk to her own safety with repeated incidents of threats to commit suicide. Over the period of three days, police were called upon to provide assistance multiple times. The final incident involved the client assaulting her Community Social Worker with a weapon. The client was arrested and eventually held for bail after medically clearing the hospital.
- An emotionally disturbed male with a number of addiction issues who resides in Milton with his ailing mother was presented to the Command Table. The committee determined that he was at risk and is working to put resources in place to assist with his behaviors.
- An adult female who has been sleeping rough in Georgetown for the past two years became a concern for members of the community. Officers from the Community Mobilization Bureau located the female and offered support such as food and shelter. The female declined any offer of support and appeared to be in good physical health. Officers assigned to 11-Division will continue to monitor her welfare, particularly as the weather gets colder.

Diversity, Older Adults & Youth

- High School and Public School Liaison Officers, along with the District Social Worker, have been instrumental in completing three Violent Threat Risk Assessments at local schools for students deemed to pose a risk to themselves and other students in their respective schools.

District 2 Oakville

Traffic

- A complaint about parents dropping students off with no seatbelts was reported to one of Oakville's Elementary School Liaison Officers. The Officer conducted proactive patrols of the affected school and observed one parent with a small child standing in the front seat. The parent was subsequently educated on car seat usage.

Mental Health & Addiction

- Elementary School Liaison Officer was assisting uniformed patrol with calls for service. One of these calls included the officer receiving a Form 1 and bringing the person in crisis to hospital. The individual was uncooperative during the apprehension but eventually was taken to hospital in a safe manner.
- High School Liaison Officer attended one of the High Schools to speak to a student about vaping and the issues surrounding it.
- Oakville Community Mobilization Officers was contacted by a member of one of the Halton Housing Communities in regards to an incident involving one of their neighbours. Subsequently, the neighbour was arrested and charged with an offence under the Criminal Code of Canada. The officer continues to



Halton Happenings - October 2020

work with both parties, with the hope of assisting the individual that was charged with finding resources to conquer their various substance abuse issues.

- An Elementary School Liaison Officer attended an Oakville elementary school for a fight that had taken place between two grade 7 boys. Investigation revealed that this has been an ongoing bullying situation. The Officer met with all parties and felt that the offending youth would be suitable for the youth diversion program.

Focus on Crime

- During the month of October, the Youth Diversion Office handled two Adult Diversion matters.

Diversity, Older Adults & Youth

- During the month of October, the Youth Diversion Office received three new intakes, conducted nine checks in meetings and terminated one contract.
- The Oakville Social Worker presented two cases to the Situation Table, and was actively involved in an additional case that was brought by a community partner
- During the month of October, the Oakville Social Worker received eight new referrals while conducting 31 outreach consultations.
- A High School Liaison Officer was requested to conduct a well-being check on a student who had not yet been seen at the school. After further investigation, it was learned that the student was going to be learning from home.
- An assault investigation was conducted by one of the Elementary School Liaison Officers. The involved males and their parents were spoken to by the officer in addition to school-based consequences.
- An Oakville High School Liaison Officer overheard a domestic related occurrence in which they recognized as a student from one of their assigned schools. The Officer attended and was able to help uniformed patrol in deescalating the situation due to a pre-established rapport they had.
- An Oakville Elementary School Officer took a report that was investigated further by the Youth Diversion Officer. The initial report was that a female had been touched inappropriately by two of her classmates. The investigation revealed that a sexual assault did not occur but there were grounds to believe that an assault did occur. The youths involved were subsequently held accountable and placed on Diversion.
- Over the month of October, the Youth Diversion Officer received seven requests from the Youth Probation Office to conduct probation compliance checks as the Probation Officers are working from home. These checks were conducted by phone and by personally attending the youths' home to ensure that they connect with their assigned Probation Officer to avoid further court involvement.

District 3 Burlington

Mental Health & Addiction

- The 3 District Social Worker conducted seven adult outreach calls
- The 3 District Social Worker conducted one outreach call for Opioid use as part of pilot project.

Focus on Crime

- A Community Mobilization Bureau Officer collaborated with several faith leaders throughout the district to discuss risk mitigation subsequent to significant world events. As such, officer conducted Crime



Halton Happenings - October 2020

Prevention Through Environmental Design audits on these places of worship which provided a new lens to the faith leadership on best practices and preventative measures moving forward.

Diversity, Older Adults & Youth

- 3 District Youth Bureau conducted five intakes of youth who were eligible to participate in the youth diversion program.
- 3 District Youth Bureau conducted one youth diversion exit meeting of a successful participant.
- 3 District Youth Bureau conducted 10 youth diversion follow ups of diversion program participants.
- 3 District Elementary School Liaison Officer conducted three post suspension re-entry meetings at various elementary schools.



Halton Happenings - October 2020

Traffic

Commercial Motor Vehicle Unit (CMV)

- Halton Regional Police Service Mohawk Commercial Vehicle Blitz, October 6 and 7
Between October 6 and 7, Traffic Services Unit coordinated and hosted a Greater Toronto Area wide Commercial Motor Vehicle blitz at the Mohawk Raceway parking lot in the Town of Milton. Despite being an annual event, 2020 represented some unique challenges in terms of situating a large event given the current COVID-19 climate. As a result, this is the only large-scale enforcement blitz conducted in Southern Ontario in 2020.
Halton Regional Police Service was supported by the Ministry of Transport, along with other Police Services including Peel, Waterloo, Niagara, Hamilton, York, Durham and officers from five OPP Detachments in the surrounding area.
The blitz resulted in 340 commercial vehicle inspections, with 96 trucks taken out of service for major defects (28 per cent failure rate). A total of 250 charges were laid and licence plates from seven trucks were removed and returned to the Ministry, forcing truck owners to affect repairs, re-certify and re-plate their vehicles. In comparison with 2019, inspections increased 11 per cent in 2020, however trucks taken out of service decreased 3 per cent, suggesting a higher level of mechanical and weight compliance by area operators.
For the second consecutive year, Traffic Services Unit also conducted commercial motor vehicle impairment screenings for all vehicle operators at the blitz location. These efforts specifically enforce the zero-blood alcohol and zero blood drug requirements for commercial truck operators. Three truck operators were issued 3-day licence suspensions for registering alcohol on a roadside screening device and also revealed a truck operator as a 14-year suspended driver. The truck was impounded for seven days and a total of 19 charges were issued to the truck driver and haulage company.
The blitz also resulted in a high level of media attention including local television, radio, print and social media coverage. Traffic Services Unit social media interaction also garnered over 162,000 impressions on Twitter and coverage of the blitz was picked up by trade magazine 'Today's Trucking' who featured the blitz in a magazine and online article.
- Commercial Motor Vehicle officers continue to work diligently with the Region of Halton to address concerns over dump truck traffic attending our region and using weight-restricted roadways to make their deliveries in the Britannia Road and Tremaine Road area of Milton. A total of 15 charges were laid for disobey sign or 'overweight on a load limit road' during October, with four trucks removed from service due to mechanical issues.
- October 26, Commercial Motor Vehicle also responded to concerns pertaining to overweight dump trucks attending the quarry at Guelph Line and 2 Sideroad, Burlington. Five trucks were stopped and four were placed out of service. All five stopped were also determined to be overweight, including one truck in excess of 7,000 kgs overweight. Combined 27 charges were laid on the five trucks stopped on this date.
- 77 inspection related charges were laid by the Commercial Motor Vehicle Unit in October 2020.

Mental Health & Addiction



Halton Happenings - October 2020

- **Crisis Outreach and Support Team (COAST):** COAST mobile visits commenced again in September with a Crisis Intervention Specialist from the Canadian Mental Health Association (CMHA) – Halton Region Branch, after CMHA suspended in-person visits due to COVID-19. COAST continues to support the Mobile Crisis Rapid Response Team. The COAST Team had 46 occurrences in October, 42 of which were mental health related accounting for 91.3 per cent of the team's time. Of the 42 mental health calls, 7 were in Burlington, 27 in Oakville, 1 in Milton and 4 in Halton Hills.

Focus on Crime

- Older Adult Support Officer continues to attend weekly Situation Table meetings to engage with community stake holders regarding acute elevated risk clients in the region.

Diversity, Older Adults & Youth

- Older Adult Support Officer worked with community partners such as Links2Care, Behavioural Supports Ontario (BSO), COAST, Halton Housing, and MRRCT.
- Older Adult Support Officer connected two Burlington families with Behavioural Supports Ontario in regard to caregiver support and dementia support.



Halton Happenings - October 2020

Prevention

District 1 Milton & Halton Hills

Traffic

- Community Mobilization Officers assisted a number of officers from several police agencies including Halton, Peel, Toronto and the MTO during a two-day commercial vehicle traffic safety blitz at Mohawk Raceway. Several violations were identified and a number of vehicles were deemed not fit under the Highway Traffic Act.

District 2 Oakville

Traffic

- On October 6 and 7, members of the Oakville Community Mobilization Bureau assisted with a Regional Commercial Motor Vehicle blitz focused on getting unsafe commercial vehicles off the road.

Focus on Crime

- On October 13, Community Mobilization Officers met with the YMCA, Go Transit and Town of Oakville to discuss strategies on trespassing individuals who contravene the *Trespass to Property Act*.

Diversity, Older Adults & Youth

- On October 9, an Oakville High School Liaison Officer received information from one of their assigned schools that a potential fight had been planned. The Officer used the information to arrange for a police presence at the identified location. The disturbance did not occur as a result of the collaboration of the school administration and their assigned Liaison Officer.
- High School Liaison Officer provided outreach to an Oakville Group Home on the laws around the searching of resident's computer and other technologies.

District 3 Burlington

Mental Health & Addiction

- The 3 District Social Worker attended at a Halton Suicide Prevention Coalition Meeting.

Focus on Crime

- A Community Mobilization Bureau member attended earlier in the year at lemonade stand of a youth who had just lost their mother to cancer. Community Mobilization Bureau Officer has maintained contact with youth and their family. The youth has continued with fund raising efforts, and made a donation to Cops for Cancer in the amount of \$245.00.

Diversity, Older Adults & Youth

- The 3 District Social Worker attended a 2-day, virtual, Level III, Violent Threat Risk Assessment training workshop.
- A 3 District Elementary School Liaison Officer provided presentations at three different junior elementary schools on issues relating to cyber bullying.



Halton Happenings - October 2020

- A 3 District Elementary School Liaison Officer provided presentations for five different intermediate classes on the issue of online use and mis-use.



Halton Happenings - October 2020

Social Development

District 2 Oakville

Focus on Crime

- Throughout the month of October, front line members of the Halton Police reached out to the Community Mobilization Bureau to ask for assistance with various calls for service that they had attended. The majority of the assistance requested related to neighbour disputes. Members of the Community Mobilization Bureau followed up with a number of these neighbour disputes, a total of six referrals were made to the Community Conflict Resolution Services of Halton. The Community Conflict Resolution Service of Halton has been an excellent resource to allow parties with conflict to find a resolution with involvement from the police.

Diversity, Older Adults & Youth

- High School Liaison Officers attended one of the high schools to conduct a lockdown drill. These drills help staff and students practice what to do in the event that a serious incident occurs and the school has to go into a lockdown.
- Both Elementary School Liaison Officers and High School Liaison Officers attended training focused on the LGBTQ community.
- On October 14, members of the Oakville Community Mobilization Bureau hosted a meeting with members of various other organizations in an effort to speak with and help a young adult of the community. Through this meeting a number of inconsistencies were identified in the information being shared by the individual, and next steps were identified to help repent the individual from falling back in to their negative behaviours. This will be an ongoing 'Project' for all involved, with the hope of helping the individual make better choices.
- On October 21, members of Oakville's Community Mobilization Bureau attended various religious centers all over Halton. The focus of the visits was to obtain and verify contact information for a future project.
- On October 30, members of the Oakville Community Mobilization Bureau attended a seminar on Autism.
- On October 31, one of the Oakville Community Mobilization Officers assisted with a Halloween event being held by Ward 7 Counsellor, Jaswinder Sandhu.
- The Youth Diversion Officer conducted a training session for a new recruit. The focus of this training was to explain Diversion and how the program works. The officer will provide further expertise in dealing with youth and answers procedural questions that a newer officer or recruit may have.

District 3 Burlington

Diversity, Older Adults & Youth

- The 3 District Youth Officer participated in collaborative planning meetings for anticipated Halton Regional Police Youth Advisory Council.
- The 3 District Youth team participated in a Virtual Training Workshop regarding Complex Sexualized Behaviour in young people.



Halton Happenings - October 2020

Regional Community Mobilization Bureau

- A 3 District Elementary School Liaison Officer provided outreach for student support to three students within the district.

Diversity, Older Adults & Youth

- The Older Adult Support Officer liaised with an older adult from Peel; party incorrectly contacted the Older Adult Support Officer about a matter occurring in Peel region. Older Adult Support Officer liaised with Peel Regional Police and a community resource in Peel to assist the aforementioned party.
- The Older Adult Support Officer attended Niagara Regional Police Service Video Unit to liaise with production team from the Ontario Police Video Training Alliance about the Form 2 (Justice of the Peace Order for Assessment) video project.
- The Older Adult Support Officer facilitated presentation on Elder Abuse/Older Adult Support Team to Cohort Five.
- The Older Adult Support Officer liaised with concerned family members in relation to relative's ability to operate a motor vehicle due to dementia issues; the Older Adult Support Officer provided contact information for Freedom of Information Unit and guidance on advocating for medically related driver's licence suspension with the family physician.

Virtual Citizen Police Academy

- Our first ever "Virtual Citizen Police Academy" is all set. There are five new civilian employees slotted to take part as well as 30 members from our community. Kick-off is Monday, November 2, and will continue for six weeks until Monday, December 7.

Anti-Racism / Racial Discrimination Training

- This month and in consultation with the Training Bureau, the Equity, Diversity and Inclusion Office administered anti-racism and racial discrimination training to all of our sworn, civilian and volunteer members. This mandatory e-learning training was developed by the Ontario Human Rights Commission and offers a foundation for learning about race, racial discrimination and human rights. This training opportunity was developed through an understanding that as a Police Service we are responsible for doing better in this area and ensuring that all of our members are equip to recognize and respond to these types of incidents.

Youth Advisory Council

- At the end of October, we launched our Service's first ever Youth Advisory Council. Recognizing that youth interactions and engagement present a unique opportunity for law enforcement, our Police Service has developed this council for the purpose of increasing connectivity and better understanding the needs of the youth living in the Region of Halton.

The goals of the Youth Advisory Council are to:

- Be a source of positive change through inclusion and collaboration with local youth and the Police Service.
- Highlight our Police Service's commitment to youth development and leadership.
- Ensure we have a point of reference within the community to guide us in future programming and services aimed at youth.



Halton Happenings - October 2020

- Help address barriers to Police and youth engagement.
- Assist our Police Service in the development of other Equity, Diversity and Inclusion initiatives

Safety Village

- Halton's Children Safety Village was closed for March break and continued to be closed following school closures due to COVID-19. Safety Village remains closed until further notice.

Auxiliary Unit

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

Halton 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 Mobilization Bureau continue to have regular contact with Service volunteers to provide them with ongoing information and to offer supports. Discussion to start mid-September about the possible return.



Halton Happenings - October 2020

Looking Ahead

Projects/Events

Secondment

Several members are still seconded to various police units for major investigations.

Upcoming Dates

- Remembrance Day Services – Acton, Milton, Georgetown – November 11
- Acton Holiday Parade – Acton High School, November 21
- Georgetown Holiday Parade – Trafalgar Sports Park, November 21



Halton Regional Police Service Public Agenda Information Report

To: Chair and Board Members

From: Chief Stephen J. Tanner

Subject: FINANCIAL REPORT – THIRD QUARTER 2020

Report #: P20-11-I-01

Date: November 26, 2020

INTRODUCTION AND BACKGROUND:

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

SUMMARY

\$ 000's
Favourable (Unfavourable)

Cost Elements	Current Quarter	September 30, 2020 YTD				2020 Full Year		2019 QTR 3
	Actual	Actual	Planned	Var \$	Var %	Budget	Proj. Var.	Actual
Compensation & Benefits	32,344	104,293	106,513	2,220	2.1%	146,640	1,643	100,768
Materials & Supplies	1,582	4,753	4,991	238	4.8%	7,107	150	5,351
Purchased Services	1,604	8,626	8,852	226	2.6%	10,336	49	8,353
Rent & Financial	130	292	276	(16)	(5.9%)	368	0	258
Debt Charges	4	1,446	1,446	(0)	(0.0%)	4,166	0	2,692
Transfer To Reserve	0	5,608	5,608	0	0.0%	5,608	0	5,211
Interdepartmental Charges	440	1,440	1,595	155	9.7%	2,126	125	1,447
Total Expenditure	36,105	126,458	129,280	2,823	2.2%	176,350	1,967	124,080
Total Revenue	3,480	10,392	11,444	(1,053)	(9.2%)	14,376	(1,250)	9,630
Net Expenditure	32,625	116,066	117,836	1,770	1.5%	161,975	717	114,449

Comments:

- As of the end of the third quarter, we have expended \$116.1 million (or 72% of the annual budget) which results in YTD savings of \$1.8 million as compared to our approved 2020 Budget.
- Based on meetings with Operational and Administration managers to discuss their 2020 variances and expectations, Staff is currently projecting a Net Expenditure savings of \$717,000

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

- Government funding impacts include:
 - Community Safety and Policing funding, a reduction of \$641K
 - Cancellation of Maplehurst funding, elimination of \$413K
 - Introduction of Guns and Gangs funding, an additional \$150K (2020 portion)
- COVID continues to impact our daily operations and the longer the pandemic lasts the greater the impact will be on our organization. We continue to closely monitor the situation and 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 sanitization
 - Reduced Training and Development costs
 - Reduced Event and Ceremony costs
 - Reduced Program Fee revenue mainly related to 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	Current Quarter	September 30, 2020 YTD				2020 Full Year		2019 QTR 3
	Actual	Actual	Planned	Var \$	Var %	Budget	Proj. Var.	Actual
Salaries	22,947	73,935	76,775	2,839	3.7%	105,026	3,100	70,814
Temporary Help	795	2,495	1,807	(688)	(38.1%)	2,471	(1,100)	2,643
Net Wages	23,742	76,430	78,581	2,152	2.7%	107,497	2,000	73,457
Overtime & Court-time	1,155	2,475	2,353	(122)	(5.2%)	3,221	(735)	2,734
Retention Pay	496	1,585	1,753	168	9.6%	2,399	228	1,561
Other Personnel Costs	681	1,723	1,540	(182)	(11.8%)	3,902	0	1,791
Total Expenditure	26,074	82,212	84,228	2,016	2.4%	117,018	1,493	79,542
Benefits	6,270	22,081	22,285	205	0.9%	29,622	150	21,226
Total Comp. & Benefits	32,344	104,293	106,513	2,220	2.1%	146,640	1,643	100,768

Comments:

- **Net Wages** – YTD costs for Salaries and Temporary Help are favourable due to lower than anticipated uniform staffing levels (Ontario Police College cancelled one recruit class during COVID) and vacant civilian positions. The full year projected favourable variance of \$2.0 million reflects a conservative estimate of these savings and includes the impact of the recently hired officers.
- **Overtime & Court-time** –Projected full year unfavourable variance based on historical utilization and requirements for overtime in the later parts of the year partially offset by decreases in OT due to COVID. OT costs were also impacted by homicide investigations and the guarding of witnesses.
- **Retention Pay** –Projected full year savings relates to retirements of officers who would otherwise have been eligible for Retention Pay at the end of the year.
- **Benefits** –The projected full year favourable variance relates to staff vacancies.

Materials and Supplies

\$ 000's Favourable (Unfavourable)

Cost Elements	Current Quarter	September 30, 2020 YTD				2020 Full Year		2019 QTR 3
	Actual	Actual	Planned	Var \$	Var %	Budget	Proj. Var.	Actual
Tires & Parts For Fleet	166	466	473	6	1.3%	630		483
Telephone & Data Line	242	686	587	(99)	(16.8%)	782	(100)	638
Fuel Cost For Fleet	337	992	1,168	176	15.1%	1,557	200	1,189
Clothing & Equipment	141	455	573	118	20.6%	1,015	100	660
Supplies	136	399	356	(44)	(12.2%)	474	(100)	310
Utilities	379	800	930	130	14.0%	1,440	100	774
Minor Capital	164	613	486	(127)	(26.1%)	648	(150)	785
Other Misc. Material & Supplies	17	344	420	76	18.2%	560	100	511
Total Materials & Supplies	1,582	4,753	4,991	238	4.8%	7,107	150	5,351

Comments:

- **Telephone & Data Line** – The projected full year unfavourable variance relates mainly to costs associated with increasing bandwidth to assist with work- from-home accommodations related to COVID.
- **Fuel Cost For Fleet** – The projected favourable variance relates to a reduction in the net pump price of fuel which has been low since the start of the year.

- **Clothing & Equipment** – The projected favourable variance relates reduction in costs related to equipping fewer new recruits.
- **Supplies** – The projected full year unfavourable variance relates mainly to additional safety supply (PPE) purchases required as a result of COVID.
- **Utilities** – The projected favourable variance relates mainly to lower than anticipated hydro costs for the new headquarters.
- **Minor Capital** – The projected full year unfavourable variance relates mainly to costs associated with acquiring additional phones and laptop computers to assist with work-from-home accommodations related to COVID.
- **Other Misc. Material & Supplies**– The projected full year favourable variance relates to miscellaneous savings within the multiple accounts included in this category.

Purchased Services

\$ 000's
Favourable (Unfavourable)

Cost Elements	Current Quarter	September 30, 2020 YTD				2020 Full Year		2019 QTR 3
	Actual	Actual	Planned	Var \$	Var %	Budget	Proj. Var.	Actual
Computer Maintenance	399	4,591	4,434	(157)	(3.5%)	4,445	(150)	4,125
Building Maintenance	179	603	668	65	9.8%	890		532
Janitorial Services	226	563	546	(16)	(3.0%)	729	(72)	517
Staff Development	18	373	675	302	44.7%	900	350	798
Professional Services	298	1,070	925	(145)	(15.6%)	1,234	(200)	873
Fleet Support Costs	106	378	365	(12)	(3.4%)	487	(100)	428
Advertising/Public Relations	0	26	36	10	27.2%	48		21
Other Misc. Services	378	1,023	1,201	179	14.9%	1,602	220	1,059
Total Purchased Services	1,604	8,626	8,852	226	2.6%	10,336	49	8,353

Comments:

- **Computer Maintenance** – The projected full year unfavourable variance relates to additional licensing required to roll out work from home options for staff due to COVID.
- **Janitorial Services** – The projected full year unfavourable variance relates to additional touchpoint cleaning services required as a result of COVID.
- **Staff Development** – The projected full favourable variance relates to cancellation of training courses as a result of COVID.

- **Professional Services** – The projected full year unfavourable variance relates mainly to ongoing consulting costs required to backfill IT positions due to vacancies.
- **Fleet Support Costs** – The projected full year unfavourable variance relates to increased utilization of external garages for vehicle maintenance. These costs are offset by savings in labour chargebacks from the Region garage (within Interdepartmental Charges below).
- **Other Misc. Services** – The projected full year favourable variance relates mainly to savings related to the cancellation of events and ceremonies, uniform cleaning, and miscellaneous savings within the multiple accounts included in this category.

Various\$ 000's
Favourable (Unfavourable)

Cost Elements	Current Quarter	September 30, 2020 YTD				2020 Full Year		2019 QTR 3
	Actual	Actual	Planned	Var \$	Var %	Budget	Proj. Var.	Actual
Rent & Financial	130	292	276	(16)	(5.9%)	368		258
Debt Charges	4	1,446	1,446	(0)	(0.0%)	4,166		2,692
Transfer to Reserves	0	5,608	5,608	0	0.0%	5,608		5,211
Interdepartmental Charges	134	7,346	7,330	(16)	(0.2%)	10,142	0	8,160

Comments:

None.

Interdepartmental Charges\$ 000's
Favourable (Unfavourable)

Cost Elements	Current Quarter	September 30, 2020 YTD				2020 Full Year		2019 QTR 3
	Actual	Actual	Planned	Var \$	Var %	Budget	Proj. Var.	Actual
Risk Management	251	752	752	0	0.0%	1,003		677
Fleet Maintenance	175	636	799	163	20.4%	1,065	125	726
Other Charges	15	52	44	(8)	(18.3%)	58		44
Interdepartmental Charges	440	1,440	1,595	155	9.7%	2,126	125	1,447

Comments:

- **Fleet Maintenance** – The projected favourable variance of \$125 K relates to lower labour charges from the Regional garage. These savings are offset by additional external labour costs for external garage services as described within Purchased Services.

Revenue\$ 000's
Favourable (Unfavourable)

Cost Elements	Current Quarter	September 30, 2020 YTD				2020 Full Year		2019 QTR 3
	Actual	Actual	Planned	Var \$	Var %	Budget	Proj. Var.	Actual
Government Subsidy	2,546	4,997	5,260	(263)	(5.0%)	6,373	(367)	3,619
Program Fees	275	1,004	1,533	(528)	(34.5%)	2,044	(650)	1,530
External Recoveries	599	1,823	2,033	(210)	(10.3%)	3,263	(233)	2,461
Internal Recoveries	59	180	231	(51)	(22.2%)	308		176
Transfer from Reserve	0	2,388	2,388	0		2,388		1,844
Total Revenue	3,480	10,392	11,444	(1,053)	(9.2%)	14,376	(1,250)	9,630

Comments:

- **Government Subsidy** – The projected unfavourable variance relates to reductions in the Community Safety and Planning grant (formerly Policing Effectiveness and Modernization grant) which is decreasing by 25% (\$641K full year impact) partially offset by higher than anticipated funding for Court Security and Prisoner Transportation (+\$29K) and newly introduced Guns and Gangs funding (\$150K impact on 2020).
- **Program Fees** – The projected unfavourable variance relates mainly to reductions in Security Clearance due to COVID. Program fees related to fingerprinting, FOI, and prisoner escorts will also be impacted by COVID.
- **External Recoveries** – The projected unfavourable variance relates mainly to the cancellation of provincial funding related to the Maplehurst Correctional facility (\$413K) partially offset by increased secondment recoveries from sending an additional 2 officers to work at OPC.

Overall

As of the end of the third quarter, we have YTD savings of \$1.8 million as compared to our 2020 Budget which represents a combination of expenditure timing differences which will correct themselves by year-end plus permanent expense savings / revenue increases.

Based on a line by line review of all expense and revenue items with Budget Managers, Staff currently projects a savings of \$717 thousand for the full year.



Stephen J. Tanner
Chief of Police

:PL / GK



Halton Regional Police Service Public Agenda Information Report

To: Chair and Board Members

From: Chief Stephen J. Tanner

Subject: SEMI-ANNUAL GRANT AGREEMENTS EXECUTION

Report #: P20-11-I-02

Date: November 26, 2020

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

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

Stephen J. Tanner
Chief of Police

:KK

Attachments: 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><i>Amending Agreement</i> executed by Board in October, 2019 to add Year 3 and additional one-time funds to assist with increased service demand for eligible individuals to apply for VQRP+</p>	Year 1: April 1, 2018 – March 31, 2019	\$32,940.00
	Year 2: April 1, 2019 – March 31, 2020	\$32,940.00
	Year 3: April 1, 2020 – March 31, 2021	\$32,940.00
	One-time funds (2019-2020)	\$11,772.00
	One-time funds (2020-2021)	\$23,544.00
<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, 2017 – March 31, 2018	\$169,250.00
	Year 2: April 1, 2018 – March 31, 2019	\$169,250.00
	Year 3: April 1, 2019 – March 31, 2020	\$169,250.00
	Year 4: April 1, 2020 – March 31, 2021	\$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, 2019 – March 31, 2020	\$1,923,174.17
	Year 2: April 1, 2020 – March 31, 2021	\$1,923,174.17
	Year 3: April 1, 2021 – March 31, 2022	\$1,923,174.17
<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>Ontario's Strategy to End Human Trafficking:</i> To assist in addressing human trafficking by creating and strengthening partnerships, working with survivors and apprehending traffickers</p>	April 1, 2020 – March 31, 2021	\$34,800.00



Public Agenda Recommendation Report

To: Chair and Police Service Board Members

From: Svetlana Sevillano,
Stratagem Research

Subject: Purchasing Bylaw

Report #: CAO20-11-R-02

Date: 26 Nov 2020

RECOMMENDATION:

That the proposed Purchasing By-law be enacted.

Svetlana Sevillano

Attachments: Proposed Purchasing Bylaw

INTRODUCTION AND BACKGROUND:

1. The Purchasing By-law is a public-facing document which serves to:
 - ensure that financial activities are congruent with approved financial plans (budgets)
 - standardize the procurement process, transparently
 - ensure fairness of the bidding process
 - ensure purchases are good value for money
2. The proposed updated Purchasing By-law is part of the HPB Bylaw and Policy Project.

DISCUSSION / ANALYSIS:

3. The proposed by-law:

- is consistent with public sector best practises, as well as international trade agreements
- does not change the Chief's current financial authority of \$100,000, after which the Chief must come to the Board to approve purchases of goods and services not already provided for in the annual budget
- requires the Chief to develop detailed procedures for each procurement methodology, and allows for designations, and delegations arising from the By-Law requirement
- authorizes the CAO to procure goods and services for HPB governance purchases (e.g. consultants, lawyers), within the same parameters that apply to the Chief for the procurement of HHRPS goods and services
- clearly defines the provisions for Buying Group and Vendor of Record procurements

4. The effective date of the revised By-law was set for March 1, 2021 to allow HRPS staff sufficient time to draft the companion Service Directives required to give effect to the by-law.

ALTERNATIVES:

N/A

CONSULTATION:

HRPS Corporate Services Director Paul Lavergne, HRPS Solicitor Ken Kelertas, Chair Burton were consulted in the development of this proposed by-law.

FINANCIAL / HUMAN RESOURCE / LEGAL ISSUES:

The proposed by-law meets the requirements of international trade agreements.

STRATEGIC MANAGEMENT ISSUES:

N/A



BY-LAW NUMBER 2020-5

TO GOVERN PROCUREMENT OF GOODS AND SERVICES BY THE HALTON REGIONAL POLICE SERVICE

1 **PREAMBLE**

- 1.1 Section 31 (1)(c) of the Police Services Act, R.S.O. 1990, c. P.15 as amended (hereinafter referred to as the “PSA”) provides that The Regional Municipality of Halton Police Services Board (hereinafter referred to as the “Board”) is responsible for the provision of adequate and effective police services in The Regional Municipality of Halton.
- 1.2 Section 31(6) of the PSA provides that the Board may, by by-law, make rules for the effective management of the Halton Regional Police Service (hereinafter referred to as the “Service”).
- 1.3 Section 31(3) of the PSA provides, for greater certainty, that the Board shall not direct members of the Service other than the Chief of Police.
- 1.4 The Board recognizes its responsibility for the effective utilization of all its resources and has the need to establish sound policies for the purpose of procuring good and services and reporting thereon in a manner that fulfils its mandate, pursuant to the PSA.
- 1.5 The Board recognizes that the procurement of Goods and Services may be subject to the provisions of the Canadian Free Trade Agreement (CFTA), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), and the Canada-United States-Mexico Agreement (CUSMA) and where an applicable trade agreement is in conflict with this By-Law, the trade agreement shall take precedence.

THEREFORE, the Board enacts as follows:

2 **PURPOSE AND OBJECTIVE**

The purpose and objectives of the By-Law are to:

- 2.1 encourage competitive bidding;

- 2.2 ensure fairness, objectivity, integrity, accountability and transparency in the procurement process;
- 2.3 obtain best value for the Service in the procurement or disposal of Goods and Services;
- 2.4 ensure quality delivery of Goods and Services;
- 2.5 encourage environmentally responsible and sustainable procurement while maintaining fiscal prudence;
- 2.6 promote and implement procurement practices, where possible, that support the principles of the *Ontarians with Disability Act, 2001* and the *Accessibility for Ontarians with Disabilities Act, 2005*;
- 2.7 offer a variety of procurement methods and to use the most appropriate method according to the value of the required Good or Service;
- 2.8 avoid conflicts between the interests of the Board or the Service and those of its members and employees;
- 2.9 to encourage the procurement of Goods and Services with due regard to the preservation of the natural environment;
- 2.10 maintain timely and relevant policies and procedures by reviewing this By-Law at a minimum within five (5) years of the approval date by the Board. Failure to conduct a review within the time period set out shall not have the effect of the validity of the By-Law; and,
- 2.11 adhere to the Code of Ethics of the Institute of Public Procurement and the Ontario Public Buyers Association.

3 INTERPRETATION

- 3.1 Words imparting the singular number only also include more persons, parties, or things of the same kind than one.
- 3.2 Words interpreted in the singular number have corresponding meaning when used in the plural.
- 3.3 Where the Chief delegates his authority to a Designated Official of the Service as defined pursuant to this By-law, the Designated Official is authorized to act pursuant to this By-law.
- 3.4 Unless otherwise specified, the requirements assigned to, and procedures developed by the Chief regarding HRPS expenditures shall also apply to the CAO regarding HPB governance expenditures.
- 3.5 The following Schedules attached hereto are incorporated into this By-law:

3.5.1 Schedule “A” – Definitions;

3.5.2 Schedule “B” – Purchase Exemptions; and

3.5.3 Schedule “C” – Supplier Operating Principles and Code of Conduct.

4 APPLICATION, RESTRICTIONS, EXCEPTIONS AND PROHIBITIONS

- 4.1 The Chief shall develop policies and procedures including all of the purposes, goals and objectives, for the procurement of all Goods and Services and for the awarding of any Contract.
- 4.2 The authority to procure Goods and Services or award a Contract is subject to the identification and availability of approved budget funds in appropriate accounts within the Board approved operating or capital budget.
- 4.3 **Authorizations** – once established, if during the budget cycle a more beneficial allocation of approved budget funds is required, the following authorizations must be received prior to acquisition of Goods and Services:
 - 4.3.1 HRPS expenditures valued up to and including \$100,000 shall be approved by the Chief or designate;
 - 4.3.2 HPB governance expenditures valued up to and including \$100,000 shall be approved by the CAO or designate;
 - 4.3.3 HRPS and HPB governance expenditures valued over \$100,000 shall be approved by the Board.
- 4.4 Any such request shall not cause the Service’s or Board’s approved operating or capital budget to be more than the total approved budget.
- 4.5 Goods and Services shall be expensed in the year in which the benefits of the item procured are actually received, in accordance with generally accepted accounting principles.
- 4.6 **Avoidance** - no procurement of Goods and/or Services shall be arranged or made to avoid the application of this By-law.
- 4.7 **Splitting** - no procurement of Goods and/or Services shall be divided into two or more parts for the purpose or intent of, or with the effect of, avoiding or frustrating the application of this By-law.
- 4.8 **Personal Purchases** - no personal purchases shall be made by the Service for Board or Board Staff members or Service members or their family members.
- 4.9 **Surplus Goods / Goods for Disposal** – a member who has the responsibility of declaring goods surplus shall not bid on or personally obtain any goods he has

declared as surplus.

- 4.10 **Rewards / Gifts** - every Board or Board staff member, employee of the Service or their family members is expressly prohibited from accepting, directly or indirectly, from any person, company, firm or corporation to which any Contract is, or might be awarded, any rebate, gift or money, except:
- 4.10.1 gifts of a very small intrinsic value;
 - 4.10.2 gifts given for the use and benefit of the Board or Service; or
 - 4.10.3 moderate hospitality during the normal course of business that would not exceed what the Board or Service, through the employee's expense reimbursement, would likely provide to the member and would not be perceived by others as influencing the making of a business decision.
 - 4.10.4 Any offers of gifts or hospitality which contravene or may be seen to contravene the By-Law shall be reported forthwith to the Chief or designate.
- 4.11 **Conflict of Interest – Board** - any Board or Board staff member shall declare to the Board a Conflict of Interest and refrain from participating or discussing a procurement process / award where a conflict has been found or deemed to exist.
- 4.12 **Conflict of Interest – Member** - any Service member shall declare any Conflict of Interest to the Chief or designate and thereafter refrain from participating or discussing a procurement process / award.
- 4.13 **Solicitation of donations** - solicitation of donations from existing or past Service Suppliers / Contractors / Consultants, for any reason, must be pre-approved in writing by the Chief, in consultation with the Director and Legal Counsel.

5 AUTHORITIES AND RESPONSIBILITIES

- 5.1 The provisions of any domestic (federal, provincial or municipal law) or international treaty governing procurement shall prevail to the extent of any conflict with this By-law.
- 5.2 Notwithstanding any other provision of this By-law, the following are subject to Board approval:

- 5.2.1 where any of the provisions of this By-law are being waived;
- 5.2.2 where the term of a proposed contract is for a period greater than five (5) years, or where a Contract Extension would result in an aggregate term of greater than five (5) years;
- 5.2.3 where the Top Ranked Bid exceeds the Board approved budget;
- 5.2.4 where a Bid Protest emanating from a Bid Solicitation has been filed with the Chief and has not been resolved; or
- 5.2.5 where the purchase of any Goods and/or Services is not authorized by this By-law.
- 5.3 **Responsibilities of the Chief of Police.** The Chief shall be responsible for the consistent application of all provisions and procurement processes as identified in this By-law by:
 - 5.3.1 ensuring the procurement process for Goods and Services is conducted in a manner that supports the principles, goals and objectives of this By-law;
 - 5.3.2 ensuring compliance with the methods/authorization processes as required by this By-law and advising the Board as appropriate when there is non-compliance;
 - 5.3.3 coordinating, preparing, issuing, opening and evaluating all Bids;
 - 5.3.4 developing co-operative purchasing plans or utilizing existing agreements, such as Vendor of Record arrangements, with other units of government or their agencies or public authorities, where deemed beneficial to the Service;
 - 5.3.5 promoting the standardization of Goods and Services, where such standardization demonstrably supports the purposes, goals and objectives of this By-law; and
 - 5.3.6 liaising with Suppliers to communicate performance excellence and to resolve Supplier performance deficiencies.
- 5.4 **Authority to Execute Contracts.**

5.4.1 Subject to statutory requirements and where all the requirements of this By-law have been met, the Chief or designate is authorized to execute Contracts and any ancillary documents, and the CAO is authorized to execute Contracts for HPB governance expenditures and any ancillary documents, that have been prepared in form and content satisfactory to Legal Counsel, when all of the following conditions have been met:

5.4.1.1 sufficient funds are available within the approved operating budget or, sufficient funds are available within the approved capital budget;

5.4.1.2 the procurement process and reporting procedures were carried out in accordance with this By-law;

5.4.1.3 there is no future financial or performance obligation at the termination of the Contract;

5.4.1.4 the term is for a specific period or until completion of a defined project; and

5.4.1.5 the value of the Contract does not exceed the Chief's or CAO's authority as specified in this By-law.

5.4.2 Where the Board has authorized the award of a contract in compliance with this By-law, the Chief or CAO, as applicable, is authorized to execute the contract and any ancillary documents that have been prepared in a form and content satisfactory to Legal Counsel.

6 BID PROCESSING AND METHODS OF PROCUREMENT

6.1 The Chief shall establish procedural policies to detail the specific procurement processes, approval authorities and forms of commitment to be applied under each category / process as follows:

The following processes are the methods for procurement of Goods and Services, including Consulting Services, on behalf of the Board. These methods may be utilized individually or in combination with one another.

(expected) Total Cost	Procurement Process	Approval Authority	Form of Commitment
\$0 - \$5,000	Direct Purchase - If > \$500 = obtain two (2) informal quotes - Acquire from lowest Total Cost	Manager / DSR	HRPS Credit Card or Purchase Order or Contract
\$5,001 - \$35,000	Direct Purchase - Obtain three (3) formal quotes - Acquire from Lowest Total Cost	Manager / DSR in consultation with Purchasing Services	Purchase Order / Contract or Consulting Agreement
Over \$35,000 (known specifications)	Request for Quotation (up to \$100,000)		

	<ul style="list-style-type: none"> - Open Competition - Award to Top Ranked Bidder 	Purchasing Services	Purchase Order / Contract or Consulting Agreement
	<ul style="list-style-type: none"> - Limited Tendering (Single / Sole Source) 	Director or designate	Purchase Order / Contract or Consulting Agreement
	Request for Tender (over \$100,000) <ul style="list-style-type: none"> - Open Competition - Award to Top Ranked Bidder 	Chief of Police	Purchase Order / Contract or Consulting Agreement
	<ul style="list-style-type: none"> - Limited Tendering (Single / Sole Source) 	Police Service Board	Purchase Order / Contract or Consulting Agreement
Over \$35,000 (unknown specifications)	Request for Proposal (up to \$100,000) <ul style="list-style-type: none"> - Open Competition - Award to Top Ranked Bidder 	Director or designate	Purchase Order / Contract or Consulting Agreement
	Request for Proposal (over \$100,000) <ul style="list-style-type: none"> - Open Competition - Award to Top Ranked Bidder 	Chief of Police	Purchase Order / Contract or Consulting Agreement
Other	Limited Tendering – Consulting Services only - HRPS <ul style="list-style-type: none"> - Award up to \$100,000 - Award up to \$300,000 - Award over \$300,000 	Director Chief of Police Police Service Board	Purchase Order / Contract or Consulting Agreement (all levels)
Other	Limited Tendering – Consulting Services only – Board <ul style="list-style-type: none"> - Award up to \$100,000 - Award over \$100,000 	CAO Police Service Board	Purchase Order / Contract or Consulting Agreement (all levels)
Other	Vendor of Record <ul style="list-style-type: none"> - Treat as Open Competition under each category above 	As above	Purchase Order / Contract or Consulting Agreement
Other	Co-Operative Purchasing <ul style="list-style-type: none"> - Treat as Open Competition under each category above 	As above	Purchase Order / Contract or Consulting Agreement
Other	Contract Extension <ul style="list-style-type: none"> - Where existing contract allows for term extensions to be negotiated 	Original Signing Authority	Purchase Order / Contract or Consulting Agreement

6.2 The process of notifying the market of procurement opportunities, and the issuing, receiving, opening and evaluating of competitive sealed Bids shall be identified in the procedural policies for bid administration.

6.3 PRE-QUALIFICATION OF ACCEPTABLE BIDDERS / LIST OF BIDDERS

6.3.1 The Chief may conduct a Request for Pre-Qualification process for any Goods and/or Services in order to establish a list of pre-qualified potential Bidders who are eligible to participate in Bid Solicitations a predetermined period of time or for a specific project(s), when it is beneficial to do so.

6.3.1.1 Suppliers may request to be included on the Bidders list for informal and formal Bid Solicitations. The list shall be updated with the relevant information as needed.

6.3.2 The Chief may also utilize an existing list of pre-qualified vendors as a result of a similar process, in accordance with the By-Law, conducted by another entity that the Police Service has the ability to leverage at no cost.

6.4 REQUEST FOR EXPRESSIONS OF INTEREST

6.4.1 The Chief may issue a Request for Expressions of Interest to the open market for the purposes of determining the availability of Suppliers of any Goods and/or Services. The response to a Request for Expressions of Interest does not create a contractual obligation.

7 NEGOTIATION

7.1 Notwithstanding that negotiations may be a component of another procurement process, the Chief, may authorize negotiations for the procurement of Goods and/or Services in instances not addressed in this By-Law.

8 CONTRACT EXTENSION

- 8.1.1 When the Award of a Contract is based on a Single / Sole Source negotiation or a Competitive Process within the provisions herein, and the original Contract allows for term extensions to be negotiated, the original signing authority may authorize the term extension and additional funding to the Contract (including a provision for price escalation after considering market conditions) if it is in the best interests of the Service and/or the Board to do so. If the original signing authority is the Board, the Board may delegate the approval for extension to the Chief or CAO as applicable, within the terms of the original Contract.
- 8.1.2 Where additional funds are required due to a fixed rate change increase, then the Contractor must provide supporting documentation for the change in rate and it must be accepted by the original signing authority.

9 EXTRAORDINARY CIRCUMSTANCE PURCHASES

- 9.1 An extraordinary circumstance purchase results from an event or circumstance that is determined by the Chief, or designate, to be:
 - 9.1.1 a threat to public health;
 - 9.1.2 disrupt the provision of essential services of the Police Service;
 - 9.1.3 present immediate risk to the welfare of persons, public property or the
 - 9.1.4 environment;
 - 9.1.5 be an emergency as declared under the Emergency Management and Civil Protection Act, R.S.O. 1990, c. E9, as amended or successor legislation;
 - 9.1.6 be a risk or possible risk to a member of the Police Service; and/or,
 - 9.1.7 be a risk or possible risk to the integrity of investigational procedures.
- 9.2 Where the Chief or designate is of the opinion that an extraordinary circumstance exists, the Chief or designate may authorize the purchase of such Goods or Services, and may include negotiations, as are considered necessary to remedy the situation without the requirement for a Bid Solicitation and may purchase any required Goods or Services. As soon as practical, the Chief shall provide an Information report to the Board outlining the circumstances of any such purchase over \$100,000.

10 BUYING GROUPS AND VENDOR OF RECORD

10.1 Buying Groups

10.1.1 The Chief may participate in Buying Groups activities with other municipalities, regions, local board, and public agencies, when it is in the best interest of the Board or the Service to do so.

10.1.2 The Chief may participate in the bid solicitations conducted by the Halton Co-operative Purchasing Group (HCPG) and/or the Police Cooperative Purchasing Group (PCPG) under the Ontario Association of Police Chiefs (OACP).

10.1.3 The Chief may conduct a bid solicitation on behalf of the HCPG or PCPG.

10.1.4 The Chief shall ensure that participation on any procurement conducted through the HCPG or PCPG is carried out in a manner consistent with this By-law.

10.2 Vendor of Record

10.2.1 The Chief may acquire Goods and/or Services from another federal, provincial or municipal body, ministry, agency, board, corporation or authority or in the case of Provincial and Federal Standing Agreements, or other competitive procurement processes, the Chief may choose to take advantage of these opportunities if they are deemed to be in the best interest of the Service and the procurement has been carried out in a manner consistent with this By-law.

11 UNSOLICITED PROPOSALS

- 11.1 Unsolicited Proposals received by the Service may be either rejected or reviewed at the discretion of the Chief.
- 11.2 Any procurement activity resulting from the receipt of an Unsolicited Proposal shall comply with the Limited Tendering section of this By-Law.
- 11.3 A Contract established from an Unsolicited Proposal shall be awarded on a Limited Tendering basis for a maximum of one (1) year.
 - 11.3.1 Upon conclusion of the contract, it shall expire and a Bid Solicitation may be applied if it is in the best interest of the Service to do so.

12 PURCHASE EXEMPTIONS

- 12.1 The procurement and reporting methods described in this By-law do not apply to the items listed in Schedule "B", "Purchase Exemptions".

13 REPORTING PROCEDURES

- 13.1 **Capital Project Report** - for purchases being allocated to an approved capital budget, a detailed description of the Capital Project, estimated Total Cost, procurement process, anticipated financing and its relationship to the HRPS Strategic Plan shall be submitted to the Board prior to commencement of any procurement activity.
- 13.2 **Recommendation Report** - prior to the Award of any Contract for Goods and/or Services, a report shall be submitted to the Board for authorization by the Chief, or for authorization of HPB governance Contracts by the CAO, in any of the following instances:

- 13.2.1 where the provisions of this By-Law are being waived;
- 13.2.2 where a Request for Proposal Process has been applied and the Top Ranked Proposal is not being recommended;
- 13.2.3 where the Limited Tendering provisions have been applied and the Total Cost exceeds \$100,000;
- 13.2.4 where the Total Cost of an emergency acquisition exceeds \$100,000, a report shall be submitted to the Board by the Chief within 60 days after the emergency has come to a conclusion;
- 13.2.5 for operating budget expenditures, prior to Contract Award when the Total Cost of the proposed Goods and/or Services would cause the major cost element to exceed the approved operating budget by the lesser of 10% or \$100,000;
- 13.2.6 for capital projects, prior to Contract Award when the Total Cost of the proposed Contract exceeds the amount provided in the capital budget for that project by the lesser of 10% or \$100,000, or when additional debenture financing is required; and/or,
- 13.2.7 where authority to Award has not been expressly delegated elsewhere in this By-Law.
- 13.3 **Purchasing Activity Report** - the Chief shall submit a report to the Board, listing of all HRPS procurements of Goods and Services, not otherwise approved by the Board, in excess of \$100,000 on a semi-annual basis as information to the Board. The CAO shall report all HPB governance procurements semi-annually.

14 FORMS OF COMMITMENT

- 14.1 Expenditures for Goods and Services, with a Total Cost of \$5,000 or less may be transacted by use of a Service issued Purchasing Card in accordance with Purchasing Card policy and this By-law, or by way of an authorized Purchase Order.
- 14.2 Expenditures for Goods and Services in excess of \$5,000 shall be committed by way of an authorized Purchase Order, in accordance with this By-law.
- 14.3 When the nature of the Goods or Services warrants or where the Supplier requires a different form of commitment other than a Purchase Order, a Contract in a form satisfactory to the Chief or CAO as applicable and Legal Counsel shall become the form of commitment.

15 SUPPLIER PERFORMANCE

- 15.1 All Suppliers / contractors / consultants conducting business with the Service shall be required to adhere to the "Supplier Operating Principles and Code of Conduct", set out in Schedule "C" of this By-law.
- 15.2 The Chief or designate, or the CAO as applicable, shall be responsible for assessing the overall performance of Suppliers / Contractors / Consultants and ensuring proper documentation exists to support an objective assessment of performance.
- 15.3 The Chief, or CAO as applicable, may, upon recommendation from the Director and /or Legal Counsel, pursue appropriate action to ensure the correction of a Supplier's performance or take appropriate action to cancel the Contract.

16 DISPOSALS

- 16.1 The Chief or designate may authorize the sale, exchange, or otherwise dispose of goods declared as obsolete or surplus to the needs of the Service and where it is cost effective and in the best interest of the Service to do so.
- 16.2 Items or groups of items for disposal may:
 - 16.2.1 be offered to other public agencies or non-profit agencies; or
 - 16.2.2 be sold by external advertisement, formal request, auction or public sale.
- 16.3 Where it is deemed appropriate, a reserve Total Cost may be established.
- 16.4 Any funds received through the sale of any obsolete or surplus goods will be deposited to the appropriate operating budget cost center.
- 16.5 In the event that all efforts to sell or exchange the declared obsolete or surplus goods is unsuccessful, the item(s) may be scrapped giving due regard to the general provisions of the Ontario Waste Electrical and Electronic Equipment Program and other applicable statutory hazardous waste disposal requirements where applicable.

17 GREEN PROCUREMENT POLICY

- 17.1 The Chief shall consider the objectives of the Region's Green Procurement Policy when preparing and approving all specifications and / or terms of reference that will be used for the procurement of Goods and Services.

18 REPEAL OF BY-LAW # 2016-001 AND #2017-002

- 18.1 By-Law No. 2016-001 "To Regulate Procurement of Goods and Services by the Halton Regional Police Service" and By-Law No. 2017-002 "To Amend By-Law

No. 2016-001” are repealed as of the date of coming into effect of this By-law.

19 EFFECTIVE DATE

- 19.1 This By-law 2020-5 shall come into full force and effect on the 1st day of March, 2021.

APPROVED THIS 26th DAY OF NOVEMBER, 2020.

CHAIR

BOARD SECRETARY

THE REGIONAL MUNICIPALITY OF HALTON POLICE SERVICES BOARD

BY-LAW NO. 2020-5 – SCHEDULE “A”

DEFINITIONS

In this By-Law or any related Service policies or Directives, the following definitions apply:

“Award” means the selection by the Board of one or more successful bids for the provision of Goods or Services from a chosen Supplier;

“Bid” means a response to a bid solicitation or any other offer to sell Goods or Services pursuant to the By-Law, which is subject to acceptance or rejection;

“Bid Protest” means a substantive written objection provided to the Director or the Purchasing Coordinator by a Bidder giving specific reasons for the objection;

“Bid Security” means a bond or deposit which guarantees that the Bidder, if awarded a contract, will accept the contract as bid;

“Bid Solicitation” means a formal request for competitive sealed bids or secure electronic bids that may be in the form of a Request for Quotation, a Request for Tender, or a Request for Proposal;

“Bidder” means a person or corporation that offers a submission in response to a Bid Solicitation;

“Board” or “Halton Police Board” or “HPB” means The Regional Municipality of Halton Police Services Board;

“CAO” means Chief Administrative Officer, the senior Board staff member supporting the Halton Police Board;

“Capital Project” means an identified project or specific initiative which will have a benefit beyond one year which is approved by the Board;

“CETA” means the Canada-European Union Comprehensive Economic and Trade Agreement set out for Government Procurement Chapter 19, effective September 21, 2017 and as may be updated from time to time;

“CFTA” means the Canadian Free Trade Agreement set out for Government Procurement Chapter Five, effective July 1, 2017 and as may be updated from time to time;

“Chief” means Chief of Police, or designate;

“Comparative Pricing” means researching the market to find comparative prices for the same Good or Service;

“Competitive Process” means a method of procuring Goods or Services where multiple Bids are solicited in the marketplace;

“Compliant Bid” means a Bid which correctly and completely responds to all of the requirements that are considered mandatory or important in effect or meaning, as outlined in the bid document and that the Bidder is deemed fully capable, technically and financially;

“Conflict of Interest” means a situation where a personal or business interest of a Board member, a member of the Service, a Supplier or consultant is in conflict with the interests of the Service, and includes, but is not limited to:

- the giving or receiving of a direct or indirect personal gain or benefit, or a direct or indirect advantage or privilege, by any business that provides Goods or Services to the Service or a Family Member of such business that provides Goods or Services;
- a direct or indirect interest in any business that provides Goods or Services to the Service;

“Consulting Services” and “Consultant” means professional services or advice provided to the Service or the Board by an expert(s) with specialized knowledge or skills, but does not include, tradesmen, employment agencies or technicians or services expressly excluded under Schedule “A” to this By-Law;

“Contract” means a binding agreement by way of Purchase Order or other form of written commitment that has been approved as to form and content by Legal Counsel, which contains the agreed upon set of requirements, terms and conditions of the acquisition of Goods or Services, including Consulting Services;

“Contract Extension” means the exercising of optional extensions provided within the existing Contract which may include either time or time plus funding but does not impact or change the scope of the existing Contract;

“Deputy Chief” means a Deputy Chief appointed by the Board, or their designates;

“Designated Official” means a member of the Service appointed by the Chief to act on behalf of the Service in entering into Contracts with third parties in accordance with the requirements of this By-law;

“Designated Service Representative” means a member of the Service appointed by the Chief to have limited procurement authority;

“Director” means the Director of Corporate Services, or their designate;

“Donated Funds” means funds or gifts in kind donated to the Board;

“Duty Inspector” means a sworn officer, generally the rank of Inspector (or Acting Inspector) or higher, who is assigned the responsibility to act as an Inspector to cover the entire Halton Region during non-standard business hours;

“Evaluation Committee” means Service members selected to evaluate Proposals;

“Expression of Interest” means a response from a potential Supplier to a Request for Expression of Interest issued to the market to determine the availability of potential Suppliers of Goods or Services or Consulting Services in the market that does not create any contractual obligation with a potential Supplier;

“Extraordinary Circumstance Purchase” means the purchase of Goods or Services during an event which has been declared as an emergency;

“Fair Market Value” means the Total Cost that would be agreed to in an open and unrestricted market between knowledgeable and willing parties dealing at arm’s length;

“Family Member” means a child (including adopted and stepchild), spouse or ex-spouse, parent including stepparent, grandparent (including step grandparent), legal guardian, son-in-law/daughter-in-law, brother/sister (including stepbrother/sister and brother/sister-in-law), mother-in-law/father-in-law, niece/nephew and aunt/uncle, of a member or employee of the Board or a member of the Service;

“Goods and Services” means supplies, equipment, assets, materials, construction work, any non-professional or general services, or combination thereof, but excludes Consulting Services;

“Grant” means funding provided to the Service from a funding source in the form of a grant or subsidy which is not generally part of the Board’s approved annual budget. The expenditure of these funds is governed by the terms of this By-Law;

“HRPS” or “Service” means the Halton Regional Police Service;

“Invitational” means an invited Bid Solicitation process to known suppliers or contractors;

“Legal Counsel” means the Director, Legal Services or legal counsel to the Board;

“Limited Tendering” means a source of a Goods and Service recommended under the provisions of this By-Law, the procurement of which is not subject to a competitive process, and where there is or may not be more than one source in the open market;

“Limited Tendering Emergency” means the procurement of Goods and Services during an event which has been declared as an emergency;

“Manager” means a member of the Service who is responsible for a Unit/Bureau and who have budgetary authority over specific department (cost centre) operating budgets of the Service;

“Personal Purchases” means a purchase of Goods or Services requested by a member or employee of the Board or by any member of the Service or their Family Member(s), the requirement for which is not for the Service or any of its purposes, but is personal to the person requesting the purchase;

“Pre-qualification Process” means the process of screening potential Bidders in which factors, including but limited to, experience, financial capability, reputation, security and management are considered in order to develop a list of qualified Bidders who may submit a Bid in a subsequent Competitive Process;

“Price” means the per unit cost of an individual item included in a Bid Response;

“Proprietary” means exclusive rights to a Goods or Services such as a patent, trademark, copyright, technical secret, or restricted raw materials;

“Public Funds” means funds collected from taxpayers and provided to the Service by the Board for operating or capital budget purposes;

“Purchase Order” means a written offer to procure Goods or Services;

“Purchase Requisition” means a document to request the procurement of Goods or Services;

“Purchasing Coordinator” means the member of the Service, or their designate, responsible for managing the daily operations of the Purchasing Services unit;

“Purchasing Services” means the organizational unit within the Service responsible for managing the Service’s procurement policies as contained herein and related procedures;

“Purchasing Card” means a credit card issued in the name of an authorized member of the Service as a method to procure and pay for Goods and Services in accordance with the Service’s credit card policy and this By-Law;

“Region” means The Regional Municipality of Halton;

“Senior Command” means the rank or position of Chief, Deputy Chief, Superintendent, Inspector, Duty Inspector, Director or Manager;

“Signing Authority” means the authority delegated to a member of the Service to procure Goods and Services in accordance with this By-law up;

“Supplier” means any individual or organization providing Goods or Services to the Service;

“Top Ranked Proposal” or “Top Ranked Proponent” means the person or corporation that will provide the Service with the desired Goods and Services at either the lowest Total Cost meeting all requirements or the evaluated highest rank Proposal which provides the optimal balance of performance and Total Cost, of which either meets all specifications;

“Total Cost” means the sum of all costs for Goods and Services or Consulting Services inclusive of term extensions, all Goods and Services to be received during the full awarded contract , all applicable taxes, delivery fees, exchange rates, other charges and disbursements;

“Unsolicited Proposal” means a proposal for Goods and Services from a Supplier without having received an explicit request or invitation from the Service to do so;

“Vendor of Record” arrangement means a procurement arrangement, typically established through a competitive request for proposal process, that authorizes one or more qualified vendors to provide Goods and Services to one or more scopes of work for a defined period on terms and conditions, including pricing, as set out in the Vendor of Record arrangement.

THE REGIONAL MUNICIPALITY OF HALTON POLICE SERVICES BOARD**BY-LAW NO. 2020-5 – SCHEDULE “B”****PURCHASE EXEMPTIONS**

The procurement and reporting methods described in this By-law do not apply to the following items based on the current economic and competitive business market:

- 1 Petty Cash Items (maximum \$100 per transaction)
- 2 Training and Education
 - a. conferences, conventions, courses and seminars
 - b. magazines, books, periodicals (electronic or print)
 - c. memberships
 - d. external venues for training sessions
 - e. instructor fees less than \$1,000
- 3 Refundable Employee's Expenses
 - a. advances
 - b. meal allowances
 - c. travel, accommodation and reasonable entertainment
 - d. miscellaneous – non-travel
- 4 Employer's General Expenses
 - a. payroll deductions remittances
 - b. medicals and assessments
 - c. licenses (vehicles, firearms, radio/microwave, elevator, etc.)
 - d. debenture payments
 - e. insurance premiums, claim settlements and adjuster services
 - f. grants to agencies
 - g. damage claims
 - h. petty cash replenishment
 - i. tax remittances
 - j. charges to and from other government bodies provided in the normal course of business (e.g. TSSA, ESA)
 - k. sinking fund payments
 - l. payments for employment
 - m. postage
 - n. external venues for special events
- 5 Professional and Special Services
 - a. committee fees

- b. medicals, assessments and laboratory services
 - c. fees and disbursements for legal services
 - d. fees and disbursements for expert witnesses retained in anticipation of, or in the course of, a legal proceeding
 - e. fees and disbursements for external investigators, mediators, conciliators or arbitrators
 - f. medical and dental fees
 - g. funeral and burial expenses
 - h. appraiser fees
 - i. witness fees
 - j. honorariums
 - k. advertising
 - l. investigative searches
- 6 Utilities where a competitive market does not exist
- a. water and sewer
 - b. hydro
 - c. natural gas
 - d. utility relocations
- 7 Real Property
- a. leases of real property
 - b. tower site licenses

THE REGIONAL MUNICIPALITY OF HALTON POLICE SERVICES BOARD

BY-LAW NO. 2020-5 - SCHEDULE "C"

SUPPLIER OPERATING PRINCIPLES AND CODE OF CONDUCT

The Board requires that all suppliers / contractors / consultants conducting business with the Service adhere to the following principles at a minimum:

1. Follow commonly accepted business or industry practices;
2. Obey all applicable municipal, provincial and federal laws;
3. Adhere to the terms of the Contract signed by the Service designated Signing Authority unless amendments are negotiated;
4. Conduct business with integrity and in accordance with their obligations under specific agreements;
5. Keep detailed and accurate records of all Contracts and Goods and Services provided to the Service;
6. Refrain from divulging confidential or personal information;
7. Avoid any appearance of conflict;
8. Refrain from conduct contrary to the values of the Service as included in the Service's current Corporate Business Plan;
9. Treat workers with respect and dignity and ensure that workers are not subjected to any form of physical, sexual, psychological or verbal harassment or abuse;
10. Refrain from engaging in price collusion with other Bidders or Suppliers;
11. Explain clearly the Total Costs of any bid to the Service;
12. Refrain from contacting anyone but the designated person between the issuance and closing dates of a competitive bid process;
13. Refrain from providing gifts or hospitality which may be perceived by others as influencing business decisions and contrary to the spirit of this By-law.

The Service will include reference to the "Supplier Operating Principles and Code of Conduct" in all competitive bid documents / processes, and with all issued Purchase Orders and Contracts.



Public Agenda Recommendation Report

To: Police Service Board Members

From: Graham Milne
Board Secretary

Subject: 2021 Board Meeting Schedule

Report #: CAO20-11-R-01

Date: November 26, 2020

RECOMMENDATION: That the proposed 2021 Board Meeting Schedule be approved.

Graham Milne, Board Secretary

Attachments: None

INTRODUCTION AND BACKGROUND:

The proposed 2021 Schedule of Meetings is reflected below. The schedule adheres to the Board's practice of scheduling meetings on the final Thursday of each month, with the exceptions of the December Board meeting which would fall during the holiday period, and May to avoid conflicting with a scheduled OAPSB event. It is also proposed that no July meeting be scheduled.

DISCUSSION / ANALYSIS:

2021 Proposed Schedule of Meetings

The proposed 2021 Schedule of Meetings is below. A schedule of 11 meetings throughout the year is proposed. Additional meetings may be called as necessary by the Chair of the Board.

Meeting No. 01-21 Thursday, January 28, 2021

Meeting No. 02-21 Thursday, February 25, 2021

Meeting No. 03-21	Thursday, March 25, 2021
Meeting No. 04-21	Thursday, April 29, 2021
Meeting No. 05-21	Thursday, May 20, 2021
Meeting No. 06-21	Thursday, June 24, 2021
Meeting No. 07-21	Thursday, August 26, 2021
Meeting No. 08-21	Thursday, September 30, 2021
Meeting No. 09-21	Thursday, October 28, 2021
Meeting No. 10-21	Thursday, November 25, 2021
Meeting No. 11-21	Thursday, December 16, 2021

ALTERNATIVES:

N/A

CONSULTATION:

OAPSB advises that their 2021 Virtual Conference will be 24-26 May.

FINANCIAL / HUMAN RESOURCE / LEGAL ISSUES:

N/A

STRATEGIC MANAGEMENT ISSUES:

N/A



Public Agenda Recommendation Report

To: Chair and Police Service Board Members

From: Rob Burton, Chair

Subject: State of Emergency Committee Report

Report #:

Date: November 26 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.

Action Registry – Public Section

Motion Date	Motion ID	Motion	Task Assigned To	Scheduled Completion	Status/Comments
3 Apr 2020	3.1	<i>“THAT the State of Emergency Committee report to the entire Board at each meeting of the Board, in writing, all decisions made on its behalf between meetings.”</i>	Chair/CAO	Monthly until end of Provincial/Regional State of Emergency	
27 Aug 2020	4.6	<i>“THAT the CAO’s Board Governance expenditure report be issued semi-annually.”</i>	CAO	Semi-annually	

