



**HALTON
POLICE
BOARD**
EXCELLENCE IN GOVERNANCE

Public Agenda

Date: Thursday, October 29, 2020

Time: 9:00 a.m.

Location: Zoom Video Conference

Link to register to watch meeting:

https://us02web.zoom.us/webinar/register/WN_DfPbZCCvQ22U2QM3TJPWAA

1. GENERAL

1.1 Regrets

1.2 Disclosure of Conflicts of Interest

1.3 Confirmation of Minutes of Meeting P20-09 held Thursday, September 24, 2020
(Agenda Pages 1 – 6)

2. PRESENTATIONS/DELEGATIONS

3. CONSENT AGENDA

3.1 Halton Happenings - September 2020
(Agenda Pages 7 – 20)

3.2 **P20-10-I-01** - Quarterly Human Resources Summary
(Agenda Pages 21 – 24)

3.3 **P20-10-I-02** - Seized Fund Statement - August 31, 2020
(Agenda Pages 25 – 26)

3.4 **P20-10-I-03** - Mid-Year Performance Report
(Agenda Pages 27 – 36)

4. DISCUSSION ITEMS

- 4.1 **P20-10-R-04** - 2021 Funding Request & 10-Year Capital Forecast
(Agenda Pages 37 – 40)

RECOMMENDATION

“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.”

- 4.2 **P20-10-R-05** - Contract Extension - Angus Geosolutions Inc.
(Agenda Pages 41 – 44)

RECOMMENDATION

“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).”

- 4.3 **P20-10-R-06** - Contract Extension - Global Group - Office Furniture
(Agenda Pages 45 – 48)

RECOMMENDATION

“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.”

- 4.4 **P20-10-R-07** - Motorola Solutions Inc. - Single Source - Critical Connect System
(Agenda Pages 49 – 54)

RECOMMENDATION

"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)."

- 4.5 **Chair's Report** - International Holocaust Remembrance Alliance Definition of Antisemitism
(Agenda Pages 55 – 56)

RECOMMENDATION

"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.

- 4.6 **CAO20-10-R-01** - Update on Amendments to Procedural By-law
(Agenda Pages 57 – 84)

RECOMMENDATION

"THAT Procedural By-law 2020-1 be amended as set out in the attachment to Report No. CAO20-10-R-01."

- 4.7 **CAO20-10-R-02** - Sponsorship - OAPSB Virtual Labour Seminar
(Agenda Pages 85 – 86)

RECOMMENDATION

"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."

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

RECOMMENDATION

"THAT the State of Emergency Report be received."

5. OPERATIONAL VERBAL UPDATES
6. STATUS OF OUTSTANDING ITEMS
 - 6.1 Public Information Action Registry
(Agenda Pages 89 – 90)
7. NEW BUSINESS
8. MOVE INTO CLOSED SESSION
9. CLOSED SESSION REPORT
10. ADJOURNMENT



Public Minutes

MEETING NO. P20-09

DATE OF MEETING: Thursday, September 24, 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, Donald Foster, Navneet Sekhon

OTHERS PRESENT (via Zoom Video Conference): Chris Herapath, Ministry of the Solicitor General

STAFF PRESENT (via Zoom Video Conference): Chief Stephen Tanner
Deputy Chief Jeff Hill
Deputy Chief Roger Wilkie
Ken Kelertas, Director, Legal Services and Legal Counsel
Paul Lavergne, Director, Corporate Services
Superintendent Dave Stewart
Jessica Jakubowski, Articling Student
Fred Kaustinen, Chief Administrative Officer
Kimberly Calderbank, Board Media Consultant
Graham Milne, Board Secretary

1. GENERAL

1.1 Regrets

None.



1.2 Disclosure of Conflicts of Interest

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

1.4 Confirmation of Minutes of Meeting P20-08 held Thursday, August 27, 2020

Moved by: C. Somerville

Seconded by: C. Allen

"THAT the Minutes of Meeting P20-08 held Thursday, August 27, 2020 be adopted as circulated."

Carried.

2. PRESENTATIONS/DELEGATIONS

2.1 Board Communications Update – Kimberly Calderbank

Kimberly Calderbank, Board Media Consultant, provided an update on communications including social media statistics and the launch of the Board's newsletter. She noted that a LinkedIn page has been established for the Board.

3. CONSENT AGENDA

3.1 Halton Happenings – August 2020

Moved by: C. Allen

Seconded by: N. Sekhon

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

Carried.

4. DISCUSSION ITEMS

4.1 P20-09-R-01 – Bronte Harbour – Lease

Moved by: C. Somerville

Seconded by: J. Knoll



"THAT the Halton Regional Police Board approve the execution of a lease of property located at 2340 Ontario Street, Oakville, from the Town of Oakville, at an annual lease cost of approximately \$26,216, inclusive of taxes, that will serve as the Marine Unit base office and the Bronte Village Community Office; and further,

THAT the Board Chair be authorized to execute an extension and amendment of the Lease effective November 1, 2020 to October 31, 2022 in a form acceptable to the Service and the Director of Legal Services."

Carried.

4.2 P20-09-R-02 – Multi-Vendor Dry Cleaning and Laundering Service Agreements

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

"THAT the Regional Municipality of Halton Police Board authorize the Chief of Police, or designate, to establish multiple agreements for the provision of dry cleaning and laundering services with multiple service providers for an initial two (2) year term with the option to extend the Agreements for two (2) additional two (2) year terms. The initial term shall, commence on January 1, 2021, through to December 31, 2022 for a total cost of \$280,000 (before taxes); and,

Further, that the Regional Municipality of Halton Police Services Board authorize the Chief of Police, to award the optional term extensions on the Agreements, should it be in the best interests of the Service and Board to do so."

Carried.

4.3 CAO20-9-R-01 – Amendments to Procedural By-law

Moved by: N. Sekhon
Seconded by: D. Foster

"THAT a committee be formed consisting of Navneet Sekhon, Curt Allen, Don Foster and Fred Kaustinen to review the Procedural By-law and report back to the October Board meeting."

Carried.



4.4 CAO20-9-R-02 - Governance Budget Financial Status Report

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

"THAT the semi-annual Governance Budget Financial Status Report be received."

Carried.

4.5 State of Emergency Committee Report

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

"THAT the State of Emergency Report be received."

Carried.

5. OPERATIONAL VERBAL UPDATES

Operational updates were provided regarding the following:

- Homicide investigation
- Members of the Service who have passed away this year

6. STATUS OF OUTSTANDING ITEMS

6.1 Public Information Action Registry

There were no updates.

7. NEW BUSINESS

7.1 Election of Zone 4 Director to OAPSB Board

Fred Kaustinen, Chief Administrative Officer, provided an outline of the roles and responsibilities of the Zone 4 Director of the OAPSB Board. Members interested in serving in this role were requested to advise the Board Secretary.

There was no new other business.



8. **MOVE INTO CLOSED SESSION**

Moved by: C. Allen
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 11:05 a.m.

Rob Burton
Chair

Graham Milne
Board Secretary



Halton Happenings - September 2020

Welcome to the September 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 - September 2020

Incident Response

District 2
Oakville

Mental Health & Addiction

- On September 17, Oakville School Officers attended an Oakville High School for a student who was in crisis. The student was contained until police arrived. The student was apprehended and transported to Oakville Trafalgar Memorial Hospital.

Diversity, Older Adults & Youth

- The Youth Officer investigated four assault occurrences at the Syl Apps Youth Centre. Three of the occurrences were inmate on inmate, while the fourth one was an inmate that had assaulted a staff member. As a result of the investigations four criminal charges were laid.
- On September 11, an Oakville Education Services Liaison Officer was doing proactive work across the street from a local elementary school. A 5-year-old special needs student had left the school building and wandered onto the street. The officer responded quickly and was able to safely return the child to the school.
- On September 14, Oakville High School Liaison Officers responded to a report of a missing student from an Oakville Secondary school. The youth was eventually located and transported safely back to their residence.
- On September 21, an Oakville Education Services Liaison Officer attended an Oakville elementary school for a parent who was on the property looking to see his child, which is in contradiction of court documents the school was in possession of. Further investigation revealed the dad had found out that his son was ill and wanted to check on his wellbeing. The parent left the school when he found out that his son was not at the school.

District 3
Burlington

Traffic

- Community Mobilization Officer laid Highway Traffic Act charges on a young driver relating to passing one of our Halton Regional Police bicycle officers too closely.
- Community Mobilization Bureau member criminally charged a driver with fraud-related charges after a thorough investigation revealed the driver had staged an accident which implicated a completely innocent person.



Halton Happenings - September 2020

Regional Community
Mobilization Bureau

Mental Health & Addiction

- **Mobile Crisis Rapid Response Team (MCRRT):** The Mobile Crisis Rapid Response Teams responded to 170 calls for service during the month of September. This included 72 in Burlington, 62 in Oakville, 24 in Milton and 12 in Halton Hills. Of these calls, 106 were a mental health priority call. This accounts for 62.4 per cent of the team's primary activities. Of the 64 "other" occurrences the teams were involved in, they provided mental health support service in 29. When these numbers are factored in, 135 of the teams 170 calls were mental health related, therefore 79.4 per cent of the team's time was spent providing mental health support.



Halton Happenings - September 2020

Risk Intervention

District 1
Milton & Halton Hills

Traffic

- Community Mobilization and School Liaison officers participate in traffic enforcement to ensure students that were returning to school were able to do so in a safe manner. Several warnings were issued by the officers in the identified school zones. A pro-active position as adopted by the officers to ensure that parents were respecting traffic regulations in the identified school zones.

Mental Health & Addiction

- 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. Social workers from 1 District continue to work with the family and community resources to help improve her behavior, and reduce the frequency of hospital visits.
- A senior adult male arrived in Georgetown via GO Transit. He appears to be homeless and is not forthcoming when interacting with the police. Community officers are continuing with their attempts to engage the individual to ensure that he has a safe place to reside, maintain proper hygiene and has adequate nutrition.

District 2
Oakville

Mental Health & Addiction

- In September, four cases were presented to Situation Table that were deemed Acutely Elevated Risk, and subsequent interventions were carried out. Three additional cases involved participation by the Social Worker and 2 District Community Mobilization Bureau but were presented by agencies.
- Oakville High School Liaison Officers attended a family domestic call for service. It was identified that the family would benefit from the services provided by Reach Out Centre for Kids (R.O.C.K.). A consensual referral was made by the Officers.

Focus on Crime

- On September 2, Oakville Community Mobilization Officers followed up on a reported neighbour dispute (ten over the summer) that the homeowner was video recording their neighbours and accusing them of crimes without any proof. The homeowner was spoken to about possible charges if the behaviors continued. The interaction had positive effects as there have not been any further issues.
- On September 3, Oakville Community Mobilization Officer followed up with ongoing neighbour disputes over the summer. Over 16 occurrences were reported overall. Attempts were made to mitigate their disputes through community mediation services offered by Community Conflict Resolution Services of Halton, however none of them were interested in participating. The Officer worked with the landlord and all parties were issued a Form N5, indicating if disturbances continue they would be evicted.

Diversity, Older Adults & Youth

- In September, the Youth Office had a total of five youth related meetings with or regarding youth and their families consisting of: one new diversion intake, two diversion follow up meetings, two diversion termination meetings, and 25 social work outreach meetings/consults. There were also seven new social work referrals.



Halton Happenings - September 2020

- In September, there were two adult diversion conclusions.
- The Youth Officer conducted a historical familial sexual abuse occurrence that was reported to the staff at Syl Apps Youth Centre. The information was forwarded to the Ontario Provincial Police for further investigation.
- On September 16 and 17, Oakville High School Liaison Officers investigated a hate motivated incident in which students had used inappropriate language virtually. Two students were identified and spoken to but were not deemed responsible as the application the teacher was using could be accessed by others not registered in the class.

District 3 Burlington

Focus on Crime

- Community Mobilization Officer has provided a Crime Prevention through Environmental Design (CPTED) audit for a victim of domestic violence.

Diversity, Seniors & Youth

- A Community Mobilization Officer worked with a local faith-based organization to get them additional government funding through a public safety grant to help them improve the security system at their church.
- 3 District Youth Bureau conducted four intakes of youth who were eligible to participate in the youth diversion program.



Halton Happenings - September 2020

Traffic

Traffic Services Unit (TSU)

- Project Safe Start: Between September 7 and 18, the Traffic Services Unit supported the Service's concerted regional effort to conduct back-to-school related education and enforcement under the Project Safe Start banner. While traffic density on our roadways has decreased within the Covid-19 environment, officers laid 2,735 charges and 803 warnings during the project period. Four drivers were also investigated and charged with criminal alcohol and drug related impairment charges during school hours. An aggressive social media campaign accompanied these efforts, garnering 470,000 Safe Start Twitter impressions.

Commercial Motor Vehicle Unit (CMV)

- During the Project Safe Start period, Commercial Motor Vehicle officers conducted Commercial Motor Vehicle enforcement with a specific focus on commercial trucks operating within or near school zones. Highlights of their enforcement are as follows:
 - Traffic stop in front of Holy Trinity Catholic School, Oakville: A wide load of 88,000 pounds of steel was stopped and an inspection revealed a cracked wheel rim, bald tires, brake issues and no turn signals. Steering component issues were also located, suggesting a complete steering failure was imminent.
 - Traffic stop near John William Boich Public School, Burlington: A decommissioned former Fire Department water tanker truck was stopped and an inspection found inoperative brakes and a brake line clamped with a set of pliers. An exhaust leak was also located under a hole in the floor board of the cab of the truck, posing a risk of carbon monoxide poisoning to the driver and a related risk of a loss of control of the truck if the driver passed out. The driver was also found operating with a standard passenger vehicle licence. A twitter post including a photo of the clamped brake line was picked up by CFTR-680 and rebroadcasted across the Greater Toronto Area.
 - Traffic stop near Dr. Frank Hayden Secondary School, Burlington: A dump truck was stopped due to severe tire deflation issues, which suggested the truck was severely overloaded. An inspection revealed shredded tires on the rear axle and a loose drive shaft that could become detached from the vehicle.
 - All above drivers were charged and each vehicle's plates were removed by Traffic Safety Unit, and the vehicle deemed 'unfit' with the Ministry of Transportation Ontario. Each truck will now require repairs and a re-certification at the owner's expense or the truck will be scrapped.
- On All Hands on Deck Day, Commercial Motor Vehicle officers conducted a traffic stop of a pick-up truck and trailer in front of Pope John Paul II Catholic Elementary School where three of four trailer tires were confirmed to be flat (deflated). The driver failed a roadside screening test and later registered a blood alcohol concentration *four times the legal limit*. Investigation also located open alcohol in the truck. The driver was charged criminally with Excess Blood Alcohol, along with No Insurance, Operate Unsafe Vehicle plus four other charges. The truck was impounded for seven days and the trailer was placed out of service.
- Commercial Motor Vehicle officers continue to elevate and deploy Mandatory Alcohol Screening for commercial truck drivers, as all Commercial Motor Vehicle drivers must possess a zero alcohol and drug reading to operate commercial vehicles.
- Commercial Motor Vehicle officers also removed an unsafe school bus from the roadway after noticing the bus was tracking 'at an angle', where the rear tires are offset from the front tires. While this defect couldn't



Halton Happenings - September 2020

be identified by the driver during an inspection, a serious mechanical defect was located and the bus company immediately towed the school bus to their yard for repairs and thanked the Halton Regional Police for their assistance. The school bus was occupied only by the bus driver at the time of police involvement.

- 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 Rd and Tremaine Rd area of Milton. A total of 15 charges were laid for disobey sign or 'overweight on a load limit road' in September. Regional project managers continue to educate haulage companies on these concerns, as weight-restricted roadways are not designed to handle the weight of these vehicles and can be subsequently damaged, leading to increased road maintenance costs for the region.
- 102 inspection related charges were laid by the Commercial Motor Vehicle Unit in September.

Mental Health & Addiction

- **Crisis Outreach and Support Team (COAST):** COAST mobile visits commenced again in September with a Crisis Intervention Specialist from the Canadian Mental Health Association– Halton Region Branch, after they suspended in-person visits due to COVID-19. COAST continues to support the Mobile Crisis Rapid Response Team. The COAST Team had 28 occurrences in September, 26 of which were mental health related accounting for 92.9 per cent of the team's time. Of the 26 mental health calls 12 in Burlington, 12 in Oakville, 1 in Milton, and 1 in Halton Hills.

Focus on Crime

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

Diversity, Older Adults & Youth

- The Older Adult Support Officer worked with community partners such as Links2Care, Behavioural Supports Ontario (BSO), COAST, Halton Housing, and MRRCT.
- The Older Adult Support Officer connected two Oakville families with Behavioural Supports Ontario in regard to caregiver support and dementia support.
- The Older Adult Support Officer liaised with the family of a Burlington older adult in regard to enrolment in Project Lifesaver and the Vulnerable Persons Registry.
- The Older Adult Support Officer initiated a follow up investigation to connect a crime victim with daily living resources (i.e. older adult victim requires ongoing assistance from caregiver) and an older adult was connected with Local Health Integration Network representative to review support needs.



Halton Happenings - September 2020

Prevention

District 1
Milton & Halton
Hills

Focus on Crime

- A remote monitoring camera system was deployed with the assistance of the Regional Investigative Services-Intelligence team to identify potential suspects responsible for dumping garbage and waste in the Town of Milton. The area has enforceable by-law signage posted, however this poses little in the way of deterrence for less civic minded individuals that choose to avoid the Halton Region Waste Transfer facility less than five kilometers from this site.

District 2
Oakville

Traffic

- Officers from the Oakville Community Mobilization Bureau participated in Project Safe Start. The focus of this region-wide initiative was to ensure safe driving practices around school zones. A total of 28 Provincial Offence Notices and 30 Warnings were issued to offending drivers.

Mental Health & Addiction

- Oakville High School Liaison Officer was requested to attend a wellbeing check for a local Secondary School student who was not attending school. Results of the check were inconclusive as it appears the family has moved away without providing the school a forwarding address.

Focus on Crime

- During the month of September, one Crime Prevention Through Environmental Design assessment was completed.

Diversity, Older Adults & Youth

- On September 15, members of the Oakville Community Mobilization Bureau were deployed to the Town Hall in response to parents who had gathered to protest their children wearing masks at school. Ensured safety for all.
- On September 24, Oakville High School Liaison Officers investigated a series of mischief occurrences involving four students who were knocking on residents' doors and taking off. All four were Grade 9 students from a local Secondary School. All youths were issued Warnings as a result.

District 3
Burlington

Mental Health & Addiction

- The 3 District Social Worker collaborated with the Ontario Police Video Training Alliance (OPVTA) to participate in a provincial training video that will be sent to police services across Ontario relating to the use and utility of a Mental Health Act Form 2.

Diversity, Older Adults & Youth

- Adjusting to the pandemic, High School Liaison Officers are working with school boards and Halton Regional Police Corporate Communications to create virtual training videos for students relating to a number of education pieces.



Halton Happenings - September 2020

Social Development

District 1
Milton & Halton Hills

Diversity, Older Adults & Youth

- Community Mobilization Bureau Officers from the District assisted with traffic control for a Milton Classic Car cruise. The parade of vehicles travelled from the east to the west side of Milton and made visits to three long-term care facilities in Town. The event was initiated by Bill Manuel who reported that they had a great turnout of 67 vehicles, raised \$1,293.85 plus 350 pounds of food for the Milton Salvation Army.
- Community Mobilization Bureau Officers assisted with traffic control over a two day period for a cycling event. *Greg's Ride* was safely coordinated through the rural area of Milton and Campbellville and had 95 riders over the weekend events.

District 2
Oakville

Traffic

- On September 7, Oakville Community Mobilization Officers assisted Milton with traffic control during a Labour Day 10 km run. One of the runners successfully set a Guinness World Record for running while pushing a stroller.
- On September 12, Halton Police hosted the Crime Stoppers Shred Event at the Halton Police Headquarters. The Crime Stoppers Shred Event is a main fundraiser, and is required to obtain the finances needed to run the Crime Stoppers Program. Oakville Community Mobilization Officers assisted with traffic to ensure those attending the event could enter and exit safely.

Mental Health & Addiction

- September 29, an Oakville Community Mobilization Officer met with staff at the Kerr Street Mission meeting. The meeting focused on a new client who was accessing services but may not be welcomed at the centre. The officer counselled the staff on ways to mitigate the situation which included having the person trespassed from their property.

Focus on Crime

- On September 8, an Oakville Community Mobilization Officer met with the Kerr Street Business Improvement Area. The focus of this meeting was to discuss Mischief and included updates on occurrences where charges were laid and new areas of graffiti were located.
- On September 16, Oakville Community Mobilization Officers attended the food drive of the Oak Park Neighbourhood Centre. Officers had learned of individuals causing issues when attending to obtain their food and wanted to assist in order to prevent conflict. Attending the food drive gave members of the community a chance to speak with police and potentially prevented any further issues.
- On the September 18, an Oakville Community Mobilization officer continued efforts in curbing Panhandling within Oakville. A person who was panhandling was located, offered community support, and was moved along.

Diversity, Older Adults & Youth



Halton Happenings - September 2020

- Schools have returned to an altered schedule. Members of both Oakville's Education School Liaison Officer and High School Liaison Officer programs have offered support to staff and students while also responding to other occurrences in the community
- Annually, in September Tim Hortons run their Smile Cookie campaign. This campaign assigns 100 per cent of the proceeds of the sale of Smile Cookies to local charities. This year the campaign ran September 14-20, and the proceeds went to Food4Life, which is a Food Bank program within Halton. On September 14, Halton Police had the opportunity to participate, and show supports for the event by attending a local Tim Hortons, and decorating Smile cookies.
- On September 17, the Youth Office Social Worker chaired the Oakville Child and Youth Networking Committee (OCYNC). This committee comprised of over 30 member agencies, comes together to share information about child and youth programming in Oakville and develop partnerships to better service the children, youth and families of our community.
- On September 18, Oakville Community Mobilization Officers had the opportunity to attend a "Brush off the Red Dresses" ceremony hosted by Grandmother's Voice for the missing and murdered Indigenous women. Members of the Halton Police participated in the ceremony and were able to take one of the red dresses to hang at Halton Police Headquarters to show support.
- Given the current Covid-19 restrictions, Oakville High School Officers drafted a newsletter that introduces the High School Liaison role within the school. It further introduces presentations that will be covered in a letter form. These topics are usually covered, in-person, through presentations with the Grade 9 students.

District 3 Burlington

Diversity, Older Adults & Youth

- 3 District Community Mobilization Bureau participated in the 2020 Virtual Law Enforcement Torch Run for the Special Olympics. The Community Mobilization Bureau was able to raise \$4,350.00 from the sale of customized Halton Police stuffed K9 Unit Dogs as well as \$980.00 from Torch Run t-shirts, all of which was donated to the Special Olympics.



Halton Happenings - September 2020

Focus on Crime

- September 12, over 500 residents attended the Community Shred Event Fundraiser for Crime Stoppers of Halton and generously donated \$16,500. The event was held at Police Headquarters and was set up as a "drive thru" type drop off. This allowed for physical distancing with all volunteers and participants utilizing PPE.
- September 25, Halton Police were contacted by a Halton Housing partner and asked to attend a meeting in the playground area at Elm Road. This meeting is to support the residents in the complex where a recent shooting took place.

Diversity, Older Adults & Youth

- On September 14, Regional Community Mobilization Bureau gave a presentation "virtually" to community members through Halton Multicultural Council on Internet and Online Safety. The presentation was very well received and interactive for everyone online.
- September 18, members from Regional Community Mobilization Bureau attended an event in Oakville to support the Red Dress Project. The Red Dress Project is a public art installation that was created in response to the disproportionate number of murdered and missing Indigenous women and girls in Canada. During the event, members of Regional Community Mobilization Bureau acquired one of the red dresses which will be visible in our Headquarters lobby through the month of October to support this initiative.
- On September 29, the Equity, Diversity and Inclusion Sergeant, along with several of our community partners, spoke at the annual Social Value Matters International Conference which was held virtually. Our Police Service and partners were invited to speak at the conference to highlight how we excel in the area of outreach and collaboration to ensure increased public safety and overall well-being in Halton.
- The Older Adult Support Officer liaised with production team from the Ontario Police Video Training Alliance about Form 2 video project. The community can seek a Form 2 (Order of Examination) from a Justice of the Peace if they have concerns for any person who they believe is a danger to themselves or others, or is not able to adequately care for themselves. Officers are regularly asked about the process and this training video will provide guidance to officers across the Province.
- Regional Community Mobilization Bureau developed two information pamphlets for officer use and will be available to the public. One details to Mental Health Supports and partnerships the Halton Police is involved in, and the other details the process for the Form 2 process.

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 Happenings - September 2020

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

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



Halton Happenings - September 2020

Looking Ahead

Projects and Events

Commercial Motor Vehicle Road Safety Blitz – Mohawk Raceway (October 6-7)

Virtual Citizen Police Academy – Planning for our first ever “Virtual” Citizen Police Academy is underway. The fall session is slated to kick off, Monday, November 2 and will run until Monday, December 7.

Secondment

Elementary School Liaison Officer – Intimate Partner Violence Investigative Unit (June 1 - October 31)

Community Mobilization Bureau Officer – Major Incident Response Team (July 21 - October 31)

Upcoming Dates

- Halton Hills Farmers Market – Resumes in downtown Georgetown from June 6 to October 16.
- 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: QUARTERLY HUMAN RESOURCES SUMMARY

Report #: P20-10-I-01

Date: October 29, 2020

INTRODUCTION AND BACKGROUND:

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

POLICE	4Q 2019 Actual	1Q 2020 Actual	2Q 2020 Actual	3Q 2020 Actual	Current Authorized Positions	Current Variance
Chief	1	1	1	1	1	0
Deputy Chief	2	2	2	2	2	0
Superintendent	5	6	6	6	6	0
Inspector	11	10	9	9	10	-1
Staff Sergeant	21	19	20	21	22	-1
Detective Sergeant	11	12	10	9	10	-1
Sergeant	51	48	58	58	56	2
Detective	40	41	41	41	40	1
Constable (1st Class)	477	471	464	463	N/A	
Constable (2nd Class)	30	25	24	26		
Constable (3rd Class)	27	33	36	43		
Constable (4th Class)	46	58	56	37		
Recruits in Training	30	10	10	20		
Total Constables	610	597	590	589	591	-2
TOTAL SWORN	752	736	737	736	738	-2
Cadet *	11	11	1	1	0	1

* Cadets not included in complement (uniform contract positions)

CIVILIAN	4Q 2019 Actual	1Q 2020 Actual	2Q 2020 Actual	3Q 2020 Actual	Current Authorized Positions	Current Variance
Senior Management/ Administration	11	11	11	11	11	0
Supervisory/Professional/ Senior Clerical	86	85	84	85	94	-9
Clerical	109	106	107	103	113	-10
Communications	51	50	52	51	52	-1
Special Constables (Escorts/Summons)	31	31	31	31	31	0
Facilities Technicians	5	6	6	6	6	0
TOTAL CIVILIAN	293	289	291	287	307	-20

TOTAL COMPLEMENT	1045	1025	1029	1023	1045	-22
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TEMPORARY STAFF <i>(Temporary employees do not form part of the authorized complement.)</i>	4Q 2019 Actual	1Q 2020 Actual	2Q 2020 Actual	3Q 2020 Actual	Comments
Full-time	8	10	7	7	* See details below
Part-time	1	4	2	2	
As Required	50	46	50	48	Communications/Courts Services/Districts/Drugs, Guns & Gangs/Forensic Identification/Homicide/ Human Resources/ Intelligence/ Police Analytics/ Information & Records Services/Support Services/Victim Services
Total Temporary Staff	59	60	59	57	

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

One Vision, One Mission, One Team

Work Volume	0	0	0	1	1-Data Entry Clerk DRU
Vacancy	1	1	1	1	1-Assitant Buyer
SPECIAL SITUATIONS - UNIFORM <i>*(Not included in authorized complement)</i>	4Q 2019 Actual	1Q 2020 Actual	2Q 2020 Actual	3Q 2020 Actual	Comments
External Secondments	7	6	4	7	4 – Ontario Police College 1 – Repeat Offender Parole Enforcement 1 – Provincial Firearms Office 1 – Provincial Anti- Terrorism
WSIB >1 year	5	8	8	7	
Leaves of Absences	3	1	3	1	1 – HRP A President
* Long Term Disability > 2 yrs	4	4	6	5	
Long Term Disability < 2 yrs	6	5	2	4	
Sick Leave (Long Term)	15	18	9	4	
Parental/Pregnancy Leave	6	4	4	3	
Jobs Shared by 2 Members	1	0	0	0	

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

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DEPARTURES	4Q 2019 Total	1Q 2020 Total	2Q 2020 Total	3Q 2020 Total	Total YTD 2020
TOTAL					
Uniform					
Retirements	1	11	4	3	18
Resignations	1	7	6	2	15
Terminations	0	0	0	1	1
Deaths	0	0	0	3	3
Civilian					
Retirements	2	4	2	3	9
Resignations	0	3	1	2	6
Terminations	0	0	0	0	0
Other – position redundant	0	0	0	0	0
Deaths	0	0	1	0	1

ADVANCEMENTS	4Q 2019 Total	1Q 2020 Total	2Q 2020 Total	3Q 2020 Total	Total YTD 2020
TOTAL					
Sworn Reclassifications	25	22	36	43	101
Sworn Promotions	5	7	14	0	21
Civilian Reclassifications	16	15	15	21	45



Stephen J. Tanner
Chief of Police

:DS

One Vision, One Mission, One Team



Halton Regional Police Service Public Agenda Information Report

To: Chair and Board Members

From: Chief Stephen J. Tanner

Subject: SEIZED FUND STATEMENT – AUGUST 31, 2020

Report #: P20-10-I-02

Date: October 29, 2020

INTRODUCTION AND BACKGROUND:

Attached is a financial statement indicating the status of the Seized Funds on deposit with RBC for the Police Board as at August 31, 2020. These funds remain in the Seized Fund account pending disposition by the Courts.

In addition to the Seized Funds on deposit, there is an additional pool of seized currency which is held on-site in a secure location. These funds represent currency which remains part of active investigations or court proceedings as evidence. As such, these funds are categorized as "**Seized Currency Exhibits**" (**SCE**) and must be held securely and separately from other funds in "as close to original condition" as possible for evidentiary purposes since the SCE may be called into court as evidence at any time. Due to this evidentiary distinction, the funds are held securely until a court disposition is made, at which time the funds are managed through the regular Seized Funds process. Additional security and financial information are included in Confidential Agenda Information Report each year.

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Stephen J. Tanner
Chief of Police

: GK

Attachments: Seized Fund Financial Statements

**SEIZED FUND FINANCIAL STATEMENTS
For the six-month period ending August 31, 2020
CONFIDENTIAL**

SUMMARY OF TRANSACTIONS

Balance as of February 29, 2020	\$ 18,575
Deposits in most recent 6 months	113,906
Cheques issued in most recent 6 months	(113,906)
Balance as of August 31, 2020	<u>\$ 18,575</u>

SUMMARY OF TRANSACTIONS		
Summary by Year	#	\$
2003	1	360
2006	1	1,000
2009	1	490
2011	1	16,140
2013	1	585
Total	5	\$ 18,575

Summary by Disposition	#	\$
Awaiting disposition	1	585
Other	4	17,990
Total	5	\$ 18,575

“Awaiting disposition” = waiting for documentation / instructions from the arresting officer.

“Other” = disposition is pending subsequent court appearances.



Halton Regional Police Service Public Agenda Information Report

To: Chair and Board Members

From: Chief Stephen J. Tanner

Subject: MID-YEAR PERFORMANCE REPORT

Report #: P20-10-I-03

Date: October 24, 2020

INTRODUCTION AND BACKGROUND:

This report presents an overview of the Service's January-to-June 2020 performance in a number of key statistical measures compared to previous years.

Due to the impacts of COVID-19, Statistics Canada has been unable to release data that would provide an overview of the Service's 2019 performance in comparison to other large police agencies in Ontario. As a result, this report does not contain the normally provided previous year's comparison data.

2020 Mid-Year Statistical Summary

This section of the report provides a statistical summary for the January–June 2019 and 2020 timeframes, in addition to presenting a summary of five-year trends. Data was obtained from the in-house Niche Records Management System (RMS) and was prepared and analysed by the Analytics and Decision Support Unit. The crime categories are slightly different to those reported by Statistics Canada at each year's end due to the reporting requirements and data processes utilized by Statistics Canada. The Niche RMS statistics are valid for internal comparison purposes.

Analysis indicates that 602 fewer criminal offences were reported in the first six months of 2020 (4,850) than were recorded in the same period in 2019 (5,452). This is a raw number decrease of 11.0%, but represents a decrease in the crime rateⁱ of 13.0% when Regional population growth is taken into account. This statistic, and most others provided in this report, was significantly impacted by the COVID-19 pandemic between March and June.

Violent crimeⁱⁱ offences decreased by 4.1% from 1,074 in 2019 to 1,030 in 2020. This represents a violent crime rate decrease of 6.3% due to population increase. These crimes accounted for 21.2% of all criminal offences, up from 19.7% in 2019.

Property crimeⁱⁱⁱ decreased by 11.8% from 3,531 in 2019 to 3,116 in 2020. This represents a property crime rate decrease of 13.7%.

The "Other Crimes"^{iv} category of offences was down by 16.9% in 2020 (from 847 to 704 offences). This represents a crime rate decrease of 18.8% in this category of crimes.

The 2020 clearance rate^v (55.4%) was higher than the 2019 value (55.3%).

Other Trends

Motor vehicle collision totals were 39.1% lower during 2020 (down from 4,857 to 2,959). Property Damage collisions^{vii} were down from 4,391 to 2,662 (-39.4%). Injury collision^{viii} totals were down from 459 to 293 (-36.2%). Fatal collisions decreased from 7 in 2019 to 4 in 2020.

Impaired driving apprehensions were down 8.3% in 2020 (from 217 to 199).

Warning Notices (Warns) provide officers with an opportunity to document an offence and educate the public, but proceed by way of a warning option instead of a charge. Total enforcement (Provincial Offence Notices issued, plus Warns) was down by 5,590, or 19.6%, to 22,920 (from 28,510 in 2019).

Total CAD Events^{vi} decreased by 6,893, or 8.9%, to 70,592 (from 77,485 in 2019).

Five Year Statistical Trends

The following four tables provide a summary of crime and workload trends over the past five years for a selection of key crime types and measures. The statistics presented below, excluding the clearance rate, are ***expressed as a rate*** (per 100,000 population) to remove the impact of population growth:

Halton Region:

	2016	2017	2018	2019	2020	5-Year Average
Robbery	8	7	8	8	9	8
Assault	131	115	129	110	100	117
Sexual Assault	13	18	18	19	13	16
<i>Violent Crime</i>	202	186	200	182	171	188
Break and Enter	73	77	72	76	65	73
Auto Theft	33	42	44	36	38	39
Theft	293	379	358	292	255	315
Fraud	87	94	97	104	76	92
<i>Property Crime</i>	579	696	658	598	516	609
Total Crime	907	1,005	993	924	803	926
Impaired Driving	38	48	52	37	33	41
Property Damage	676	673	741	744	441	655
Personal Injury	92	89	82	78	49	78
PONs and Warns Issued	4,622	5,358	4,960	4,831	3,796	4,714
CAD Events	14,036	14,218	13,903	13,130	11,693	13,396
Crime Clearance Rate	51.3%	50.2%	54.0%	55.3%	55.4%	53.2%

District 1:

	2016	2017	2018	2019	2020	5-Year Average
Robbery	6	3	5	7	8	6
Assault	138	141	146	119	101	129
Sexual Assault	17	15	16	17	6	14
Violent Crime	205	194	211	183	156	190
Break and Enter	55	58	54	51	51	54
Auto Theft	23	27	28	29	33	28
Theft	266	344	351	295	218	295
Fraud	70	76	72	86	55	72
Property Crime	520	603	587	554	425	538
Total Crime	882	962	980	941	742	901
Impaired Driving	31	44	52	45	40	42
Property Damage	553	617	665	664	420	584
Personal Injury	106	99	79	80	57	84
PONs and Warns Issued	4,108	5,573	4,922	4,101	3,761	4,493
CAD Events	12,659	13,751	13,222	11,896	11,710	12,648
Crime Clearance Rate	54.7%	52.9%	56.1%	55.1%	66.3%	57.0%

District 2:

	2016	2017	2018	2019	2020	5-Year Average
Robbery	10	11	9	9	9	10
Assault	127	93	123	111	94	109
Sexual Assault	11	18	17	18	12	15
Violent Crime	203	179	195	185	176	188
Break and Enter	100	98	80	81	65	85
Auto Theft	32	39	38	38	38	37
Theft	280	314	320	275	236	285
Fraud	91	99	105	108	96	100
Property Crime	582	654	621	583	523	592
Total Crime	900	947	927	891	795	892
Impaired Driving	37	47	50	30	29	39
Property Damage	691	652	731	710	418	641
Personal Injury	83	77	74	71	39	69
PONs and Warns Issued	4,326	4,580	4,123	5,015	3,374	4,284
CAD Events	12,434	12,359	11,962	12,166	10,425	11,869
Crime Clearance Rate	46.6%	44.1%	51.5%	62.0%	51.3%	51.1%

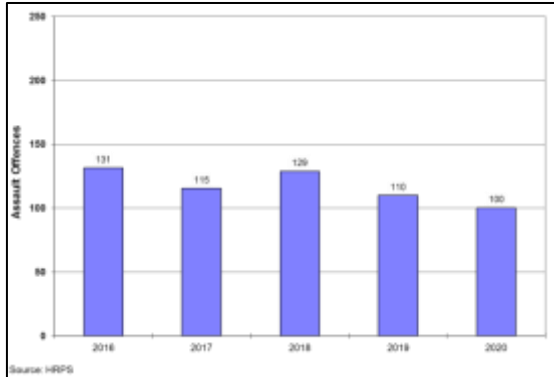
District 3:

	2016	2017	2018	2019	2020	5-Year Average
Robbery	8	7	9	9	10	9
Assault	130	113	117	97	105	113
Sexual Assault	12	20	20	23	21	19
Violent Crime	199	185	193	176	179	186
Break and Enter	62	73	80	98	82	79
Auto Theft	43	60	69	42	43	51
Theft	333	485	410	308	319	371
Fraud	98	110	116	120	78	104
Property Crime	633	838	775	664	608	704
Total Crime	936	1,111	1,078	938	878	988
Impaired Driving	45	53	54	34	29	43
Property Damage	780	755	834	867	493	746
Personal Injury	88	93	95	81	49	81
PONs and Warns Issued	5,286	5,661	5,543	5,046	3,397	4,987
CAD Events	15,891	15,113	14,905	14,269	11,996	14,435
Crime Clearance Rate	53.1%	54.0%	54.5%	48.1%	48.9%	51.7%

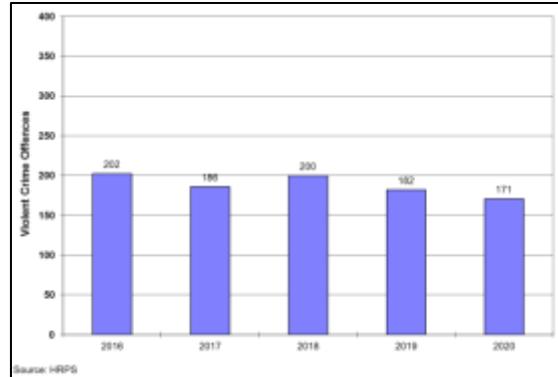
Key Trends

The following graphs give a quick visual update of the five-year trends in some of the key measures tracked by the Service. The following data is for the Halton Region as a whole (January – June):

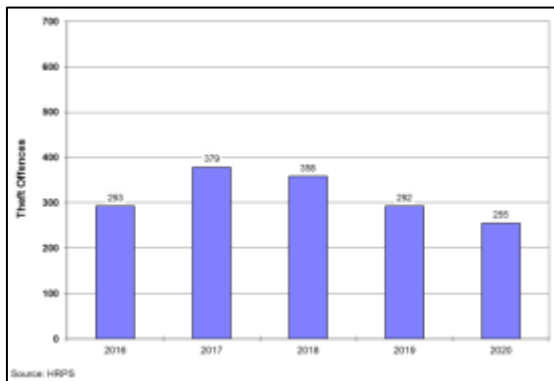
Assault Rate



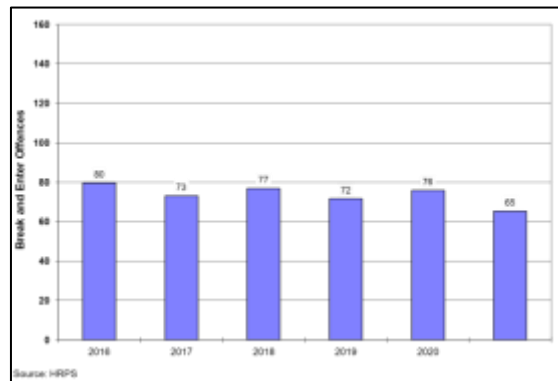
Violent Crime Rate



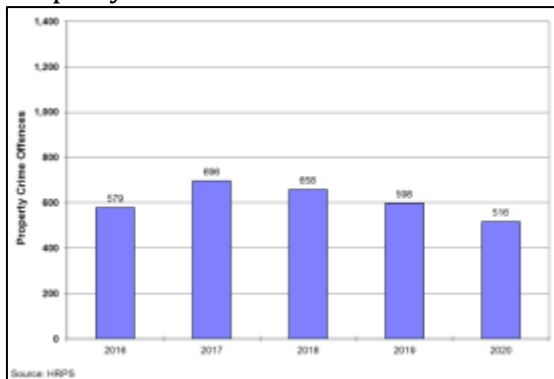
Theft Rate



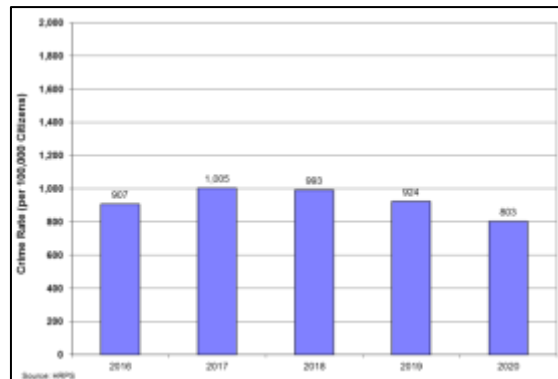
Break and Enter Rate



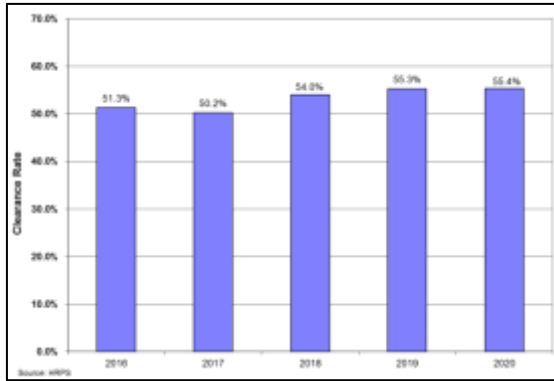
Property Crime Rate



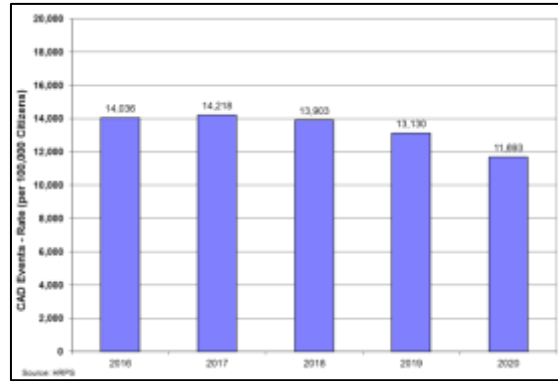
Overall Crime Rate



Crime Clearance Rate



CAD Events



Stephen J. Tanner
Chief of Police

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Attachments: Definitions

Definitions

i The **crime rate** is the number of crimes that occurred for a set number of residents. The Service and Statistics Canada report the number of crimes per 100,000 people. Using a rate of crime measurement allows us to compare crime statistics between communities with different populations, and within communities over different time periods.

ii **Violent crime** incidents involve offences that deal with the application, or threat of application, of force to a person. These include homicide, attempted murder, and various forms of assault, robbery and abduction/confinement.

iii **Property crime** incidents involve unlawful acts with the intent of gaining property but do not involve the use or threat of violence against an individual. Theft, breaking and entering, mischief, fraud and possession of stolen goods are examples of property crimes.

iv **Other Crimes** incidents involve the remaining Criminal Code offences that are not classified as violent or property incidents (excluding traffic). Examples include bail violations, counterfeit currency, disturbing the peace, prostitution and offensive weapons.

v The **clearance rate** is the percentage of the total number of crimes that occur which are solved (cleared). Criminal incidents can either be cleared "by charge" or "cleared otherwise". When a police investigation leads to the identification of a suspect, an "information" is laid against that person (i.e., the person is formally charged). From a statistical point of view, the laying of an information means that at least one actual incident can be "cleared by charge".

Incidents can also be "cleared otherwise." In some cases, police cannot lay an information even if they have identified a suspect and have enough evidence to support the laying of an information. Examples include cases of diplomatic immunity, instances where the complainant declines to proceed with charges against the accused, or cases where the alleged offender dies before he or she can be formally charged. Such incidents are considered to be "cleared otherwise," that is, other than by the laying of a charge.

vi **CAD Events** is a measure of service delivery and represents a self-contained unit of police activity as captured in the Computer Aided Dispatch system. The number quantifies work for both uniformed police officer and civilian members. Please note that to best capture response and service delivered to the public as opposed to internal administrative work, certain CAD event types are excluded in the calculation such as OUTS, BUSY, Abandoned 911 calls and non-police calls received through communications.

vii **A Property Damage Collision** is a motor vehicle collision where property damage has occurred but in which no parties are injured.

viii **An Injury Collision** is a motor vehicle collision where one or more parties involved are injured.



Halton Regional Police Service Public Agenda Recommendation Report

To: Chair and Board Members

From: Chief Stephen J. Tanner

Subject: 2021 FUNDING REQUEST & 10-YEAR CAPITAL FORECAST

Report #: P20-10-R-04

Date: October 29, 2020

RECOMMENDATION:

“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.”

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

Stephen J. Tanner
Chief of Police

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INTRODUCTION AND BACKGROUND:

The 2021 Funding Request for the HRPS amounts to \$168,832,213 which represents achievement of the Region’s guidelines at 3.7% plus additional funding to offset the impact of reductions in Provincial grant funding of \$800,000. Combined, the 2021 Funding Request represents an increase of 4.2% (or \$6,857,589) as compared to the approved 2020 Budget.

Entering into the 2020 budget year, the police service had provincial grant funding reduced by \$1.6 million. The 2020 police budget was ultimately approved at 4.2% (\$800,000 above

the regional guideline). The 2021 budget is at the 3.7% guideline plus the second \$800,000 amount.

After considering Assessment Growth projections as provided by the Region, the 2021 Funding Request represents an increase of 2.5% as compared to the approved 2020 Budget.

In compiling the 2021 Funding Request, the Service has maintained its focus on Business Plan objectives while recognizing population growth, demographics, calls for service, emerging trends and staffing requirements.

Significant drivers impacting the 2021 Funding Request include:

- Staffing needs to maintain focus on front-line policing service levels and programs while reflecting emerging trends and continued growth in demand for policing services.
- Negotiated salary increases and continued growth in benefit costs.
- Continued investment in the Public Safety LTE Network and the associated annual operating costs.

We are continuously aware of the Board's objective to demonstrate prudent use of taxpayer dollars while recognizing the need to provide adequate and effective police services for Halton Region. The challenge for the Board and Management remains in balancing the need to service an ever-growing community and to respond to changes in service delivery and emerging trends, while maintaining a fiscally responsible request for resources and funding. We believe that the 2021 Funding Request achieves this balance.

During the October Police Service Board meeting, Staff will provide further details of the 2021 Funding Request along with the 10-Year Capital Forecast.

DISCUSSION / ANALYSIS:

N/A

ALTERNATIVES:

N/A

CONSULTATION:

N/A

FINANCIAL / HUMAN RESOURCE / LEGAL ISSUES:

N/A

STRATEGIC MANAGEMENT ISSUES:

The 2021 Funding Request continues the strategic direction as detailed in the 2020-2023 Business Plan.



Halton Regional Police Service Public Agenda Recommendation Report

To: Chair and Board Members

From: Chief Stephen J. Tanner

Subject: CONTRACT EXTENSION – ANGUS GEOSOLUTIONS INC.

Report #: P20-10-R-05

Date: October 29, 2020

RECOMMENDATION:

“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).”

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Stephen J. Tanner
Chief of Police

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INTRODUCTION AND BACKGROUND:

Region-wide map data (referred to as Geospatial Information Systems data – or GIS data) is a key component of HRPS’s Computer Aided Dispatch (CAD), records, and analytics systems. Accurate GIS data allows our 911 Dispatchers to pinpoint where calls for help are originating, where officers need to attend, where our officers are in the field at all times and allows analytics to be performed on metrics such as crime hot spots and patrol vehicle telemetry.

The service initially acquired a license for use of GIS data from Angus GeoSolutions Inc. (AGSI) in April 2008 - following the award of an RFP conducted in partnership with the Region of Halton. Additional single source extensions have enabled the Service to license this data from AGSI annually up to August 2020.

With the recent hiring of a new Geospatial Data Analyst, HRPS intends to improve the quality of GIS data and timeliness of updates within the Service and reduce the Service’s reliance upon commercial parties for GIS data. A considerable amount of work and collaboration with regional entities that create GIS data within Halton Region and its cities and towns has been undertaken. Staff has been able to identify where existing datasets may be shared among regional entities as well as a number of datasets that will need to be created for police use.

Creating the additionally required datasets will require effort by workers trained in geospatial data technologies. It was planned that these would be created with the assistance of temporary workers or co-op students with HRPS oversight and leadership. However due to the recent COVID-19 pandemic, HRPS staff have needed to shift focus to supporting existing systems for the time being. Additionally, access to co-op students or temporary workers able to work on-site has been made untenable due to the pandemic. As the country enters Stage 3 of reopening, it is planned that staff will continue their efforts to create the remaining required datasets through the use of qualified co-op students and temporary workers when possible over the remainder of 2020 and into 2021.

Staff request the Board's approval to execute an additional one (1) year contract with AGSI in order to continue uninterrupted use of existing mapping data.

DISCUSSION / ANALYSIS:

Access to accurate and timely GIS data is critical to the response of HRPS in aiding the public. GIS data is used to provide HRPS 911 call takers and dispatchers with accurate location information for 911 callers and to allow front-line officers to be dispatched to locations of critical incidents accurately and in a timely manner. GIS data provides the base record for the Service's police records systems as incidents and occurrences reported to police are catalogued by location.

Access to accurate map data is critical in providing emergency aid to officers requiring assistance while performing their duties in the field. If a front-line officer is injured or requires additional assistance, mechanisms are in place to alert 911 dispatchers with the officer's location – allowing dispatchers to send help in the most expeditious manner possible – leveraging the transmission of accurate mapping data.

Since the 2008 contract award to AGSI, the Service has enjoyed the use of licensed GIS data integrated into HRPS systems. Updates of the data are received by the Service on a quarterly basis – permitting relatively timely and accurate mapping information to be accessible within HRPS systems. As new street and property developments are completed, roadways are modified or renamed, or additional address numbers are added to streets – new mapping data is required.

HRPS staff have recommended that the Service gain a higher level of autonomy with mapping data by employing in-house staff. As a result, a new Geospatial Data Analyst has been hired on a permanent full-time basis within the Service.

Through the efforts of HRPS staff, relationships with other regional entities have been formed with respect to sharing GIS data. The end goal of the Service is to leverage existing GIS data that is created and maintained by entities within the Region, and to create and maintain the Service's own data for ongoing use.

Due to timing and the COVID-19 pandemic, the Service’s ability to create the required datasets was impacted. The Service intends to resume efforts to create these datasets and will need to continue the use of licensed GIS data while this is being undertaken.

The costs associated with this extension to the AGSI contract are as follows:

Projected Costs		
Services	Term	Cost
Provision of license for GIS data and associated updates	- August 31/2020 to August 31/2021	\$ 86,565
13% HST		13,435
Total		\$ 100,000

Funding for this contract extension will be fulfilled by the Information Technology operating budget 916002-12682.

ALTERNATIVES:

Performing a tender for the required GIS data - This option is not recommended as the effort to prepare and award a tender for a one (1) year term would not be practical. Further, integrating data from a different supplier for a one (1) year term would be disruptive and inefficient to the Service.

CONSULTATION:

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

FINANCIAL / HUMAN RESOURCE / LEGAL ISSUES:

Funds are available in the 2020 operating budget for this contract extension.

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

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

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

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

STRATEGIC MANAGEMENT ISSUES:

Extending the contract with AGSI Inc. for these the continued licencing of GIS data is both consistent with and in support of the 2018-2020 Corporate Business Plan:

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

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

Theme 3 - Organizational Capacity - Goal 1

Maximize the effectiveness and efficiency of the organization by:

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

Theme 3 - Organizational Capacity - Goal 7

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



Halton Regional Police Service Public Agenda Recommendation Report

To: Chair and Board Members

From: Chief Stephen J. Tanner

Subject: CONTRACT EXTENSION – GLOBAL GROUP - OFFICE FURNITURE

Report #: P20-10-R-06

Date: October 29, 2020

RECOMMENDATION:

“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.”

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

Stephen J. Tanner
Chief of Police

:MM

INTRODUCTION AND BACKGROUND:

In 2007 the Service developed its long-term Facilities Plan for how the Service would provide adequate police facilities to effectively accommodate the forecasted staffing increase resulting from planned Regional growth. Within the Strategic document, the key themes included:

- Provide workplaces that enable effective and efficient delivery of policing services;
- Ensure flexibility to support changing service needs;
- Align Facilities supply to Business requirements; and
- Maximize the benefits accrued to the Service for the financial investments made.

From a furniture perspective, a Request for Proposal was issued in 2007 (#P-021-07) which included the following commentary in the Terms of Reference: *“A component of this Plan is the*

implementation of new work setting standards that will support the functional and operational effectiveness of the Service in both the Headquarters and District facilities.” The intention of the RFP was to apply the new work setting standards to current and future furniture needs as HRPS executed the long-term Facilities Plan.

Since 2007, The Global Group has maintained the discount rate structure as established in the original 2007 RFP competitive process. Further, it has been the Services’ experience that The Global Group has provided durable modular office furniture and seating. They have provided excellent customer service ranging from the design stage, to the full installation of new furniture, to the removal of packaging waste - at no additional charge.

In 2017 the Halton Region Police Services Board, approved the single source acquisition of a contract with Global Group for the design, supply, delivery, installation and waste removal of office furniture for a three (3) year term with two (2) optional two year term extensions, for a total upset expenditure of \$3,100,000 (P17-8-R-12). The Board’s approval of this request was in support of maximizing the benefit the Service has achieved in implementing a work setting furniture standard that supports the functional and operational effectiveness of the Service in both Headquarters and District Facilities.

DISCUSSION / ANALYSIS:

As noted above, in 2007, a two (2) year contract with three (3) available one (1) year extensions was issued to The Global Group as a result of a successful competitive procurement process. This competitive procurement process established the Services’ standard for office furniture.

Global Group’s furniture has been provisioned for the new 20 Division Police Station in Oakville, the full interior renovation of 12 Division in Milton and new Police Headquarters. Our Facilities Services has benefited greatly from the consistency in terms of the ability to add-on, modify and reuse the Global modular office furniture systems as the Service’s needs grow and the organization realigns to enable more effective and efficient delivery of policing services.

Global Group has committed to maintain the same list price discounts (as established through the original competitive process P-021-07 in 2007) for the duration of this new contract period.

Therefore, Staff recommends that the first of two (2) optional two (2) year term extensions terms be approved to allow for the furnishing to satisfy the ongoing needs of the Service.

ALTERNATIVES:

Issue another competitive bid process – This option was rejected because of the inability to effectively integrate another manufacturer’s furniture system with the extensive level of Global

Group modular furniture already installed in our facilities (as intended in the original RFP in 2007) and expected to be transferred to the new Headquarters and planned 1 District facility.

Issue another competitive bid process for Global furniture through their dealer network –

This option was rejected since the Global Group sells direct to government clients. To contract with a Global furniture dealer may not include design services, freight, delivery and installation in the discounted sale price.

Participate through a ‘piggy-back” Halton Cooperative Purchasing Group clause on the Region’s furniture contract (the Region has standardized on Steelcase modular furniture since 2000) –

This option was rejected because of the inability to effectively integrate the Steelcase modular furniture with the extensive level of Global Group modular furniture already installed in our facilities.

CONSULTATION:

- Ken Kelertas, Director, Legal Services
- Paul Lavergne, Director, Corporate Services
- Michael McMullen, Manager, Facilities Services (author)
- Susan Chojnacki, Coordinator, Purchasing Services

FINANCIAL / HUMAN RESOURCE / LEGAL ISSUES:

Funds have been allocated for this expenditure as part of the Capital project and will be included wherever possible in the appropriate coming year’s capital and operating budgets

This recommendation is in accordance with Purchasing By-Law 2016-001 (as amended) *A By-Law to Regulate Procurement of Goods and Services by the Halton Regional Police Service;*

Section 8.9 and Schedule B whereby:

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

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

STRATEGIC MANAGEMENT ISSUES:

The Recommendation is in support of the Halton Regional Police Service’s 2020 – 2024 Corporate Business Plan as follows:

Theme 3 Capability and Engagement:

Goal 1: “Maximize the effectiveness and efficiency of the organization by:

d) Ensuring that necessary police resources are available through accountable fiscal planning and sustainable funding ...”



Halton Regional Police Service Public Agenda Recommendation Report

To: Chair and Board Members

From: Chief Stephen J. Tanner

Subject: MOTOROLA SOLUTIONS INC. – SINGLE SOURCE – CRITICAL CONNECT SYSTEM

Report #: P20-10-R-07

Date: October 29, 2020

RECOMMENDATION:

“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).”

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

Stephen J. Tanner
Chief of Police

:BP

INTRODUCTION AND BACKGROUND:

In August of 2017 (C17-8-R-21), the Board approved a single source purchase with Motorola Solutions Inc. for equipment and services for the Region-wide Public Safety Broadband Network (PSBN). Within the proposal for this system was included – demonstration licenses for Motorola’s Wave 5000 system. The Wave 5000 system gives the Service the capability of extending Project 25 (P25) voice radio communications to mobile phone users over the new Halton PSBN as well as over commercial wireless carriers. Essentially, this system enables connectivity of a mobile app that acts as a secure two-way radio - interconnected with HRPS radio channels.

The Service has been testing the application since its implementation and finds the application to be quite useful in terms of flexibility, covert operation, and ease of implementation on mobile devices. Of particular value is the ability for non-critical radio access to be granted on an ad-hoc basis – preserving stock of more expensive portable radios for front-line operations.

The trial of the use of mobile phone based radio software has been successfully completed and as with all software products – an updated system has since been developed by Motorola to replace the Wave 5000 system.

This new system, called Critical Connect, allows the Service to continue to leverage the investment and use of the Region-wide P25 radio system. The Critical Connect System will permit ongoing use of mobile smartphone based radio access as well as additional features critical to interoperability with neighboring regions' P25 radio systems.

Staff requests the Board's approval to award a single source purchase with Motorola Solutions Inc. for the Critical Connect System - in order to maintain desired functionality with mobile phone-to-radio communications, and permit greater interoperability with neighboring regions' radio systems.

DISCUSSION / ANALYSIS:

With the implementation of one of Canada's first Project 25 (P25) public-safety grade radio systems and the implementation of Canada's first Public Safety Broadband Network (PSBN), the Halton Police Board and the Service are recognized as leaders in public-safety technologies. Staff continually develops functionality and utility within these systems to leverage these investments made by the Service.

As the Halton P25 radio system is the backbone of critical communications within the Region – providing critical communication services to 13 regional partners - integrating innovative methods of providing access to this valuable resource is an area of exploration of staff. With the implementation of a trial system (Wave 5000) to extend communications from the P25 system to authorized staff via a mobile phone application, the Service recognizes the value in this method of communication.

With a limited internal rollout of the Wave 5000 system, the Service was able to cost effectively provide access to authorized staff's smartphones – permitting secure access to Police radio "channels". Through the use of the Wave 5000 application, users may connect to the P25 system, access channels assigned to them, and monitor and participate in radio communications. The ability to access the system in this way is well suited for covert operations, command access to evolving events in real time, and non-critical use of the system.

As the testing has completed, staff recommend implementing a similar system in a non-trial mode.

Software development has continued on the Wave 5000 product and thus support for Wave 5000 has been replaced with a new system called – Critical Connect.

Critical Connect will provide identical features of Wave 5000 – and more. The new Critical Connect system now includes mobile phone access to the P25 system over commercial carriers and Halton PSBN, management interfaces to control access to the system, and interfaces to neighboring regions' P25 systems.

The Critical Connect system is hosted in a secure cloud based service that will ease implementation, access to the application, and bring other features of interconnectivity with neighboring regions to a long awaited reality. Today, interoperability with neighboring regions is achieved through the use of “donor radios” which provide a limited set of features to permit 911 Communicators or police officers to communicate with first responders outside of Halton. Critical Connect provides a network link to be established within each participating regions’ system – permitting a greater level of interoperability with our neighbors – a must-have feature when responding to events on or near our borders.

With the Board’s support in the Halton PSBN initiative, in the future the Service will be in a better position to use a system such as this for more critical operations – as the reliance upon commercial carriers for communications will be reduced with our expansion of the Halton PSBN.

The conclusion of testing and the timing of this staff recommendation could not have been better - as Motorola in Ontario has offered considerable discounts to their P25 radio system customers for the Critical Connect system due to the COVID-19 pandemic.

The costs associated with the implementation and support of Critical Connect are as follows:

Capital Costs		
Item	Description	Cost
Equipment and System Integration	Includes: - Supply of required equipment and software - Implementation of components - Project coordination - Optimization of the system - Perform field acceptance testing - Resolving punch-list issues	\$ 47,385
Year 1 Subscription Fee	Permits secure cloud based hosting of components to permit seamless access to mobile-phone based radio features and inter-system interoperability.	41,153
Post Warrantee & Lifecycle Services (SUA II – Year 1 - 2021)	Provides upgrade assurance for the system.	1,540
Contingency (10%)		9,000
13% HST		12,880
Total		\$111,958

Capital funding for this project will be included as part of existing Capital Project T6888A LTE Project.

Incremental Annual Support and Maintenance Costs		
Item	Description	Cost
Year 2 Subscription Fee and Post Warrantee & Lifecycle Services (2022)	Warranty, Managed Services, On-site support	\$ 43,637
Year 3 Subscription Fee and Post Warrantee & Lifecycle Services (2023)	Warranty, Managed Services, On-site support	43,699
Contingency (10%)		8,700
Subtotal		96,036
13% HST		12,485
Total		\$ 108,521

Annual support and maintenance costs will be included in the 2022 and 2023 Information Technology operating budget plan. If applicable, costs for other Halton P25 agencies (i.e. Fire, Transit, etc.) to use the Halton-enabled Critical Connect system will be recovered from those agencies.

ALTERNATIVES:

Tendering purchase of system - This option is not recommended as this system is designed to work specifically with the Service's existing Motorola based P25 voice radio system.

CONSULTATION:

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

FINANCIAL / HUMAN RESOURCE / LEGAL ISSUES:

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

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

STRATEGIC MANAGEMENT ISSUES:

Engaging the services of Motorola Solutions Inc. for this project is both consistent with and in support of the Halton Regional Police Service Strategic Plan 2020-2023:

Theme 3 - Capability and Engagement:

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

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

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

Goal 4: Create and explore innovative opportunities to bolster service delivery and maximize strategic business initiatives.



Public Agenda Recommendation Report

To: Chair and Police Service Board Members From: Rob Burton
Chair

Subject: International Holocaust Remembrance Alliance Definition of Antisemitism

Report #: Date: 29 October 2020

RECOMMENDATION:

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.

Rob Burton, Chair

INTRODUCTION AND BACKGROUND:

On June 25, 2019, the Hon. Pablo Rodriguez, PC, MP, then-Minister of Canadian Heritage and Multiculturalism, announced that the Government of Canada would adopt the International Holocaust Remembrance Alliance's (IHRA) definition of anti-Semitism as part of *Building a Foundation for Change: Canada's Anti-Racism Strategy 2019-2022*.

The IHRA's definition, explained further at its website <https://www.cija.ca/ihra/>, is as follows:

"Antisemitism is a certain perception of Jews, which may be expressed as hatred toward Jews. Rhetorical and physical manifestations of antisemitism are directed toward Jewish or non-Jewish individuals and/or their property, toward Jewish community institutions and religious facilities."

DISCUSSION / ANALYSIS:

Endorsing this definition and requesting the that Councils of Halton and all Police Boards in Canada do the same is an opportunity for the Board to demonstrate leadership and its support of the Jewish community.



Public Agenda Recommendation Report

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

Subject: Update on Amendments to Procedural By-law

Report #: CAO20-10-R-01 Date: 29 October 2020

RECOMMENDATION:

THAT Procedural By-law 2020-1 be amended as set out in the attachment to Report No. CAO20-10-R-01.

Graham Milne, Board Secretary

Attachments: Amending By-law 2020-4 for Procedural By-law 2020-1
Consolidated Procedural By-law 2020-1

INTRODUCTION AND BACKGROUND:

The Board adopted its new Procedural By-law 2020-1 at its meeting of June 25, 2020. The rapidly evolving environment of how meetings are conducted during the COVID-19 pandemic has resulted in the identification of a number of sections of the By-law which deserve further refinement. Amendments were proposed through Report No. CAO20-9-R-01, presented to the Board at its meeting of September 24, 2020. As required under the Procedural By-law, formal notice of these amendments was provided through Report No. CAO20-8-I-01, received by the Board at its meeting of August 27, 2020.

At its meeting of September 24, 2020, the Board identified several areas of the proposed amendments for further discussion and formed a committee consisting of Board Members Curt Allen, Donald Foster and Navneet Sekhon, with support from Chief Administrative Officer Fred Kaustinen, to undertake a further review prior to the Board's adoption of any amendments. This committee held a meeting on Thursday, October 8, 2020 and suggested additional refinements to the By-law. These additions are outlined below.

DISCUSSION / ANALYSIS:

The precise wording of the amendments is included in the appended amending by-law, which has been revised from its original presentation to the Board on September 24 2020 to align with the additional recommendations. The substance of the amendments is discussed below, divided between the recommendations of the Committee and Board staff's original recommendations as presented in Report No. CAO-9-R-01. A revised draft consolidated version is also attached and if approved will be posted on the Board's website.

Recommendations of the Committee

- *Duties of the Chair (Section 6.1)*

The Committee suggested clarification on two items in this section, respecting the Board Chair's role as spokesperson and representative of the Board at public events. It was suggested that an additional explanation regarding the spokesperson role be provided, noting that it relates to decisions made by the Board at its meetings. It was also suggested that the clause about representing the Board at public or official events be deleted as it does not relate specifically to meeting procedures, and would be therefore more appropriately addressed in policy.

- *Confidential Board Meetings (Section 9.6)*

The Committee suggested that this section be amended to provide greater clarity to the requirements for certain portions of the Board meetings to take place in confidential closed session. A portion of the proposed additional text is adapted from Section 35(4) of the *Police Services Act*.

- *Cancelling Special Meetings of the Board (Section 10.4)*

The Committee suggested that the language in this section be amended to clarify that the Chair may only cancel a special meeting if that special meeting was called by the Chair.

- *Board Agenda (Section 12)*

The Committee suggested that a section be added to the public agenda for the receipt of public correspondence to the Board. This may include any and all correspondence received on the Board's behalf, with the exception of correspondence such as Freedom of Information requests and complaints about the Service or its members, for which a separate formal process exists. While personal contact information will be redacted by Board staff prior to inclusion in the agenda, anonymous, defamatory or excessively lengthy correspondence will not be included.

- *Points of Order and Procedure (Section 18)*

The original version of the by-law stipulated that the Chair must agree for another Board Member to be able to call a point of order. As this is not in keeping with parliamentary procedure where any member of an assembly may call a point of order, the Committee suggested that this wording be deleted.

- *Miscellaneous*

The Committee suggested that consideration be given to term limits for elected Board positions (Chair and Vice-Chair). No formal recommendation regarding this matter is being made through this report.

Original Recommendations of Board Staff (from Report CAO-9-R-01)

The Committee did not suggest any changes to the following proposed amendments from the original Report as presented to the Board at its September meeting. As the amendments were not approved pending review by the Committee, they are represented below for the Board's consideration.

- *Schedule of Agenda Preparation/Distribution (Section 12)*

The proposed amendments to this section involve clarification of agenda production deadlines and acknowledgement that there may be occasions where the agenda must be prepared and distributed to the Board on a tighter timeline than the mandatory 5 working days as identified in the original approved version of the Procedural By-law. The revised language allows more flexibility in this area. It also provides for disposition of reports and materials that are received after the production and distribution of the agenda.

- *Preparation/Disposition of Meeting Minutes (Section 13)*

The proposed amendment provides for consistency of tone with the rest of the By-law and acknowledges that the confirmed Minutes of each meeting are to be signed by both the Chair and Secretary.

- *Scheduling of Delegations/Permitted Subject Matter and Timing for Delegations (Section 15)*

The proposed amendments expand and provide greater clarification to this section. While presentations to the Board are encouraged, the deliberate spread of misinformation through Board meetings will not be permitted. The proposed amendments provide additional discretion to the Board over requests for delegations.

The proposed revised Section 15 clarifies that an individual or group requesting to make a presentation on a new item of business not on the agenda for a specific meeting is not required to be accommodated at that same meeting; rather that best efforts will be made to accommodate them on a future date. In addition, the subjects on which a delegation request will be denied are spelled out in detail. The purpose of these exclusions is to prevent an individual or group from attempting to use a Board meeting to circumvent a judicial process, spread misinformation, or generally cause mischief.

It is also proposed that this section be amended to reduce the time allotted for presentations by individual delegations from 10 minutes to 5 minutes. This aligns the Board's policy surrounding delegation speaking times with that of Halton Regional Council's Procedural By-law. The Chair retains the discretion to extend the time permitted for a delegation's presentation if it is requested and/or required by circumstances.

- *Provisions for Notice for Amendment/Repeal of Procedural By-law (revised Section 24)*

The proposed amendment to this section loosens the requirements to be satisfied before the Procedural By-law may be amended. Currently, in order for an amendment to be considered, notice must be provided at the previous regular meeting, which means a notice period of at least one month or potentially more. Over the past several months, municipalities and other organizations have had to respond rapidly to the changing nature of meetings, modifying their procedural by-laws in short order to respect physical distancing and other guidelines issued by public health officials. The proposed amendment removes the requirement to provide notice at a prior regular meeting but ensures that any proposed amendments must appear in a regular public meeting agenda to satisfy the notice provisions and that they cannot be moved from the floor.

- *Additional Administrative Amendments*

The sections on Regular, Special and Closed Meetings have been streamlined and combined for clarity and simplification. Provisions relating to electronic meetings have also been added. Several sections of the Procedural By-law have been re-numbered to accommodate the proposed insertion of new text and other deletions. Typographic corrections, if any, have not been explicitly noted.

ALTERNATIVES:

The Board may elect not to adopt some or all of the proposed amendments, in which case those provisions of the Procedural By-law as adopted by the Board on June 25, 2020 will remain in effect.

CONSULTATION:

The Chair, CAO and Director of Legal Services were consulted in the preparation of these amendments and report.

FINANCIAL / HUMAN RESOURCE / LEGAL ISSUES:

N/A

STRATEGIC MANAGEMENT ISSUES:

N/A



BY-LAW NUMBER 2020-4

TO AMEND BY-LAW NO. 2020-1, A BY-LAW TO GOVERN BOARD MEETING PROCEDURES

1. PREAMBLE

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

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

1.3 And whereas the Halton Police Board enacted By-law 2020-1, a By-law to Govern Board Meeting Procedures, on June 25, 2020, and has determined that it is desirable to amend this By-law;

Therefore the Halton Police Board enacts as follows:

2. AMENDMENTS TO BY-LAW 2020-1

2.1 THAT Section 4 of By-law 2020-1, "Application" be amended as follows:

- a) THAT in Section 4.3 (a), "Section 21" be deleted and replaced with "Section 9";
- b) THAT in Section 4.3 (c), "Section 21" be deleted and replaced with "Section 9";
- c) THAT in Section 4.3 (e), "Section 25" be deleted and replaced with "Section 24".

2.2 THAT Section 9 of By-law 2020-1, "Regular Meetings of the Board" be amended as follows:

- a) THAT the following be inserted as new Section 9.2: "Board meetings may be held in person with all members physically present, virtually with all members participating by electronic video or teleconference, or by a combination of both."
- b) THAT the existing Section 9.2 be re-numbered Section 9.3.

- c) THAT the existing Section 9.3 be re-numbered Section 9.4.
- d) THAT the existing Section 9.4 be re-numbered Section 9.5.
- e) THAT the following be inserted as new Section 9.6: “Meetings of the Board will be open to the public except as authorized by Subsection 35(4) of the Act as summarized below, or otherwise legally permitted or required:
 - a) public security matters where operational or judicial confidentiality requirements outweigh the principle of transparent police board proceedings;
or
 - b) if intimate financial or personal matters or other matters may be disclosed of such a nature, having regard to the circumstances, that the desirability of avoiding their disclosure in the interest of any person affected or in the public interest outweighs the desirability of adhering to the principle that proceedings be open to the public.”
- f) THAT the following be inserted as new Section 9.7: “Meetings of the Board may be held in confidential closed session if the singular purpose of said meetings is education or training of the Board Members and no decision is made at these meetings that materially advances the business of the Board.”
- g) THAT the following be inserted as new Section 9.8: “No people other than Members and those permitted by the Board will attend confidential meetings, and all others will vacate the meetings when asked by the Chair.”
- h) THAT the following be inserted as new Section 9.9: “All information pertaining to a confidential meeting will be treated as confidential by all persons in attendance unless the Board approves the publication of some or all of that information.”
- i) THAT the following be inserted as new Section 9.10: “During a confidential meeting, the Board may move any item from the confidential agenda to a public agenda.”
- j) THAT the following be inserted as new Section 9.11: “Social and electronic discussions about Board business outside of a scheduled meeting (other than at a meeting of a Committee of the Board) technically constitute a meeting, and must conform to this By-law or cease immediately.”
- k) THAT the following be inserted as new Section 9.12: “Whether or not a meeting is to take place fully electronically requires at least 48 (forty-eight) hours’ notice by the Chair to Board staff, except in the case of an emergency declared under the provisions of the *Emergency Management and Civil Protection Act*, R.S.O. 1990, c.E.9, as amended.”
- l) THAT the following be inserted as new Section 9.13: “In the case of a fully electronic meeting, the public shall be provided with access to those portions of

the meeting taking place in open public session either by inclusion of the appropriate access information as part of the public meeting agenda or notice on the Board's website. Except for registered delegations, the public's participation in an open electronic meeting shall be restricted to observation only."

- m) THAT the following be inserted as new Section 9.14: "Members of the public disrupting the meeting may be removed from the meeting (or have their access to the meeting terminated in the case of an electronic meeting) at the discretion of Board staff and without warning to the disruptive individual(s)."

2.3 THAT Section 11 of By-law 2020-1, "Quorum" be amended as follows:

- a) THAT the following be inserted as new Section 11.4: "All Board Members who participate in a meeting electronically shall be counted in determining whether or not a Quorum of Members is present."

2.4 THAT Section 12 of By-law 2020-1, "Board Agenda" be amended as follows:

- a) THAT in Section 12.3, the word "delivered" be deleted and replaced with "submitted".
- b) THAT Section 12.6 be deleted and existing Section 12.4 be renumbered as Section 12.6.
- c) THAT the following be inserted as new Section 12.4: "Reports and supporting materials received less than five (5) working days prior to the date of the Board Meeting may be added to the agenda by permission of the Board Chair."
- d) THAT existing Section 12.5 be deleted and replaced with the following: "Any Member may add new business to the agenda after the Agenda Deadline if it relates to an urgent matter and the Board consents to the addition by majority vote."
- e) THAT the following be inserted as new Section 12.7: "Board Staff will provide each Member of the Board with the agenda for each regular meeting as soon as practically possible prior to the meeting, preferably no later than the Friday preceding the day of the meeting."

2.5 THAT Section 13 of By-law 2020-1, "Minutes" be amended as follows:

- a) THAT Section 13.1 be deleted and replaced with the following: "The Board Secretary will prepare the Minutes of every Board Meeting for submission to the Board for confirmation at the next Meeting, or as soon as is reasonably practicable. Following the confirmation of the Minutes by the Board, the Chair and Secretary will sign printed copies of the Minutes."

2.6 THAT Section 15 of By-law 2020-1, "Hearing of Delegations" be amended as follows:

- a) THAT Section 15.2 be deleted and replaced with the following:

“Upon receipt of notice requesting a delegation subject to 15.1, the request will be listed on the next most appropriate meeting agenda, which is not required to be the next scheduled meeting, and provided that the Board has jurisdiction over the subject matter as outlined in the request and the request is not subject to one of the following exclusions:

- a) Matters under police investigation or police oversight agency investigation;
- b) Matters under litigation or threatened litigation, including matters that are currently before a court or tribunal, or may be subject to a legal proceeding in the future;
- c) Allegations against individual Board Members, Staff or HRPS officers;
- d) In exceptional circumstances, where the Chair and Board staff determine, acting reasonably, that a person requesting to be a delegation is likely to engage in unreasonable or offensive conduct, make unreasonable, unfounded or offensive statements or demands, repeatedly speak on a subject matter that is not within the Board’s jurisdiction, or otherwise misuse the privilege of addressing the Board.”

- b) THAT existing Section 15.3 be renumbered Section 15.4

- c) THAT the following be inserted as new Section 15.3: “If a request for delegation is subject to any of the restrictions noted above, the requestor will be advised by the Board Secretary of the refusal of the request and the Board will be informed about the refusal.”

- d) THAT existing Section 15.4 be renumbered Section 15.5, and that “ten (10) minutes” be deleted and replaced with “five (5) minutes”.

- e) THAT existing Section 15.5 be renumbered Section 15.6.

- f) THAT existing Section 15.6 be renumbered Section 15.7.

- g) THAT existing Section 15.7 be renumbered Section 15. 8.

- h) THAT the following be inserted as new Section 15.9: “Delegates may be permitted to participate electronically in a Board Meeting following procedures and requirements set out by the Board Secretary and subject to the following:

- a) electronic means of participating must be available for the Meeting;
- b) Electronic Participation must be clear and uninterrupted and allow for two-way communication, and if any unreasonable delay or interference is caused to the Meeting as a result of the electronic participation, the connection will be terminated.

- 2.7 THAT Section 21 of By-law 2020-1, “Public and Closed Meetings” be deleted.

2.8 THAT Section 22 of By-law 2020-1, "Availability of Information" be renumbered as Section 21 and all its sub-sections renumbered accordingly.

2.9 THAT in new Sections 21.1 and 21.2, the reference to old Section 21.1 be deleted and replaced with "Section 9.6".

2.10 THAT Section 23 of By-law 2020-1, "By-laws" be amended as follows:

- a) THAT Section 23 be renumbered as Section 22 and all its sub-sections renumbered accordingly.
- b) THAT the following be inserted as new Section 22.4: "Amendments to By-laws may be made only by adoption of another By-law."

2.11 THAT Section 24 of By-law 2020-1, "Recording Devices" be renumbered as Section 23 and all its sub-sections renumbered accordingly.

2.12 THAT Section 25 of By-law 2020-1, "Amendments to By-law", be amended as follows:

- a) THAT Section 25 be renumbered as Section 24 and all its sub-sections renumbered accordingly;
- b) THAT new Section 24 be re-titled as "Amendments to Procedural By-law";
- c) THAT new Section 24.2 be deleted entirely and substituted with: "The Board will only consider amendments or repeal of this By-law at a Regular Board Meeting if notice has been provided by inclusion of an appropriate report or notification in the Public Agenda for the Meeting. For greater clarity, a Motion to amend or repeal this by-law may not be introduced from the floor by any Member, and the Rules of Procedure may not be waived in order to permit the introduction of such a motion."
- d) THAT the following be added as new Section 24.3: "Amendments to By-laws may be made only by adoption of another By-law."

2.13 THAT Section 26 of By-law 2020-1, "Administration" be renumbered as Section 25 and all its subsections renumbered accordingly.

2.14 THAT Section 27 of By-law 2020-1, "Effective Date" be renumbered as Section 26 and all its subsections renumbered accordingly.

2.15 THAT Section 6.1 of By-law 2020-1, "Duties of the Chair," be amended as follows:

- a) THAT the words "for decisions made by the Board during its meetings" be added after the word "Board" in 6.1 (m).
- b) THAT Item 6.1(n) be deleted.

c) THAT existing Items 6.1 (o) through (q) be renumbered as (n) through (p).

2.16 THAT Section 10.4 of By-law 2020-1 be amended by deleting the words “they called the meeting” and inserting the words “that special meeting was called by the Chair” in their place.

2.17 THAT Section 12.1 of By-law 2020-1, “Public Agenda,” be amended by adding “Receipt of Public Correspondence” as new Item 7 of the Agenda and that existing Items 7 through 10 be renumbered accordingly as 8 through 11.

2.18 THAT Section 18.1 of By-law 2020-1 be amended by deleting the words, “if the Chair agrees, a” and inserting the word “Any” in their place.

3. ADMINISTRATION

3.1 THAT all other provisions of By-law 2020-1 remain in force and effect.

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

4. EFFECTIVE DATE

4.1 This By-law is enacted by the Halton Police Board on the 29th day of October, 2020.

APPROVED THIS 29th DAY OF OCTOBER, 2020.

CHAIR

BOARD SECRETARY



BY-LAW NUMBER 2020-1
TO GOVERN BOARD MEETING PROCEDURES
CONSOLIDATED VERSION (as amended by By-law 2020-4)

1. PREAMBLE

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

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

Therefore the Halton Police Board enacts as follows:

2. INTERPRETATION

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

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

3. DEFINITIONS

3.1 In this By-law:

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

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

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

4. APPLICATION

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

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

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

- (a) Meetings open to the public (Section 9)
- (b) Quorum necessary for Board and committee meetings (Section 11)
- (c) Closed meetings (Section 9);
- (d) Reconsidering decisions (Section 19.9-19.12);
- (e) Amending the Procedural By-law (Section 24); and
- (f) Two-thirds vote required to waive the rules (Section 4.2).

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

5. ELECTION OF CHAIR AND VICE-CHAIR

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

- (a) The election of Chair will be conducted by the Board Secretary, unless otherwise determined by the Board;
- (b) Nominations require a mover and seconder;

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

6. DUTIES OF THE CHAIR

6.1 The Chair of the Board:

- (a) Presides at all meetings of the Board;
- (b) Sets the agenda for all meetings of the Board, as set out in Section 12.1;
- (c) Opens meetings of the Board by taking the chair and calling the Members to order;
- (d) Puts to vote all questions, which are duly made and to announce the result;

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

7. DUTIES OF THE VICE-CHAIR

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

8. COMMITTEES OF THE BOARD

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

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

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

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

9. REGULAR MEETINGS OF THE BOARD

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

9.2 Board meetings may be held in person with all members physically present, virtually with all members participating by electronic video or teleconference, or by a combination of both.

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

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

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

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

- a) public security matters where operational or judicial confidentiality requirements outweigh the principle of transparent police board proceedings; or
- b) if intimate financial or personal matters or other matters may be disclosed of such a nature, having regard to the circumstances, that the desirability of avoiding their disclosure in the interest of any person affected or in the public interest outweighs the desirability of adhering to the principle that proceedings be open to the public.

9.7 Meetings of the Board may be held in confidential closed session if the singular purpose of said meetings is education or training of the Board Members and no decision is made at these meetings that materially advances the business of the Board.

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

9.9 All information pertaining to a confidential meeting will be treated as confidential by all persons in attendance unless the Board approves the publication of some or all of that information.

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

9.11 Social and electronic discussions about board business outside of a scheduled meeting (other than at a meeting of a Committee of the Board) technically constitute a meeting, and must conform to this By-law or cease immediately.

9.12 Whether or not a meeting is to take place fully electronically requires at least 48 (forty-eight) hours' notice by the Chair to Board staff, except in the case of an emergency declared under the provisions of the *Emergency Management and Civil Protection Act*, R.S.O. 1990, c.E.9, as amended.

9.13 In the case a fully electronic meeting, the public shall be provided with access to those portions of the meeting taking place in open public session either by inclusion of the appropriate access information as part of the public meeting agenda or notice on the Board's website. Except for registered delegations, the public's participation in an open electronic meeting shall be restricted to observation only.

9.14 Members of the public disrupting the meeting may be removed from the meeting (or have their access to the meeting terminated in the case of an electronic meeting) at the discretion of Board staff and without warning to the disruptive individual(s).

10. SPECIAL MEETINGS OF THE BOARD

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

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

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

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

11. QUORUM

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

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

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

11.4 All Board Members who participate in a meeting electronically shall be counted in determining whether or not a Quorum of Members is present.

12. BOARD AGENDA

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

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

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

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

12.4 Reports and supporting materials received less than five (5) working days prior to the date of the Board Meeting may be added to the agenda by permission of the Board Chair.

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

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

(a) where, in the opinion of the Board staff, the subject matter of any communication is properly within the jurisdiction of the Board, circulate it to the Members;

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

12.7 Board Staff will provide each Member of the Board with the agenda for each regular meeting as soon as practically possible prior to the meeting, preferably no later than the Friday preceding the day of the meeting.

13. MINUTES

13.1 The Board Secretary will prepare the Minutes of every Board Meeting for submission to the Board for confirmation at the next Meeting, or as soon as is reasonably practicable. Following the confirmation of the Minutes by the Board, the Chair and Secretary will sign printed copies of the Minutes.

14. CONFLICT OF INTEREST DISCLOSURE

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

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

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

15. HEARING OF DELEGATIONS

15.1 Delegations wishing to address the Board regarding an item not on the agenda will only be heard at regular meetings and the person(s) requesting a delegation must make their request in writing at least five (5) working days before the date of the Board

meeting. The request will include the subject matter, a list of person(s) who will be addressing the Board and a copy of the materials that will be presented.

15.2 Upon receipt of notice requesting a delegation subject to 15.1, the request will be listed on the next most appropriate meeting agenda, which is not required to be the next scheduled meeting, and provided that the Board has jurisdiction over the subject matter as outlined in the request and the request is not subject to one of the following exclusions:

- a) Matters under police investigation or police oversight agency investigation;
- b) Matters under litigation or threatened litigation, including matters that are currently before a court or tribunal, or may be subject to a legal proceeding in the future;
- c) Allegations against individual Board Members, Staff or HRPS officers;
- d) In exceptional circumstances, where the Chair and Board staff determine, acting reasonably, that a person requesting to be a delegation is likely to engage in unreasonable or offensive conduct, make unreasonable, unfounded or offensive statements or demands, repeatedly speak on a subject matter that is not within the Board's jurisdiction, or otherwise misuse the privilege of addressing the Board.

15.3 If a request for delegation is subject to any of the restrictions noted above, the requestor will be advised by the Board Secretary of the refusal of the request and the Board will be informed about the refusal.

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

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

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

15.8 No Delegation will:

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

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

15.10 Delegates may be permitted to participate electronically in a Board Meeting following procedures and requirements set out by the Board Secretary and subject to the following:

- a) electronic means of participating must be available for the Meeting;
- b) Electronic Participation must be clear and uninterrupted and allow for two-way communication, and if any unreasonable delay or interference is caused to the Meeting as a result of the electronic participation, the connection will be terminated.

16. CONDUCT OF MEMBERS

16.1 No Member will:

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

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

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

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

17. RULES OF DEBATE

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

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

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

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

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

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

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

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

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

18. POINTS OF ORDER AND PROCEDURE

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

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

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

19. MOTIONS

19.1 A Member may make a motion that:

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

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

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

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

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

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

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

- (a) when a Member is speaking or during the taking of a vote;
- (b) when the question has been called;
- (c) when a Member has already indicated to the Chair that they desire to speak on the question.

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

19.7 A motion to amend:

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

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

19.8 A motion to refer the question will include;

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

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

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

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

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

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

20. VOTING ON MOTIONS

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

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

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

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

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

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

21. AVAILABILITY OF INFORMATION

21.1 Information relating to matters described in Section 9.6 of this By-law, will be marked "Confidential".

21.2 Immediately following the distribution of the agenda information to all Members of the Board, the public agenda materials will be made available to the media and to any member of the public requesting such information, provided the disclosure of such information does not relate to matters described in Section 9.6.

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

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

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

22. BY-LAWS

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

22.2 Every by-law when introduced, will be in typewritten form and contain no blanks except as may be required to conform to accepted procedure or to comply with the

provisions of any Act, and will be complete with the exception of the number and date of the by-law.

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

22.4 Amendments to By-laws may be made only by adoption of another By-law.

23. RECORDING DEVICES

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

24. AMENDMENTS TO PROCEDURAL BY-LAW

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

24.2 The Board will only consider amendments or repeal of this By-law at a Regular Board Meeting if notice has been provided by inclusion of an appropriate report or notification in the Public Agenda for the Meeting. For greater clarity, a Motion to amend or repeal this by-law may not be introduced from the floor by any Member, and the Rules of Procedure may not be waived in order to permit the introduction of such a motion.

25. ADMINISTRATION

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

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

26. EFFECTIVE DATE

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

APPROVED THIS 25th DAY OF JUNE, 2020.

CHAIR

BOARD SECRETARY

DRAFT



Public Agenda Recommendation Report

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

Subject: Sponsorship – OAPSB Virtual Labour Seminar

Report #: CAO20-10-R-02 Date: 29 October 2020

RECOMMENDATION:

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.

Graham Milne, Board Secretary

Attachments: OAPSB 2020 Labour Seminar – Sponsorship Letter

INTRODUCTION AND BACKGROUND:

The OAPSB's 2020 Labour Seminar is being held from November 12-13, 2020 in a virtual format and is requesting sponsorship from its partnership boards.

OAPSB advocates on behalf of all police boards in Ontario, and provides training, advisory, networking and coordinated bargaining services to all member boards.

DISCUSSION / ANALYSIS:

The letter seeking sponsorship is attached and includes the benefits of sponsorship. The Halton Police Board has traditionally provided sponsorship to these events at the highest level.



ONTARIO ASSOCIATION OF POLICE SERVICE BOARDS

180 Simcoe Street, London Ontario, N6G 1H9

TEL. 1-519-659-0434

Seeking Your Support! – PSB Members

The Ontario Association of Police Service Boards' 2020 Labour Seminar is being held from November 12-13, 2020 using a virtual seminar format. Each year our seminar features engaging speakers addressing topical subjects relating to labour. The program is shaping up to be really good this year – but we need your help!

Each year we rely on participation and sponsorship to help make the seminar successful. We ask that your board (and zone) consider sponsoring the seminar.

Gold - \$2,000 plus

- Feature as Gold Sponsor on one session
- Recognition in the conference program
- Recognition on the OAPSB website

Silver - \$1,000 to \$2,000

- Featured as Silver Sponsor on all event materials
- Recognition in the conference program
- Recognition on the OAPSB website

Bronze – Up to \$999

- Recognition in the conference program
- Recognition on the OAPSB website

Added benefits: Funding received for OAPSB events is used to:

- Minimize costs to members to attend the seminar
- Offset the expenses related to delivering the virtual event and training
- Purchase of virtual technology
- Support the marketing and outreach required to inform and communicate with members
- Provide your organization recognition on our website, eblasts and at the virtual event.
- Deliver upgrades to our education & training to membership

Please contact Holly Doty at oapsb@oapsb.ca or 1-800-831-7727 to take advantage of one or more of these unique sponsorship opportunities listed below.

Respectfully,

A handwritten signature in black ink, appearing to read 'Patrick Weaver'.

Patrick Weaver
Chair

A handwritten signature in black ink, appearing to read 'Fred Kaustinen'.

Fred Kaustinen
Executive Director



Public Agenda Recommendation Report

To: Chair and Police Service Board Members **From:** Rob Burton, Chair
Subject: State of Emergency Committee Report
Report #: **Date:** October 29 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	
24 Sep 2020	4.3	<i>“THAT a committee be formed consisting of Navneet Sekhon, Curt Allen, Don Foster and Fred Kaustinen to review the Procedural By-law and report back to the October Board meeting.”</i>	CAO/Secretary	Refer to Report CAO20-10-R-01 on this agenda	

