



**HALTON  
POLICE  
BOARD**  
EXCELLENCE IN GOVERNANCE

## Public Agenda

**Date:** Thursday, September 24, 2020

**Time:** 9:00 a.m.

**Location:** Zoom Video Conference

Link to register to watch meeting:

[https://us02web.zoom.us/webinar/register/WN\\_31c\\_GnmSQdWBm7WOzyF\\_ZA](https://us02web.zoom.us/webinar/register/WN_31c_GnmSQdWBm7WOzyF_ZA)

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### 1. GENERAL

1.1 Regrets

1.2 Disclosure of Conflicts of Interest

1.3 Confirmation of Minutes of Meeting P20-08 held Thursday, August 27, 2020  
(Agenda Pages 1 – 8)

### 2. PRESENTATIONS/DELEGATIONS

2.1 Board Communications Update – Kimberly Calderbank

### 3. CONSENT AGENDA

3.1 Halton Happenings - August 2020  
(Agenda Pages 9 – 18)

### 4. DISCUSSION ITEMS

4.1 **P20-09-R-01** – Bronte Harbour – Lease  
(Agenda Pages 19 – 22)

RECOMMENDATION

*"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."*

4.2 **P20-09-R-02** – Multi-Vendor Dry Cleaning and Laundering Service Agreements  
(Agenda Pages 23 – 26)

RECOMMENDATION

*"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."*

4.3 **CAO20-9-R-01** – Amendments to Procedural By-law  
(Agenda Pages 27 – 50)

RECOMMENDATION

*"THAT Procedural By-law 2020-1 be amended as set out in the attachment to Report No. CAO20-9-R-01."*

4.4 **CAO20-9-R-02** - Governance Budget Financial Status Report  
(Agenda Pages 51 – 52)

RECOMMENDATION

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

4.5 State of Emergency Committee Report  
(Agenda Pages 53 – 54)

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 55 – 56)
7. NEW BUSINESS
8. MOVE INTO CLOSED SESSION
9. CLOSED SESSION REPORT
10. ADJOURNMENT





# Public Minutes

MEETING NO. P20-08

DATE OF MEETING: Thursday, August 27, 2020  
9:00 a.m.

LOCATION: Zoom Video Conference

MEMBERS PRESENT (via Zoom Video Conference): Rob Burton (Chair)  
Councillor Jeff Knoll, Councillor Clark Somerville, Curt Allen, Gary Burkett, Donald Foster, Navneet Sekhon

OTHERS PRESENT (via Zoom Video Conference): Duane Sprague, Ministry of the Solicitor General

STAFF PRESENT (via Zoom Video Conference): Chief Stephen Tanner  
Deputy Chief Jeff Hill  
Deputy Chief Roger Wilkie  
Ken Kelertas, Director, Legal Services and Legal Counsel  
Paul Lavergne, Director, Corporate Services  
Fred Kaustinen, Chief Administrative Officer  
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 P20-06 held Thursday, June 25, 2020

Moved by: J. Knoll

Seconded by: C. Somerville

*"THAT the Minutes of Meeting P20-06 held Thursday, June 25, 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 community engagement activities including social media and news releases.

Moved by: C. Allen

Seconded by: D. Foster

*"THAT the Board Communications Update be received."*

Carried.

## 3. CONSENT AGENDA

### 3.1 Halton Happenings - June/July 2020

Moved by: J. Knoll

Seconded by: C. Somerville

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

Carried.



### 3.2 P20-08-I-01 - Quarterly Human Resources Summary

Moved by: C. Allen  
Seconded by: N. Sekhon

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

Carried.

### 3.3 P20-08-I-02 - Financial Report - Second Quarter 2020

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

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

Carried.

### 3.4 P20-08-I-03 - Semi-Annual Complaints Statistical Report - Public/Internal - January-June 2020

Moved by: J. Knoll  
Seconded by: G. Burkett

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

Carried.

### 3.5 P20-08-I-04 - Semi-Annual Purchasing Activity - January-June 2020

Moved by: C. Somerville  
Seconded by: N. Sekhon

*"THAT Item No. 3.5 on the Consent Agenda be received for information."*

Carried.



**3.6 P20-08-I-05 - Trust Fund Statement - June 30, 2020**

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

*"THAT Item No. 3.6 on the Consent Agenda be received for information."*

Carried.

**3.7 P20-08-I-06 - FOI Summary/Information Privacy Commission Annual Report**

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

*"THAT Item No. 3.7 on the Consent Agenda be received for information."*

Carried.

**3.8 P20-08-I-07 - Update on Progress - HRPS Public Safety Broadband Network (PSBN) Initiative**

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

*"THAT Item No. 3.8 on the Consent Agenda be received for information."*

Carried.

**3.9 CAO20-8-I-01 - Notice of Procedural By-law Amendments**

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

*"THAT Item No. 3.9 on the Consent Agenda be received for information."*

Carried.





### 3.10 Correspondence from the Regional Municipality of Halton - 2021 Budget Directions

Moved by: C. Somerville  
Seconded by: N. Sekhon

*"THAT Item No. 3.10 on the Consent Agenda be received for information."*

Carried.

## 4. DISCUSSION ITEMS

### 4.1 P20-08-R-11 - Request for Funding - Halton Regional Police Service Intimate Partner Violence Memorial

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

*"THAT the Halton Regional Police Services Board support a funding request in the amount of \$13,240 from the Board's Trust Fund to assist the Halton Regional Police and Halton Women's Place with the inception of a memorial site commemorating victims of intimate partner violence in the Region of Halton."*

Carried.

### 4.2 P20-08-R-12 - Capital Projects/Programs Status - June 30, 2020

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

*"THAT surplus funds of \$104,763 from T30808V Vehicles – 2018 that are no longer required be returned to the Police Vehicle Reserve and the Development Charge Reserves as appropriate."*

Carried.



**4.3 P20-08-R-13 - Professional Services - Black Castle Networks Inc.**

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

*"THAT the Halton Police Board authorize an amendment to the existing Professional Consulting Services Agreement with Black Castle Networks Inc. to change the current expiry date to September 6, 2021 and to provide additional funds in an amount of \$268,672 (inclusive of contingency and HST)."*

Carried.

**4.4 CAO20-8-R-02 - ADM-017 Safeguarding COVID-19 Status Information Policy**

Moved by: J. Knoll  
Seconded by: N. Sekhon

*"THAT policy ADM-017 Safeguarding COVID-19 Status Information be repealed."*

Carried.

**4.5 CAO20-8-R-03 - Emergency Pandemic Information Sharing Protocol - Amendment**

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

*"THAT the Emergency Pandemic Information Sharing Protocol be amended to require exception reporting only."*

Carried.

**4.6 CAO20-8-R-04 - Board 2021 Governance Budget**

Moved by: C. Allen  
Seconded by: N. Sekhon

THAT the recommendation be amended by adding the following as Recommendation #3:

*"THAT the expenditure report be issued semi-annually."*



Carried.

Moved by: C. Allen  
Seconded by: N. Sekhon

*"THAT the proposed 2021 Governance Budget be approved, and*

*THAT the Chief Administrative Officer be authorized to approve all contracts and expenditures in accordance with the Governance Budget, except those related to his own fees and expenses, and*

*THAT the expenditure report be issued semi-annually."*

Carried.

#### 4.7 State of Emergency Committee Report

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

*"THAT the State of Emergency Report be received."*

Carried.

### 5. OPERATIONAL VERBAL UPDATES

Operational updates were provided regarding the following:

- Use of COVID-19 database
- Coaching and mentoring program for HRPS
- Diversity and equity committee
- Virtual diversity forum

### 6. STATUS OF OUTSTANDING ITEMS

#### 6.1 Public Information Action Registry

There were no updates.

### 7. NEW BUSINESS

Councillor Knoll acknowledged the attendance of Regional Councillor Lisa Kearns and Oakville Town Councillor Natalia Lishchyna.



There was no new other business.

8. **MOVE INTO CLOSED SESSION**

Moved by: C. Somerville

Seconded by: D. Foster

*"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 12:25 p.m.

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Rob Burton  
Chair

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Graham Milne  
Board Secretary



## Halton Happenings - August 2020

Welcome to the condensed and combined August edition of Halton Happenings and the Community Safety and Well-Being Dashboard. Like many organizations across the country and world, Halton Regional Police Services Regional Community Mobilization Bureau has had to reassign, adapt and change normal service delivery. Weekly, changes have been made to address emerging needs and considerations. Regional Community Mobilization Bureau resources strive to follow the Framework for the Community Safety and Well-Being Plan, and to follow the strategic priorities:

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

### 4 Strategic Priorities of Community Safety and Well-Being

#### What does it mean?

The delivery of police services in Ontario has evolved to include working with partners to focus on reducing the risk factors that affect community safety. This reduces the demand for incident response by providing a coordinated response to risk, and leads to more positive outcomes. The Halton Regional Police 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 - August 2020

### Incident Response

#### Community Mobilization Bureau Officers

Oakville Community Mobilization Bureau conducted an investigation regarding graffiti on Kerr Street. The culprits were identified, they admitted to the offence on video, and were recommended to the Adult Diversion program.

The Burlington Community Mobilization Bureau has developed a liaison program with a local youth group home and one of our Officers attends regularly. As a result, the youth residents and staff are familiar with the Officer which proved to be beneficial during one particular call where one of the youths had a violent episode and the Community Mobilization Officer attended. Due to previous rapport established with the youth, the officer was able to calm him down and mitigate the risk to the other residents and staff.

**The Mobile Crisis Rapid Response Teams (MCRRT)** continued to provide Mental Health support throughout the Region in conjunction with our Mental Health partners from St. Joseph's Healthcare. The teams responded to 146 calls during the month of August, 84 of which were mental health related. This includes 31 in Burlington, 39 in Oakville, 8 in Milton and 6 in Halton Hills. This accounts for 57.5 per cent of the teams activities. The team continues to experience an increase in telephone support to other officers throughout the Region dealing with mental health related occurrences.



## Halton Happenings - August 2020

### Risk Intervention

**Crisis Outreach and Support Team (COAST)** continued to provide mental health risk intervention supports throughout the region. Service delivery was adapted as our partner for the COAST program, Canadian Mental Health Association of Halton (CMHA), suspended their in-person supports due to the COVID-19 situation, while still providing telephone supports. Information sharing continued through alternate means, and in-person risk interventions were conducted by officers alone. Of Note – the COAST position has not been staffed 7-days-a-week due to officer time off and requirements for the officer to cover Mobile Crisis Rapid Response shifts. The COAST Officers have ten total occurrences, with eight of them being mental health related accounting for 80 per cent of the officers' time. CMHA began to return to in-person checks September 1, 2020.

### Traffic Services Unit

#### Education

Traffic Services met with the Halton Regional Police Service Level 3 officer group to discuss service vehicle collisions and 'guaranteed safe arrival', which focusses on officer decision making while engaged in police vehicle operations. Officers were introduced to elevated decision making skills, Service policy and considerations pertaining to various forms of applicable legislation that govern rights, entitlements and obligations of police officers when operating police vehicles within our community. Court judgements and case law pertaining to previous at fault police involved collisions were also discussed as a learning tool to ensure our new Halton officers are afforded the best guidance to assist with the driving component of their newfound occupation.

#### Commercial Motor Vehicle Enforcement (CMV)

While August is traditionally a slow month in terms of CMV enforcement, as officers take leave, the CMV Unit conducted 41 truck inspections and issued 121 charges. The majority of charges laid were for equipment violations including mechanical defects, sanctions pertaining to overweight or loads exceeding dimensional allowances, and various CMV related document offences. Load security concerns and dangerous goods transport violations rounded out infractions observed in August. Four in five trucks inspected failed inspections and were placed out of service, amounting to 32 trucks in total.

The Regional CMV Unit also supported a 3 District CMV blitz, situated at the Mainway Arena in Burlington. Regional CMV officers collaboratively partnered with frontline uniform officers and Ministry of Transportation inspectors. 111 inspections were conducted resulting in 110 charges, a 36 per cent out of service rate and an arrest of a commercial vehicle driver for impaired operation at 9am.



## Halton Happenings - August 2020

### **Older Adult Support Officer**

- Older Adult Support Officer continues to work with community partners such as Links2Care, Behavioural Supports Ontario (BSO), Crisis Outreach and Support Team (COAST), Halton Housing and the Mobile Crisis Rapid Response Team (MCRRT).
- Older Adult Support Officer facilitated a frauds and scams presentation to the Oakville Probus Club via Zoom.
- Older Adult Support Officer providing ongoing support and contact with older adult with no family in the area believing they are being targeted by the community. No criminal action concerns.

**District Youth Officers/Social Workers** continue to provide support to youth and families in the community. Existing Diversion contracts continue to be monitored and checked on.

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

- An adult male who is a resident of the Bob Rumball Home for the Deaf has been exhibiting escalated behaviours towards staff, including physical assaults. Members of the 1 District Community Mobilization Bureau scheduled a meeting with the staff and directors of the group home to discuss a response strategy. The staff was encouraged to focus on the safety of the client and the staff when these situations occur and to call for a front line police response when the client's behavior begins to escalate. The staff was also advised that they would be supported by Community Mobilization Bureau and frontline officers to pursue criminal charges against the client if the situation warrants such a response.
- 2 District Community Mobilization Bar Project – 30 premises were checked.
- 2 District Community Mobilization Bureau officers conducted five Crime Prevention through Environmental Design audits.
- 2 District Community Mobilization Bureau assisted in Project Police on Park Patrol, five Provincial Offence Notices were issued Criminal Arrest – three charges and warrant on Original charges.
- 3 District Community Mobilization Officer has assisted in an ongoing neighbour dispute by providing a Crime Prevention through Environmental Design to two neighbours who had concerns regarding the behavior of another neighbour. The ongoing dispute never reached the level of criminal behavior, however in the interest of proactive crime prevention, these safety audits were conducted.





# Halton Happenings - August 2020

## Community Safety and Well-Being Officer

- Community Safety and Well-Being Officer continues to work to provide support to internal and external partners. Continued communication to determine what community supports were going to be available throughout the region.
- The Situation Table continues to meet on a weekly basis by utilizing video conferencing tools. Regularly, 30-plus community partners met to discuss cases of Acutely Elevated Risk.



## Halton Happenings - August 2020

### Prevention

#### District Youth Officer's and Social Worker's

- District Youth Officers and Social Workers continue to work with youth and families pertaining to pre-charge Youth Diversion, and external partners for the Adult Diversion Programs. Video conferencing and telephone contact utilized for intakes on new cases, and for continued work/education/support for existing cases.
- Burlington Social Worker has been working on an ongoing mental health issue with a local resident that has caused concern to the community. Through a collaborative effort with community partners at the Situation Table, a plan is in place to mitigate risk to the community and get the individual the help that they very much need.

**District Community Mobilization** – while being assigned to patrol duties, these officers engaged in proactive crime prevention initiatives by being highly visible around closed schools and community organizations that they have previous connections with.

- Officers of the 1-District Community Mobilization Bureau have been working cooperatively with the Criminal Investigations Bureau to deploy and monitor a bait bike along the Milton bike path network. The bait bike project continued throughout the month of August and a deployment schedule was followed where possible. To date there have not been any attempts to steal the bike.
- A remote monitoring camera system was deployed with the assistance of the Intelligence team to identify potential suspects responsible for dumping garbage and waste at the dead-end of Thompson Road, south of Britannia in the Town of Milton. The area has enforceable by-law signage posted, however this poses little in the way of deterrence for those less civic minded individuals that choose to avoid the Halton Region Waste Transfer facility less than five kilometers from this site.
- Following a number of incidents of trespassing at an abandoned home located at Trafalgar Road and Derry Road, Milton efforts are being made to contact the owner of the property. This site has become a location where unknown individuals congregate and there is a high potential for injury or damage, due to the remote location of the house.
- Project Noisemaker – Oakville Community Mobilization Bureau assisted District Response Team with this project on the weekend of August 22. Several charges were laid.
- Burlington Community Mobilization Bicycle Officer has continued to assist on Project Police on Park Patrol, doing proactive enforcement to reduce illegal activities and liquor violations that have been identified as a community concern. He has engaged multiple people and issued warnings, and in some cases provincial offence notices were given.



## Halton Happenings - August 2020

### Social Development

#### Halton Regional Police Service and Halton's School Boards

During the summer, Deputy Wilkie led a small HRPS team to present virtually to the Halton District School Board trustees, and connect with the Halton Catholic District School Board, to reaffirm our partnership and joint commitment to youth development, risk intervention and education, in light of incidents occurring in the United States and the Black Lives Matter movement. The presentation and information sharing raised the level of awareness of the school trustees to further understand the upstream intervention role of police within the school environment, as well as offering them an opportunity to ask questions pertaining to police in schools, mental health responses and the Community Safety and Well Being approach used by the Service. Halton's school boards continue to work in partnership with the Service and will continue to welcome police into the school environment following Covid-19 restrictions.

**Community Mobilization Officer** continues to conduct community outreach and support.

- Oakville Community Mobilization Bureau assisted Tim Hortons with Camp Day.
- Oakville Community Mobilization Bureau attended a birthday drive-by organized for Special Olympians.
- Officers from the Oakville High School Liaison team presented to youth at the Halton Multicultural Center. The Virtual Presentation covered topics of cannabis and vaping laws in addition to cyberbullying. Four presentations were done.
- Oakville Community Mobilization Bureau attended Milton to assist with a Black Lives Matter March
- Over the weekends in August, Oakville Community Mobilization Bureau members played basketball with youth in the Maurice and Margaret Areas.
- Burlington Community Mobilization Officer has spent the majority of the summer months engaging youth through a "positive ticket" initiative. While out on bike patrol if he sees a youth practicing safe cycling practices, he will stop them and issue them a positive ticket. The positive ticket entitles the youth to a free slushy at a local convenient store. It has been a great tool in engaging young cyclists regarding safety but has also been great in reinforcing positive police-youth relations in the community.



## Halton Happenings - August 2020

### Regional Community Mobilization / Diversity

- Regional Community Mobilization Officers continue to have contact with our various Religious and Cultural partners in the region to provide information of service delivery/supports during the COVID-19 situation.
- Selection for the reinvigorated District Diversity Teams began in August. These teams will consist of individuals within the districts who have the most day-to-day interactions with members of the public. The goal of the teams will be to ensure our members become more effective when navigating diversity issues both internally and externally and become more capable of engaging with the diverse population living in the region of Halton. These teams will also provide an opportunity to administer consistent and ongoing diversity related training to all our members. It is anticipated that once the district diversity teams are created, it will be expanded to other areas within the Police Service.
- On August 15, members of Regional Community Mobilization Bureau participated in the Canadian Caribbean Association of Halton's Youth Leadership Program. Officers conducted several presentations virtually to close to 100 youth on topics including leadership, mental health, online safety, and a career in policing. This leadership program runs annually and our Police Service will continue to support this initiative.
- On August 18, members from Community Mobilization Bureau and the Chief's office participated in the first ever virtual Diversity Engagement Table. This provided the opportunity for our Police Service to connect with the many faith leaders and diverse community organizations within Halton. The event was attended by 26 individuals and productive discussions took place surrounding the work our Police Service is doing to enhance our equity, diversity and inclusion programming.

### Children's Safety Village

- Halton's Children Safety Village was closed for March break and continued to be closed following school closures due to COVID-19. Efforts underway to identify a new Coordinator.

### Auxiliary Policing Unit

- All activities have been suspended until further notice. Online training continues for the Auxiliary Unit pertaining to COVID-19 and Personal Protection Equipment use. All online training resources being offered to front line officers pertaining to the COVID-19 situation will be available to the Auxiliary Unit. Auxiliary Officers have been completing online training on various topics.
- Thirteen new Auxiliary members began training in January, 2020. Due to COVID-19 restrictions, in March their in-person training had to be postponed. In an effort to keep the new Auxiliary engaged, and to ensure in person training can begin when directed, Regional



## Halton Happenings - August 2020

Community Mobilization has worked with the Training Bureau to provide the new Auxiliary with a series of online (virtual) training experiences. Academic portions that would typically be taught in-person, continue to be covered in a virtual format.

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

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

### Other

- Many of the officers from the District Community Mobilization Bureaus were seconded to various investigative units over the summer. September will mark the return of the majority of these officers to their positions in the school liaison and community mobilization officer roles.

### Upcoming Dates

- Halton Hills Farmers Market – Resumes in downtown Georgetown from June 6 - October 16.
- Guinness Record 10km Run – Velodrome September 7
- Milton Classic Car Cruise – September 13





# Halton Regional Police Service Public Agenda Recommendation Report

**To:** Chair and Board Members

**From:** Chief Stephen Tanner

**Subject:** BRONTE HARBOUR - LEASE

**Report #:** P20-09-R-01

**Date:** September 24, 2020

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## RECOMMENDATION:

*"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."*

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

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**Stephen J. Tanner**  
Chief of Police

:KK

**Attachments:** Agreement, effective November 1, 2020

## INTRODUCTION AND BACKGROUND:

Since September 2008, the Service has leased office space in the Bronte Harbour building located at 2340 Ontario Street, Oakville to accommodate the Marine Unit. The leased premises consists of approximately 700 square feet of office space, 100 square feet of storage space, three docking slips in the Bronte Marina, and two reserved parking spaces.

Originally, the Lease for the space was with a company that itself leased the Bronte Harbour property from Halton Region- The Marina Group - from September, 2008 until April 14, 2018. At that time, the Region transferred its interest in the Bronte Harbour lands (which are owned by the Government of Canada) to the Town of Oakville (the "Town").

On March 29, 2018, the Service brought a recommendation to the Board [Report No.: P18-3-R-10] to enter into a Lease with the Town for the same rent that had previously been approved by the Board with The Marina Group at an annual lease cost of approximately \$26,216 (inclusive of taxes). The Lease was effective April 15, 2018 until October 31, 2020.

As The Marina Group retained control of the physical Outer Harbour and the docking slips until October 31, 2020, each year the Service was required to pay the docking slips fees directly to The Marina Group and these fees have been deducted by the Town from the base rent as contemplated in the Lease since that time.

The Town has provided a renewal and an amendment to the Lease effective November 1, 2020 to October 31, 2022 wherein the Service will pay all fees to the Town since the Town will regain ownership of the Outer Harbour as of October 31, 2020. The Town has not increased the base rent on the renewal and amendment, and essentially the Service will lease the premises for the same cost since the initial Lease was entered into with the Town in 2018.

#### **DISCUSSION / ANALYSIS:**

A Bronte location is an ideal location for the Marine Unit base, given its proximity to the Oakville and Burlington Harbours and ready access to Lake Ontario. The Bronte Outer Harbour location provides sufficient office space for our Marine Officers, and a small boardroom for meetings that can also be used by officers serving the Bronte area. The location offers excellent road and water exposure and easy access for members of the public. The office and water berths in the Bronte Outer Harbour provide the Marine Unit with an optimal location in terms of visibility and response times for search and rescue operations.

#### **ALTERNATIVES:**

The alternative to not leasing the space would be to minimize the level of marine service in the Bronte/Oakville area. There are no other available leased space options currently on the water in the Bronte or Oakville Harbour areas and properties for sale are not within the parameters of the current capital budget for marine facilities.

#### **CONSULTATION:**

Inspector Glen Mannella, Emergency Services

Sgt. Brian Lowe, Marine Unit

#### **FINANCIAL/HUMAN RESOURCE/LEGAL ISSUES:**



There will be no increases to the minimum rent or the additional rent over the proposed two year term.

**STRATEGIC MANAGEMENT ISSUES:**

Maintaining facilities to support our Marine Unit supports Theme 1 Goal 2 and Theme 3 Goal 3(a);

*Community Safety & Well-being – Deter criminal activity and maximize crime clearance rates – strengthen crime prevention, enhance community policing and safety initiatives and relentlessly pursue criminals.*

*Organizational Capacity – Maximize the effectiveness and efficiency of the organization by working effectively with community and municipal partners.*





# Halton Regional Police Service Public Agenda Recommendation Report

**To:** Chair and Board Members

**From:** Chief Stephen J. Tanner

**Subject:** MULTI-VENDOR DRY CLEANING AND LAUNDERING SERVICE AGREEMENTS

**Report #:** P20-09-R-02

**Date:** September 24, 2020

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## RECOMMENDATION:

*“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.”*

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

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**Stephen J. Tanner**  
Chief of Police

:AL/SC

## INTRODUCTION AND BACKGROUND:

Cleaning services are a negotiated benefit between the Board and the Associations to their respective Collective Agreements.

In accordance with the Uniform, Civilian and Senior Officer Collective Agreements, members receive chits which represent the cleaning of various groups or items of clothing. For example, one (1) “UNIFORM/PLAIN CLOTHES CHIT” can be used to clean five (5) shirts or one (1) #1 Dress Uniform (consisting of a tunic & pant).

In accordance with the current Collective Agreements the following entitlements are issued annually:

- Sworn uniform or business attire members, Cadets and Uniform & Civilian Senior Officers receive forty (40) “**UNIFORM/PLAIN CLOTHES**” chits;
- Special Constables (Prisoner Escort/Summons Officer) receive thirty-five (35) “**UNIFORM/PLAIN CLOTHES**” chits;
- Sworn members assigned to wear casual plainclothes receive twenty-five (25) “**UNIFORM/PLAIN CLOTHES**” chits;
- Sworn uniform or business attire members, Cadets, Special Constables and Uniform Senior Officers receive two (2) “**PARKA/JACKET/TOPCOAT**” chits; and,
- Sworn members in business attire receive “**PLAIN BLOUSE**” chits (as needed) through their Commander.

In addition, the cleaning chits are provided to members of volunteer groups, such as; Auxiliary Officers, Victim Services, HRPS Chorus, Honour Guard Officers and the HRPS Pipes and Drums.

Prior to 2001, the award of the dry cleaning services was based on a competitive process with only one dry cleaning outlet/location selected for each District Station. This proved to be less than efficient and inconvenient for the members. In 2001, the Board approved the initial award of negotiated multi-vendor agreements for dry cleaning services.

In February 2007, the Board authorized the continuation of the negotiated multi-vendor dry cleaning program by approving the award of fixed rates with multiple vendors for a two (2) year term with the option to extend the contracts for an additional two (2) one-year terms. This expired in December 2010.

In October 2014, the Board authorized the Chief to extend the awarded contracts with an increase in the fixed rates, for an additional two (2) year term with two (2) additional two (2) year terms. This final term will expire on December 31, 2020.

This program has been very successful with very few performance issues.

#### **DISCUSSION / ANALYSIS:**

The 2021/2022 dry cleaning and laundering services agreement will be established through a formal Agreement developed by Purchasing Services in consultation with Legal Services.

Each program participant will be required to accept and comply with the requirements and specifications of the Agreement.

Purchasing Services has tested the marketplace for acceptable rates to ensure both the program participants and our members are getting the best value at a reasonable rate.

After testing the marketplace, Purchasing Services is recommending the current rates remain in effect for the initial two (2) year term.

Rates will be reviewed and if needed, negotiated at the commencement of each subsequent two year extension period.

<b>TERM OF AGREEMENT</b>	<b>UNIFORM/PLAIN CLOTHES CHIT RATE</b>	<b>PLAIN BLOUSE CHIT RATE</b>	<b>PARKA / JACKET / TOPCOAT CHIT RATE</b>
January/17 – December/18 (2 yrs)	\$ 8.75	\$ 8.75	\$ 8.50
January/19 – December/20 (2 yrs)	\$ 8.75	\$ 8.75	\$ 8.50
<b>Recommendation: January/21 – December/22 (2 yrs)</b>	<b>\$ 8.75</b>	<b>\$ 8.75</b>	<b>\$ 8.50</b>

**ALTERNATIVES:**

Release a formal competitive bid process - This is not recommended because it has been established from past experience that this is not the most effective method for sourcing & establishing contracts for this type of service.

**CONSULTATION:**

Paul Lavergne, Director – Corporate Services  
 Susan Chojnacki, Coordinator - Purchasing Services (co-author)  
 Angeline Low, Senior Buyer – Purchasing Services (co-author)

**FINANCIAL / HUMAN RESOURCE / LEGAL ISSUES:**

The budget for the dry cleaning and laundering program is allocated in the Uniform Cleaning cost element under the Deputy Chief Operations cost centre.

Based on past usage, the budget for cleaning services was \$140,000. The average redemption over the past two years was roughly 81% of the actual approved operating budget.

<b>Year</b>	<b>Budget</b>	<b>Actual Expenditure</b>	<b>Percentage Used</b>
2017	\$140,000	\$130,000	92%
2018	\$140,000	\$113,000	81%
<b>2019</b>	<b>\$140,000</b>	<b>\$114,000</b>	<b>81%</b>

Purchasing expects a possible small savings in the 2020 operating budget for these cleaning services due to the limited service providers available during several months of the pandemic

(Covid-19). Actual usage and expenditure is currently unknown for 2020 as all invoices have not yet been processed and therefore, is not represented in the table above.

This recommendation is in accordance with By-Law No. 2016-001 (as amended), *a By-law to Regulate Procurement of Goods and Services, Section 8.9.1) – Single Source/Sole Source Purchase:*

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

*d) where it is most cost effective and beneficial to the Police Service.*

### **STRATEGIC PLAN 2020 - 2023:**

This recommendation supports The Police Services Board's "***Halton Regional Police Service Strategic Plan 2020-2023***";

Theme 3 – Capacity and Engagement, *Goals;*

*Article 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:** Graham Milne  
Board Secretary

**Subject:** Amendments to Procedural By-law

**Report #:** CAO20-9-R-01      **Date:** 24 September 2020

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## RECOMMENDATION:

THAT Procedural By-law 2020-1 be amended as set out in the attachment to Report No. CAO20-9-R-01.

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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 require refinement. Accordingly, amendments are proposed through this report.

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.

## DISCUSSION / ANALYSIS:

The precise wording of the amendments is included in the appended amending by-law. The substance of the amendments is discussed below. A draft consolidated version is also attached and if approved will be posted on the Board's website.

- *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 or as may be legally permitted or required.”
  - f) THAT the following be inserted as new Section 9.7: “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.”
  - g) THAT the following be inserted as new Section 9.8: “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.”
  - h) THAT the following be inserted as new Section 9.9: “During a confidential meeting, the Board may move any item from the confidential agenda to a public agenda.”
  - i) THAT the following be inserted as new Section 9.10: “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.”
  - j) THAT the following be inserted as new Section 9.11: “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.”
  - k) THAT the following be inserted as new Section 9.12: “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.
  - l) THAT the following be inserted as new Section 9.13: “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.

### **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 24<sup>th</sup> day of September, 2020.

**APPROVED THIS 24<sup>th</sup> DAY OF SEPTEMBER, 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;
- (n) Represents the Board at public or official functions or designates another member to do so;
- (o) Signs all documents for and on behalf of the Board including but not limited to by-laws, resolutions, orders, and agreements which have been approved by the Board;
- (p) Performs any and all other duties when directed to do so by decision of the Board;
- (q) Where appropriate, expels or excludes from a meeting any person for Improper Conduct.

## **7. DUTIES OF THE VICE-CHAIR**

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

## **8. COMMITTEES OF THE BOARD**

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

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

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

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

## **9. REGULAR MEETINGS OF THE BOARD**

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

9.2 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 or as may be legally permitted or required.

9.7 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.

9.8 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.

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

9.10 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.

9.11 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.

9.12 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.

9.13 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 they called the meeting. The Chair may only cancel a special meeting that was requested by the Members if a majority of the Members consent.

## **11. QUORUM**

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

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

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

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. New Business
8. Move Into Closed Session
9. Closed Session Report
10. Adjournment.

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

12.3 All reports and supporting materials for the agenda will be 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 If the Chair agrees, a Member may present a point of order or procedure and request the Chair's ruling.

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

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

## **19. MOTIONS**

19.1 A Member may make a motion that:

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

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

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

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

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

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

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

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

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

19.7 A motion to amend:

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

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

19.8 A motion to refer the question will include;

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

(b) the terms upon which the question is to be referred;

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

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

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

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

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

## **20. VOTING ON MOTIONS**

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

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

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

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

20.5 A Member may request a recorded vote on any matter and must make the request immediately before or after the vote is taken. If the request for a recorded vote is made immediately after the vote is taken, the first vote is nullified and a second,

recorded vote must be held. When a recorded vote is requested the Board Secretary records the name and vote of each Member on the matter.

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

## **21. 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 25<sup>th</sup> day of June, 2020.

**APPROVED THIS 25<sup>th</sup> DAY OF JUNE, 2020.**

\_\_\_\_\_  
CHAIR

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BOARD SECRETARY



# Public Agenda Recommendation Report

To: Chair and Police Service Board Members      From: Fred Kaustinen  
Subject: Governance Budget Financial Status Report      Chief Administrative Officer  
Report #: CAO20-9-R-02      Date: 24 Sep 2020

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## RECOMMENDATION:

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

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Fred Kaustinen

Attachments:

## INTRODUCTION AND BACKGROUND:

At its August 2020 meeting, the Board directed that a Governance Budget Financial Status Report be provided semi-annually.

## DISCUSSION:

Overall, the 2020 HPB Governance budget is 57% spent at two-thirds through the year. Analysis is provided in the table below.

Cost Elements	Budget	Expenditures (YTD)	Annual Plan	Comments
11102 - Salaries: Regular	35,000	23,820	11,180	
<b>Total S&amp;B - Salary</b>	<b>35,000</b>	<b>23,820</b>	11,180	
11711 - CPP: Company Portion	1,733	74	1,658	
11712 - UIC Premiums: Comp	921	440	480	
11713 - Employer Health Tax	683	465	218	
11714 - WSIB Premiums	263	179	84	
<b>Total S&amp;B - Benefits</b>	<b>3,598</b>	<b>1,158</b>	2,440	
<b>Total Salaries &amp; Benefits</b>	<b>38,598</b>	<b>24,978</b>	13,620	
12862 - Cloth & Equ-Sr Offic		413	-413	Retiree gift
<b>Total M&amp;S - Clothing &amp; Equipment</b>		<b>413</b>	<b>-413</b>	
12515 - Books..subscript etc	100	0	100	
12801 - Office Supplies	500	0	500	
12803 - Computer Supplies	500	0	500	
<b>Total M&amp;S - Supplies</b>	<b>1,100</b>	<b>0</b>	1,100	
13040 - Travel Expenses	7,262	0	7,262	
<b>Total M&amp;S - Other Misc</b>	<b>7,262</b>	<b>0</b>	7,262	
<b>Total Materials &amp; Supplies</b>	<b>8,362</b>	<b>413</b>	7,949	
13011 - Dues/Memberships AP	11,000	11,619	-619	
13020 - Conf/Conventions	30,000	753	29,247	
<b>Total P&amp;S - Staff Development</b>	<b>41,000</b>	<b>12,372</b>	28,628	
13100 - Profess Services	250,650	152,879	97,771	
<b>Total P&amp;S - Professional Services</b>	<b>250,650</b>	<b>152,879</b>	97,771	61% spent
12630 - Advertising/PR	0	0	0	
<b>Total P&amp;S - Advertising</b>	<b>0</b>	<b>0</b>	0	
12520 - Printing	100	0	100	
13007 - Storage Costs		131	-131	
13090 - Meals/ Official Func		5,278	-5,278	Retiree gifts
13999 - Other Expenses	12,000	439	11,561	
<b>Total P&amp;S - Other Misc</b>	<b>12,100</b>	<b>5,848</b>	6,252	
<b>Total Purchased Services</b>	<b>303,750</b>	<b>171,099</b>	132,651	
44030 - NP Chg: Non-Program	35,000	23,333	11,667	
<b>Total Int - Other Charges</b>	<b>35,000</b>	<b>23,333</b>	11,667	
<b>Total InterDept Charges</b>	<b>35,000</b>	<b>23,333</b>	11,667	
<b>Total Expenditure</b>	<b>385,710</b>	<b>219,824</b>	165,886	57% spent
<b>Net Position</b>	<b>385,710</b>	<b>219,824</b>	<b>165,886</b>	





# Public Agenda Recommendation Report

**To:** Chair and Police Service Board Members      **From:** Rob Burton, Chair  
**Subject:** State of Emergency Committee Report  
**Report #:**      **Date:** September 24, 2020

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## RECOMMENDATION:

That the State of Emergency Committee Report be received.

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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	

