



**HALTON
POLICE
BOARD**
EXCELLENCE IN GOVERNANCE

Public Agenda

Date: Thursday, December 16, 2021

Time: 9:00 a.m.

Location: Zoom Video Conference
Link to watch meeting on Zoom:

<https://us02web.zoom.us/j/87201251808?pwd=ck44Q1ErckJ4cU4wRUlLVGUyREU0dz09>

Or livestream at <https://haltonpoliceboard.ca/>

1. GENERAL

- 1.1 Regrets
- 1.2 Introduction of New Board Member Pavan Parmar
- 1.3 Disclosure of Conflicts of Interest
- 1.4 Confirmation of Minutes of Meeting P21-10 held Thursday, November 25, 2021
(Agenda Pages 1 – 8)

2. PRESENTATIONS/DELEGATIONS

3. CONSENT AGENDA

- 3.1 **Halton Happenings** – November 2021
(Agenda Pages 9 – 16)
- 3.2 **P21-12-I-01** - Facilities Update - 2021
(Agenda Pages 17 – 18)
- 3.3 **P21-12-I-02** - Secondary Employment - 2021
(Agenda Pages 19 – 20)
- 3.4 **P21-12-I-03** - Community Safety and Well-Being Plans
(Agenda Pages 21 – 22)

3.5 **Communications Update - December 2021**
(Agenda Pages 23 – 24)

4. **DISCUSSION ITEMS**

4.1 **CGO21-12-R-01** - Proposed Process for Annual Evaluation of Chief Governance Officer (CGO)
(Agenda Pages 25 – 32)

RECOMMENDATION

“THAT the proposed amendments to policy G10 – Governance Support, identifying the form and process for the annual evaluation of the CGO, be approved.”

4.2 **P21-12-R-04** - Contract Extension - STSolutions Limited
(Agenda Pages 33 – 38)

RECOMMENDATION

“THAT the Halton Police Board approve a twenty-four (24) month extension of the single source Professional Consulting Services Agreement for the acquisition of consulting services from STSolutions Limited for an amount not to exceed \$399,455 (inclusive of taxes); and

THAT the Board authorize the Chief to execute the contract extension on the Board’s behalf.”

4.3 **P21-12-R-05** - Telus Services
(Agenda Pages 39 – 42)

RECOMMENDATION

“THAT the Halton Police Board approve a twenty-four (24) month single source contract with the option to extend up to an additional twenty-Four (24) months, for the continuation of services for the Patrol Vehicle Mobile Data Plans with Telus Inc., in the amount of \$125,882 (inclusive of taxes).”

4.4 **SEC21-12-R-01** - CAPG 33rd Annual Conference
(Agenda Pages 43 – 44)

RECOMMENDATION

“THAT the following Members of the Halton Police Board be nominated to attend the Canadian Association of Police Governance 33rd Annual Conference in Saskatoon, SK, from September 7-10, 2022:

5. OPERATIONAL VERBAL UPDATES

6. ACTION REGISTRY

6.1 Public Information Action Registry
(Agenda Pages 45 – 46)

7. RECEIPT OF PUBLIC CORRESPONDENCE

8. NEW BUSINESS

9. MOVE INTO CLOSED SESSION

10. CLOSED SESSION REPORT

11. ADJOURNMENT



Public Minutes

MEETING NO. P21-10

DATE OF MEETING: Thursday, November 25, 2021
9:00 a.m.

LOCATION: Zoom Video Conference

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

STAFF PRESENT (via Zoom Video Conference): Chief Stephen Tanner
Deputy Chief Jeff Hill
Deputy Chief Roger Wilkie
Paul Lavergne, Director, Corporate Services
Staff Sergeant Anita Laframboise
D/Sgt. Raf Skwarka
Tracy Dottori, Director, Human Resources
Bill Payne, Director, Information Technology.
Fred Kaustinen, Chief Governance 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.

1.3 Confirmation of Minutes of Meeting P21-09 held Thursday, October 28, 2021

Moved by: C. Somerville

Seconded by: G. Carr

“THAT the Minutes of Meeting P21-09 held Thursday, October 28, 2021 be adopted as circulated.”

Carried.

2. PRESENTATIONS/DELEGATIONS

None.

3. CONSENT AGENDA

3.1 Halton Happenings – October 2021

Moved by: C. Somerville

Seconded by: N. Sekhon

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

Carried.

3.2 P21-11-I-01 - Financial Report and Forecast - 3rd Quarter 2021

Moved by: C. Allen

Seconded by: I. Hann

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

Carried.



3.3 P21-11-I-02 - Semi-Annual Grant Agreements Execution

Moved by: I. Hann
Seconded by: C. Allen

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

Carried.

3.4 Communications Update - October 2021

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

“THAT Item No. 3.4 on the Consent Agenda be received for information, and

THAT the CGO work with the Communications Advisor to develop results-based performance objectives and reporting metrics for the Board’s communications program.”

Carried.

4. DISCUSSION ITEMS

4.1 CGO21-11-R-01 - Vaccination Policy – Board Members & Board Staff

Moved by: N. Sekhon
Seconded by: I. Hann

“THAT the proposed amendments to policy G04 – Board Member Obligations and G10 – Governance Support, regarding COVID-19 vaccinations, be approved.”

Carried.

4.2 CGO21-11-R-02 - Proposed Process for Annual Evaluation of Board Chair

It was requested that a note be added to the policy to clarify that the role of the Facilitator is not to provide any element of judgement in their role.

Moved by: C. Allen
Seconded by: I. Hann



“THAT the proposed amendments to policy G05 – Chair’s Role, identifying the form and process for the annual evaluation of the Chair be approved, including the following changes:

- *Adjustments reflecting the Board’s discussion regarding the role of the Facilitator;*
- *Removal of criteria #18 from evaluation form;*
- *Addition of criteria regarding the Chair’s relationship with Board Members.”*

Carried.

4.3 P21-11-R-03 - 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 extend the term of the Agreement to September 6, 2022 and to provide additional funds in an amount of \$67,800 (inclusive of contingency and HST).”

Carried.

4.4 P21-11-R-04 - Bronte Harbour – Lease

Moved by: N. Sekhon

Seconded by: C. Allen

“THAT the Halton Police Board approve the execution of an Amending Agreement for the Lease of the property from the Town of Oakville located at 2340 Ontario Street, Oakville, to serve as the Marine Unit base office and the Bronte Village Community Office that will increase the square footage of the leased space for an annual amount of \$20,288 (inclusive of taxes); and further,

THAT the Board Chair be authorized to execute an Amending Agreement to the Lease effective January 1, 2022, in a form acceptable to the Service and the Director of Legal Services.”

Carried.



4.5 SEC21-11-R-01 - 2022 Board Meeting Schedule

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

"THAT the proposed 2022 Board Meeting Schedule be approved."

Carried.

4.6 SEC21-11-R-02 - Amendments to Procedural By-law

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

"THAT Procedural By-law 2020-1 be amended as set out in the attachment to Report No. SEC21-11-R-02."

Carried.

5. OPERATIONAL VERBAL UPDATES

There were no operational verbal updates.

6. ACTION REGISTRY

6.1 Public Information Action Registry

Updated to add motion noted in 3.4. There were no further updates.

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

"THAT the Public Information Action Registry be received."

Carried.



7. RECEIPT OF PUBLIC CORRESPONDENCE

Moved by: I. Hann
Seconded by: D. Foster

“THAT the public correspondence received since last meeting be received.”

Carried.

8. NEW BUSINESS

Don Foster noted the commencement of the Salvation Army’s annual campaign and requested that any Members interested in volunteering to assist to contact him.

There was no other new business.

9. MOVE INTO CLOSED SESSION

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

“THAT the Board do now convene into closed session.”

Carried.

10. CLOSED SESSION REPORT

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



11. **ADJOURNMENT**

Moved by: G. Carr
Seconded by: I. Hann

“THAT the Halton Police Board do now adjourn this meeting.”

Carried.

The meeting adjourned at 12:48 p.m.

Jeff Knoll
Chair

Graham Milne
Board Secretary



Halton Happenings - November 2021

Welcome to the November 2021 edition of Halton Happenings. The layout of this report reflects the Service's **Framework for Community Safety and Well-being**. These strategic priorities include:

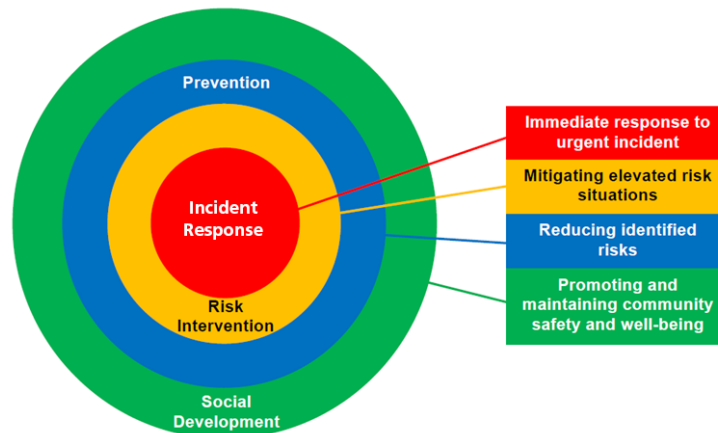
1. Emergency response – To ensure those in need get the right response, at the right time, by the right responders.
2. Risk intervention – To address the criminal behaviour that most affects the safety of community members.
3. Prevention – Community collaboration is the catalyst for positive, working 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: emergency response has been highlighted in red, risk intervention in yellow, prevention/education in blue, and social development in green.

4 Pillars of Community Safety and Well-Being

What does it mean?

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





Halton Happenings - November 2021

INCIDENT RESPONSE

Mobile Crisis Rapid Response Team (MCRRT)

The Mobile Crisis Rapid Response Teams responded to 147 calls for service during the month of November. This included 57 in Burlington, 59 in Oakville, 19 in Milton, and 12 in Halton Hills. Of these calls, 88 were mental health priority calls. This accounts for 59.9 per cent of the teams' call volume.

Of the 59 "non-mental health priority" calls, the teams provided mental health support in 23. When these numbers are factored in, 111 of the teams' 147 calls were mental health related. Therefore, 75.5 per cent of the teams' occurrences involved providing mental health support in the community.

Community Mobilization

Community Mobilization Bureau Officers continue to support the frontline by responding to and investigating a variety of occurrences.

RISK INTERVENTION

Crisis Outreach and Support Teams (COAST)

Crisis Outreach and Support Teams continue to support the Mobile Crisis Rapid Response Teams and the community through mobile risk intervention visits. The pandemic and staffing shortages at the Canadian Mental Health Association – Halton Region Branch has resulted in not having a mobile team seven-days-a-week. Required risk intervention visits are still being conducted as needed and supplemented by the Mobile Crisis Rapid Response Teams. Crisis Outreach and Support Teams had 17 occurrences in November, 13 of which were mental health related, accounting for 76.5 per cent of their time.

Halton Situation Table

The Halton Situation Table plays a critical role in connecting some of the region's individuals/families at acutely elevated risk with the services and supports they need to thrive.

Approximately 35 community partners/agencies meet on a weekly basis to discuss potential cases/issues of elevated risk to a person or community due to issues such as mental health, housing, homelessness, and social isolation. Partners then work collaboratively to provide the proper supports, by the proper agency, in an effort to avoid a crisis situation.



Halton Happenings - November 2021

During the month of November, nine (9) cases were presented to the Situation Table and all were deemed Acutely Elevated Risk and in need of immediate intervention by the collaborative table members.

Community Mobilization Officers

The Community Mobilization Bureaus continue to support frontline officers by assisting with neighbour disputes and provide the involved persons referrals to the Communities Conflict Resolution Service when applicable. During the month of October, officers assisted with nineteen (19) neighbour disputes. While speaking with involved parties, the majority expressed interest in utilizing the free mediation service offered by the Community Conflict Resolution Service in an attempt to resolve their disputes.

District Community Mobilization officers assisted Public Health by conducting twenty two (22) quarantine checks for people who had recently returned to Canada.

The Halton Regional Police Service participated in nine (9) Violent Threat Risk Assessments (VTRA). A VTRA is an assessment protocol in place to more effectively respond to situations where students may pose a threat to themselves or others. A VTRA is a collaborative protocol approach to determine how best to support students so their behaviour does not become violent or self-injurious.

Traffic Services Unit

On November 8th, Traffic Services Commercial Vehicle Inspectors assisted the 1 District Response Team with a Commercial Vehicle Enforcement Blitz on Winston Churchill Boulevard in the Hamlet of Norval. The Blitz was in response to a complaint received by the Chiefs Office from a Norval Community Group.

The results of this event are as follows:

3 Vehicles taken out of service

50 Provincial Offence Notices

17 Warnings

On November 12th, Traffic Services conducted a "RIDE" Enforcement Day as a tie in to the launch of the 2021 MADD Red Ribbon Campaign and this year's Provincial Crime Prevention Week. The RIDE Enforcement Team consisted of six traffic officers representing each of our three districts, two Cadets, and two Auxiliary members.

The results of this event are as follows:



Halton Happenings - November 2021

- 13 Approved Screening Device (ASD) Tests were conducted
- 2 Three (3) day suspensions
- 1 Cannabis accessible to driver Provincial Offense Notice
- 1 G2 Driver Blood Alcohol Concentration (BAC) above zero
- 1 Prohibited Drive Criminal charge with 45-day vehicle impound
- 1 Licence Suspension Notification

On November 15th and 16th, Traffic Services Commercial Vehicle Inspectors took part in a Joint-Force Commercial Motor Vehicle Blitz in Brant County:

The results from the blitz were as follows:

- 54 Level 1 Commercial Motor Vehicle Inspections
- 22 Out of service
- 40% Out of service rate
- 40 Provincial Offence Notices
- 23 Warnings

On November 18th, Traffic Services Commercial Vehicle Inspectors took part in a Commercial Motor Vehicle Blitz hosted by the 3 District Response Team in Burlington.

The results from the blitz were as follows:

- 18 Inspections
- 13 vehicles taken out of service
- 72% Out of service rate
- 29 Provincial Offence Notices

Older Adult Support

The Older Adult Support Officer conducted five (5) follow up investigations to provide support to older adults and their families in the community.

The Older Adult Support Officer continues to attend the weekly Situation Table meetings.

Crime Stoppers

Crime Stoppers of Halton received 103 tips in November. Of those, 72 tips were followed up on.



Halton Happenings - November 2021

District Social Workers/Youth Officer/School Liaison Officers

District Social Workers and Youth Officers had 31 new youth Diversion intakes while seven (7) previous Diversion files were completed.

Additionally, the teams had five (5) new Adult Diversion intakes. Five (5) previous files were also successfully discharged.

Teams also conducted 169 proactive outreaches to adults, youth and families in the community to offer supports or assistance.

PREVENTION

Community Mobilization Officers

Community Mobilization Officers continue to conduct proactive visits to the local hotels and motels to engage with persons that are being temporarily housed. They ensure that they are connected with housing support and have access to healthy food where needed. This has resulted in a reduction in the number of calls to frontline officers for disturbances in the motels.

Community Officers completed one (1) Crime Prevention Through Environmental Design inspection in the community.

SOCIAL DEVELOPMENT

Traffic Services Unit

Traffic Services, in collaboration with the Corporate Communications, created social media messaging to support the 2021 MADD Canada Red Ribbon Campaign and Crime Prevention Week.

Traffic Services Unit participated in the monthly meeting of the Halton Chapter of Mothers Against Drunk Driving (MADD). This meeting reviewed the analytical data regarding October enforcement levels and alcohol/drug related collision statistics from Q1-Q3.



Halton Happenings - November 2021

Older Adult Support

The Older Adult Support Officer continues to contribute to the Halton Region Community Safety and Well-Being Older Adult Advisory Council Older Adult Isolation Action Table and LEAPS (Law Enforcement Agencies Protecting Seniors)

Community Mobilization Officers/School Liaison Officers

District Community Mobilization and School Liaison Officers continue to provide educational presentations throughout the community and in Halton schools. Officers conducted 106 presentations on the following topics: Bullying, cannabis, social media, possession and distribution of child pornography, Internet Safety, vaping and alcohol consumption

Citizens Police Academy (CPA)– our in-person CPA wrapped up on November 22nd. This was the first in-person CPA since the start of the pandemic in March 2020. We received a tremendous amount of positive feedback from all participants. The Winter 2022 session is in the planning process.

Halton Region Community Investment Fund – a Regional Community Mobilization Bureau officer assisted the Region of Halton review annual funding applications. Over 90 applications were received during the initial intake, with members from various sectors across the region reviewing and scoring applications.

Equity, Diversity and Inclusion Office

Diversity Engagement Table - On November 24th, we hosted our last Diversity Engagement Table for 2021. The event was held virtually and included members from our diverse communities coming together to discuss issues affecting them. These events also allowed our Police Service the opportunity to identify any gaps in our programming in an effort to make it more meaningful and current. The group received a presentation on some of our new equity, diversity and inclusion programming and then finished with a roundtable discussion. We look forward to future events in 2022.

#NoHateInHalton – Halton Regional Police Service Launched Collaborative Anti-Hate Campaign

The Halton Regional Police Service is proud to announce a new annual collaborative anti-hate campaign called #NoHateInHalton. The inaugural campaign ran November 8 to 12, 2021. In an effort to stop hate and to promote respect, equity and inclusivity in our community, the Halton Regional Police Service has partnered with the Halton District School Board, the Halton Catholic District School Board, Conseil Scolaire Catholique MonAvenir, Conseil Scolaire Viamonde, Crime



Halton Happenings - November 2021

Stoppers of Halton, and other community stakeholders, to run this anti-hate campaign in over 180 schools and learning facilities across the region.

The #NoHateInHalton campaign will support an ongoing commitment to bring anti-hate awareness and education to school aged youth and the broader community of Halton.

This year's campaign aimed to bring attention to the following topics within schools:

- Eliminating hate and bias motivated incidents,
- Encouraging individuals to report an incident that is motivated by hate or bias,
- Building a sense of community within schools across the region,
- Encouraging students and staff to work collaboratively to eliminate hate within the schools and support impacted individuals and groups, and
- Reducing the stigma that is often associated with victims of hate and bias-motivated incidents and remove any barriers to reporting those incidents.

Posters were distributed to learning facilities across the region to heighten awareness of the campaign. Additionally, stickers featuring a QR code leading people to the Halton Crime Stopper's website, where incidents motivated, by hate or bias, can be reported anonymously, were also be posted in high schools to help reduce any barriers to reporting incidents.

This campaign brought awareness to supports available to victims or those negatively affected by hate or bias motivated incidents. The campaign also addressed factors that lead to individuals exhibiting hateful behavior and the impact of hate on community safety and well-being.

Members of the community were encouraged to engage with this anti-hate awareness and education campaign by joining the conversation on social media with a post about how they are promoting respect and inclusion with #NoHateInHalton.

The over inaugural campaign was a success.

General

Members from the Regional Community Mobilization Bureau and the District Community Mobilization Bureaus continue to be very active in a variety of community committees, groups and meetings including: Mothers Against Drunk Driving, Fetal Alcohol Spectrum Disorder Resource Team, Halton Youth Attendance Council, Older Adult Advisory Council, Older Adult Isolation Action Table, Halton Equity and Diversity Roundtable, Halton Police Youth Advisory Council, Ontario Association of Chiefs of Police - Equity, Diversity and Inclusion Committee and the Canadian Association of Chiefs of Police - Policing with Indigenous Peoples Committee.



Halton Regional Police Service Public Agenda Information Report

To: Chair and Police Board Members

From: Chief Stephen J. Tanner

Subject: FACILITIES UPDATE - 2021

Report #: P21-12-I-01

Date: December 16, 2021

INTRODUCTION AND BACKGROUND:

The facilities update report is prepared annually, or as required, and provides information regarding the status of major facility renovation and construction projects.

Details of activities undertaken since the last report to the Board are as follows:

1 District – Milton & Halton Hills

The 1 District Facility Plan was developed to provide an effective and efficient configuration and location of police facilities to support the delivery of policing services in the District. The Board approved a recommendation to provide a main District station (with supporting service delivery stations in Acton and Georgetown) which will provide operational benefits, improved communications, more effective use of resources and cost savings.

The development project for the new main 1 District Station is comprised of three phases; Land Acquisition, Shared Community Services - Design & Construction, and 1 District Facility - Design & Construction.

The Region-lead land acquisition phase has acquired suitable developable land as part of a large development block in the Town of Halton Hills bounded by Steeles Avenue to the North, Sixth Line to the West, Hornby Road to the East and 401 corridors to the South. Regional staff has executed a cost-sharing agreement with partnering landowners and is overseeing the completion of the requisite planning studies - Sub Watershed Impact Study (SIS). The final submission of the SIS is to be completed by year-end with approvals from the various authorities with jurisdiction expected in Q1 2022. With the approved SIS, the cost-sharing agreement can be implemented and this development phase will be complete.

The Community Services - Design & Construction phase commenced in the first quarter of the 2021 with Region Staff retaining a qualified consultant to complete the design and construction administration of the required shared community services (municipal road, storm water

management and local servicing infrastructure). It is expected by year-end that the final engineering submission will be submitted to the Town of Halton Hills for approval and permitting. Regional staff will start procurement for construction of the community services in 2022 with construction of the municipal road, storm water management and local servicing infrastructure expected to be complete by the end of 2022.

The 1 District Facility - Design & Construction phase also commenced this year with Regional and HRPS Staff issuing a request for proposals for consulting services for the 1 District Facility build project. In September, a contract was executed with the successful proponent, AECOM Canada Architects Ltd. AECOM has commenced pre-design services by reviewing all back-ground studies and reports from the prior development phases with respect to site development requirements and restrictions. Additionally, focused user group workshops have been conducted to verify the building program of requirements. The building design phase and related financial plans are anticipated to be complete in time for the 2023 budget approval process and staff will report back to the Halton Police Board to seek approval to fully implement the 1 District Facility Plan. With Board and Regional Council approvals, procurement for construction would commence in Q1 2023 inline with the overall development project schedule that anticipates the facility to be open in late 2025. The project team is continuously looking for opportunities to reduce this timeline.

The existing 11 & 12 Division facilities will continue to be suitably maintained with minimal capital investment until the new 1 District Facility is complete.

Headquarters, 2 District - Oakville and 3 District - Burlington

There were not any significant facilities projects undertaken at these locations during 2021. The facilities continue to meet the Service's operational needs.



Stephen J. Tanner
Chief of Police

:PL /MMcM



Halton Regional Police Service Public Agenda Information Report

To: Chair and Police Board Members

From: Chief Stephen J. Tanner

Subject: SECONDARY EMPLOYMENT – 2021

Report #: P21-12-I-02

Date: December 16, 2021

INTRODUCTION AND BACKGROUND:

As per Service Directive EXE-007, members who wish to engage in secondary employment must receive permission from the Chief of Police. The term of approval is three (3) years, at which time members who wish to continue in secondary employment are required to reapply.

A total of fourteen (14) members requested permission for secondary employment during 2021. The approved activities are:

- Financial/Education Consultant – self employed
- Musician/Performer – self employed
- Graphic Design/Video Editor – self employed
- Security Guard
- Part-time University Instructor
- Paramedic
- Relief Crisis Intervention Counsellor
- Claim Service Rep
- Part-time High School Teacher
- Flight Attendant
- Clinical Nutritionist
- Jujitsu Studio Owner/Operator - 2
- Sessional Professor

These activities adhere to the restrictions set out in Section 49 of the *Police Services Act*.

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

Stephen J. Tanner
Chief of Police

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Halton Regional Police Service Public Agenda Information Report

To: Chair and Police Board Members

From: Chief Stephen J. Tanner

Subject: COMMUNITY SAFETY AND WELL-BEING PLANS

Report #: P21-12-I-03

Date: December 16, 2021

INTRODUCTION AND BACKGROUND:

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

CONSULTATION:

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

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

Stephen J. Tanner
Chief of Police

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Attachments: Community Safety and Well-Being Status Report – September-November 2021



Halton Regional Police Service

Community Safety and Well-Being Status Report September - November 2021



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

Report Period: September – November 2021

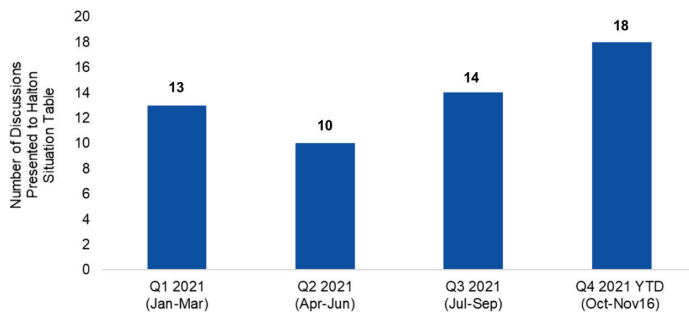
Submitted To: Halton Police Board

Community Safety and Well-Being Updates

1. Equity, Diversity and Inclusion: As part of a commitment to equity and inclusivity within CSWB, the System Leadership Group has endorsed the [Halton Equity, Diversity and Inclusion Charter](#).



2. Halton Situation Table: The Halton Situation Table is a critical component of Halton's approach to ensuring safe and healthy communities. Throughout the COVID-19 pandemic, the Situation Table continues to hold weekly virtual meetings to identify and respond to situations that require an immediate intervention to prevent harm or victimization.



Action Table Updates

1. Sexual Assault Action Table: Building on case reviews and training to enhance how the HRPS engages with survivors of sexual assault, the Sexual Assault Advisory Committee has established a website, [SurvivorsVoices.ca](#), using Halton Region Community Investment Fund Funding, which provides a central point of information and resources for survivors of sexual assault.

2. New CSWB Investigative Tables: In September 2021, two new investigative tables were approved by the CSWB System Leadership Group:

- Investigative Table on crisis mental health supports for all in the region of Halton
- Investigative Table on intimate partner violence

The Investigative Tables will conduct research and convene partners to further understand the issue locally and determine next steps towards action.

To learn more about our [community safety and well-being initiatives](#), visit [halton.ca](#).

COMMUNITY SAFETY & WELL-BEING STEERING COMMITTEE

Deputy Chief Roger Wilkie
Halton Regional Police Service

Inspector Julie Craddock
Regional Community Mobilization Bureau, Halton Regional Police Service

Alex Sarchuk
Commissioner of Social and Community Services, Halton Region

Dr. Hamidah Meghani
Commissioner and Medical Officer of Health, Public Health, Halton Region

Susan Alfred
Director Healthy Families, Public Health, Halton Region

COMMUNITY SAFETY & WELL-BEING WORKING GROUP

Sergeant Richard Judson
Regional Community Mobilization Bureau, Halton Regional Police Service

Constable Ashley Lilliman
Regional Community Mobilization Bureau, Halton Regional Police Service

Christina Gallimore
Manager Human Services Planning and Program Support, Social and Community Services, Halton Region

Kendra Habing
Decision Support Advisor – CSWB Initiatives, Social and Community Services, Halton Region



Public Agenda Information Report

To: Chair and Police Board Members
From: Kimberly Calderbank
Board Media Consultant
Subject: November Communications Update
Report #:
Date: December 16, 2021

INTRODUCTION AND BACKGROUND

Given below is a summary of the November 2021 Board Communications/Media activities. High-level analytics and details are summarized below.

DISCUSSION / ANALYSIS

Newsletter

November Agenda Newsletter open rate – 57.1%

November Newsletter open rate – 63.2%

**Industry average newsletter open rate 30%.*

Twitter

Followers – 1129

November Likes – 75

November Retweets – 10

Top Tweets

@HPBoard

Nov 02, 00:15

Thank you for your service, Storm. Rest easy 🍂🍂 <https://twitter.com/haltonpolice/status/1455326561431871495>



@HPBoard

Nov 04, 13:01

Happy #Diwali to all those celebrating today. May your Diwali be bright and prosperous.

#FestivalofLights #DiwaliCelebrations

<https://twitter.com/HPBoard/status/1456245261383110664/photo/1>

COMMENTS

November Board Website Stats

Users - 231

Pageviews - 923

Average engagement time – 1.03 seconds

Meeting with CGO, Fred Kaustinen re Communication Metric & Evaluation process 2022 (December 10)

Press Release – Welcome New Board Member/Resignation (December 9)



Public Agenda Report

To: Halton Police Board

From: Fred Kaustinen
Chief Governance Officer

Subject: Proposed Process for Annual Evaluation
of Chief Governance Officer (CGO)

Report #: CGO21-12-R-01

Date: 16 December 2021

RECOMMENDATION:

THAT the proposed amendments to policy G10 – Governance Support, identifying the form and process for the annual evaluation of the CGO, be approved.

Attachments:

Proposed amendments to policy G10 – Governance Support
Proposed Board Chair Evaluation Form and Process

INTRODUCTION AND BACKGROUND:

The Board's suite of 10 Governance policies was completed at the 28 October 2021 meeting. At that time, the need for further recommendations regarding evaluation processes and policy revision process were identified.

Performance evaluations are essential to organizational effectiveness in any organization. They serve to verify that performance is aligned with expectations, and make adjustments and offer assistance if and where appropriate. Evaluations serve to improvement both performance and working relationships. They are a logical and necessary component of any good governance or management system, especially one committed to Results-based Governance.

The first performance evaluation process approved by the Board was that of the Chair (25 November 2021). This proposed evaluation form and process for the CGO is the second new evaluation system proposed a part of the Evaluation System project.

DISCUSSION / ANALYSIS:

The proposed evaluation template addresses two key performance areas:

- attainment of annual CGO results-based objectives as assigned; and
- fulfilment of CGO role components as assigned through Board policy

ALTERNATIVES:

The evaluation form and process may be altered by Board resolution at any time prior to the current evaluation period.

CONSULTATION:

The Chair was consulted in development of this evaluation form and process.

FINANCIAL / HUMAN RESOURCE / LEGAL ISSUES:

STRATEGIC MANAGEMENT ISSUES:

The performance of the CGO, in terms of both attainment of results and fulfillment of the role, have a direct bearing on the Board's ability to identify and address strategic issues proactively and reactively, in an effective and timely manner. This process is intended to help optimize the CGO's performance, and by extension the performance of the Board and of the Service.



Policy G10 –Governance Support

Purpose

1. The Board shall be assisted in fulfilling its mandate, in a manner which supports its governance commitment, methodology and calendar, rather than pre-empt, divert or obstruct it.

Requirements

2. The Board shall engage a Chief Governance Officer (CGO) and others as required, to assist in carrying out its mandate.
3. The CGO shall be responsible for coordinating all Board support, and shall supervise all Board support staff, counsel and consultants, including but not limited to:
 - 3.1 orientation, education and initial and on-going training of Board members and staff;
 - 3.2 the provision of information and advice, including legal advice;
 - 3.3 policy and strategic planning research, development and documentation;
 - 3.4 communications and outreach;
 - 3.5 collective bargaining, and executive selection and remuneration;
 - 3.6 liaison with the Chief, Service executives, and corporate advisors; and
 - 3.7 administration, financial management and records.
4. Independent legal advice shall be sought for legal matters beyond the expertise of Service legal staff, and whenever the Board is adjudicating a matter where the Service is one of the parties.
5. The Board shall be a member of the Ontario Association of Police Services Boards (OAPSB) and the Canadian Association of Police Governance (CAPG), and partake in their education and training activities.

6. Board members shall be provided with the tools required to fulfil their responsibility, and shall be reimbursed all reasonable expenses related to travel outside of Halton Region on Board business, including but not limited to education and training.
7. Prior to the end of their appointment to the Board, Board members shall be recognized for their contributions.

Reporting and Evaluation

8. The CGO works for the Board as a whole, receiving direction from Board by-laws, policies and decisions. By extension, the CGO also supports, receives direction and reports through the Board's Chair and Committees on matters consistent with their Board-assigned mandates.
9. The CGO shall semi-annually report the condition of the Board's governance budget.
10. The Board shall annually evaluate the CGO's performance-, in accordance with the attached form and process.

Legislative Reference:

PSA, s. 31(5)

CSPA, s. 35 (2), 38 and 42 (1)(b)

Procedural By-law

Procurement By-law

Records Retention By-law



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Chief Governance Officer (CGO) Performance Evaluation Form

Year: _____

Evaluation Process:

1. The Chair shall ensure distribution of this form, along with the CGO’s own performance report and the Chair’s own comments, as well as the CGO’s proposed results-based performance objectives for the subsequent year, to all Board Members following the October Board meeting.
2. Each Board Member shall complete this form and submit it to the Chair at least one week prior to the Nov Board meeting.
3. The Chair shall collate the Board Members’ responses, along with any additional comments, perspective, analysis or commentary from the Chair’s perspective, and post on the Board Portal for the November Board meeting.
4. The entire Board shall participate in the debrief of the CGO at the November Board meeting Board-only session. This debrief shall allow for additional comments from Board members, as well as questions and responses from the CGO., and culminate with the Board’s approval of the CGO Performance Evaluation, edited as appropriate.
5. The entire Board shall then consider, amend as applicable and ultimately approve the CGO’s results-based performance objectives for the subsequent year.
6. after the meeting, the Chair shall complete the final CGO Performance Evaluation. A copy of the CGO Performance Evaluation, signed by both Chair and CGO, shall be filed with Board Secretary on the Board Portal.

Evaluation Form:

	Strongly Disagree	Disagree	Agree	Strongly Agree
1. The CGO achieved objective (result) A. How might performance be improved?				
2. The CGO achieved objective (result) B. How might performance be improved?				

Form Proposed 16 December 2021



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	Strongly Disagree	Disagree	Agree	Strongly Agree
3. The CGO achieved objective (result) C. How might performance be improved?				
4. The CGO provides sound strategic advice to the Board and Chair in all matters How might performance be improved?				
5. The CGO ensure the Board has the information and advice it needs to make informed police-governance decisions How might performance be improved?				
6. The CGO tracks implementation & adherence with legislation, regulations and Board policies, objectives and priorities How might performance be improved?				
7. The CGO ensures coordination of the Board's stakeholder engagement activities How might performance be improved?				
8. The CGO ensures an effective administrative link between the Board, the Police Service, the Police Association, the Senior Officers Association, civic and provincial government agencies, Board legal counsel, committees of the Board, the media and				



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	Strongly Disagree	Disagree	Agree	Strongly Agree
the public to ensure open lines of communication and cooperation				
How might performance be improved?				
9. The CGO ensures coordination of media statements and interviews				
How might performance be improved?				
10. The CGO coordinates Board orientation and ongoing training				
How might performance be improved?				
11. The CGO ensures the Board is appropriately supported in terms of administration, logistics, records and financial planning and management				
How might performance be improved?				
12. The CGO motivates, mentors and supervises Board staff				
How might performance be improved?				
13.				



Halton Regional Police Service Public Agenda Recommendation Report

To: Chair and Police Board Members

From: Chief Stephen J. Tanner

Subject: CONTRACT EXTENSION – STSOLUTIONS LIMITED

Report #: P21-12-R-04

Date: December 16, 2021

RECOMMENDATION:

“That the Halton Police Board approve a twenty-four (24) month extension of the single source Professional Consulting Services Agreement for the acquisition of consulting services from STSolutions Limited for an amount not to exceed \$399,455 (inclusive of taxes); and

That the Board authorize the Chief to execute the contract extension on the Board’s behalf.”

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

Stephen J. Tanner
Chief of Police

:AW

INTRODUCTION AND BACKGROUND:

In September 2014, the Board approved a single source contract extension with STSolutions Limited (P14-9-CPS-R-02) in support of the Intergraph Upgrade 9.3 project. The project was successfully completed and the new Computer Aided Dispatch (CAD) system was brought on-line in December 2015 for 911 Communicators and front-line officers. Post-implementation work was required in order to complete Halton specific customizations and in June 2016 the board authorized the Chief to execute an eighteen (18) month extension to this contract (P16-6-R-01).

In November of 2017, the Board authorized an additional eighteen (18) month extension to the contract with an associated value of \$221,000 (P17-11-R-12).

In November of 2019, the Board authorized an additional twenty four (24) month extension to the contract with an associated value of \$375,883 (P19-10-R-11) in support of the Hexagon's (formerly Intergraph) CAD 9.4 upgrade project. The system was successfully launched in May of 2021 and post-implementation customizations are currently in progress.

The services provided by STSolutions Limited's consultant (Sarah Byram) are key in the successful customization and support of CAD related projects and in the implementation of several key enhancements to the CAD system. Specializing in the inner workings of Hexagon's CAD system, this consultant's expertise provides considerable savings for the Service compared to contracting with Hexagon directly

Staff recommends extending the existing Professional Services Agreement with STSolutions Limited to assist with future projects, ongoing maintenance, and enhancements – including phase II of the integration of GPS from portable radios, Next Generation 911 enhancements, and future enhancements to 911 Dispatcher and the front-line officer mobile CAD system.

DISCUSSION / ANALYSIS:

The specialized consulting services of STSolutions Limited's consultant (Sarah Byram) have been under contract with the Service since August 2012. As a specialist in CAD, and previously employed by Hexagon Inc., this consultant brings in-depth knowledge and experience regarding Hexagon's CAD system. The services of STSolutions have proven vital in the successful and cost effective delivery of many Service CAD related projects including Business Intelligence/Data Warehousing, CAD customizations for 911 Communicators and front-line officers, new headquarters move, and past CAD upgrades. Further CAD related work is required, which includes mobile software customization, integration with Next Generation 911 technologies, and other ongoing enhancements.

The services of STSolutions are needed to complete additional upcoming projects which include:

GPS from Portable Radio CAD Integration – Phase II

In 2015, the Board approved the implementation of GPS data from the Motorola P25 voice radio system. The addition of GPS location of two-way radio portables has been successfully completed and has benefitted the Service greatly in terms of its ability to locate officers while on foot. As the Service continues to leverage this valuable feature - several enhancements have been identified which will improve the timeliness of data to dispatchers and improve the methods that 911 Communicators use to access the information – improving the safety of the community and our front-line officers.

CAD Software Enhancements and Updates

As is expected with any major enterprise software products, ongoing enhancements are a critical component. Changes in business process, legislation, or other supporting technologies requires the Service to constantly adjust and enhance the CAD environment. It is expected that ongoing enhancements will be required following the implementation of CAD 9.4.

Next Generation 911 (NG911) Functionality

The Canadian Radio Television and Telecommunications Commission (CRTC) has released updated specifications for NG911 functionality. The Halton Regional Police Service has been selected as a trial site for technical testing and integration of these exiting modernizations to Canada's 911 response system. NG911 functionality will transform how the public communicates with 911 Emergency Services. Following a number of back-end technical changes in how calls are handled, the initiative will eventually enable text to 911 for the general public and addresses the transmission of various multimedia sources from the public. The CRTC has set a deadline of March 1, 2022 for telephone carriers to prepare for this functionality. As such, the Service will need to prepare for further customizations to the CAD environment in support of these trials and mandated changes.

Staff recommends the Board approve the extension of the Professional Consulting Services Agreement with STSolutions Limited through to December 31, 2023, in order to successfully complete these projects.

ALTERNATIVES:

Do not contract with STSolutions Limited – Not recommended. As noted above, additional professional services would have to be contracted from Hexagon to compensate for this resource shortage within the Service at a considerably higher cost.

CONSULTATION:

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

FINANCIAL / HUMAN RESOURCE / LEGAL ISSUES:

Funding for this request will be provided by established capital and operating accounts with funding breakdown as follows:

Project	Capital/Operating Account	Amount
CAD Software Enhancements	2022 Operating Budget – Consulting – 1,500 hrs	\$ 151,500
Next Generation 911 Functionality	2022 Capital Budget – T6893A – 250 hrs	25,250
CAD Software Enhancements	2023 Operating Budget – Consulting – 1,000 hrs	101,000
Next Generation 911 Functionality	2023 Capital Budget – T6893A – 750 hrs	75,750
Subtotal		353,500
HST	13%	45,955
Total		\$ 399,455

While the majority of the consultant’s time is engaged with HRPS, the consultant provides services for other organizations in her capacity as an independent consultant.

This recommendation is in accordance with the Regional Municipality of Halton Police Services Board’s By-Law No. 2020-5 *To Govern Procurement of Goods and Services by the Halton Regional Police Service;*

Article 8; Contract Extension

8.1.1 When the Award of a Contract is based on a Single / Sole Source negotiation or a Competitive Process within the provisions herein, and the original Contract allows for term extensions to be negotiated, the original signing authority may authorize the term extension and additional funding to the Contract (including a provision for price escalation after considering market conditions) if it is in the best interests of the Service and/or the Board to do so. If the original signing authority is the Board, the Board may delegate the approval for extension to the Chief or CAO as applicable, within the terms of the original Contract.

8.1.2 Where additional funds are required due to a fixed rate change increase, then the Contractor must provide supporting documentation for the change in rate and it must be accepted by the original signing authority.

STRATEGIC MANAGEMENT ISSUES:

Engaging the services of STSolutions Limited is both consistent with and in support of the 2020-2023 Strategic Plan:

Theme 3 – Capability and Engagement 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;
- c. Enhancing the use of police analytics and evidence-based policing; and
- 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 Police Board Members

From: Chief Stephen J. Tanner

Subject: TELUS SERVICES

Report #: P21-12-R-05

Date: December 16, 2021

RECOMMENDATION:

"That the Halton Police Board approve a twenty-four (24) month single source contract with the option to extend up to an additional twenty-Four (24) months, for the continuation of services for the Patrol Vehicle Mobile Data Plans with Telus Inc., in the amount of \$125,882 (inclusive of taxes)."

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

Stephen J. Tanner
Chief of Police

:AW

INTRODUCTION AND BACKGROUND:

All patrol vehicles are currently equipped with cellular modems that support two wireless network carriers which work together to connect Halton patrol vehicles and front-line officers to critical information. Patrol vehicles can securely access the HRPS Computer Aided Dispatch (CAD) system, Halton and Federal Records systems, and many other important data sources via the Halton Public Safety Broadband Network (PSBN) and the Telus wireless cellular network. HRPS has been leveraging the Telus 4G cellular network since 2013 and have invested in infrastructure with Telus to ensure the secure and reliable delivery of data from the Telus network - utilizing a secure private Access Point Name (APN). Telus provides adequate wireless coverage throughout the Region of Halton which is further enhanced by the Halton PSBN.

Staff requests the Board's approval to continue a Board approved relationship (recommendations P18-4-R-06, P15-4-CPS-R-01, P14-9-CPS-R-05 and P19-04-R-07) with Telus Inc. for a new twenty four (24) month contract to provide wireless data connectivity to all patrol vehicles.

DISCUSSION / ANALYSIS:

As monthly vehicle data usage over the Telus wireless network has dramatically decreased by 97% since the rollout of the Public Safety LTE system, staff recommend a reduction in the current Telus monthly data plans from 3GB data plans down to 1GB monthly data plans. This new rate plan is anticipated to save the service approximately \$19,200 year over year.

The monthly costs are competitive with other wireless carriers. Efforts to convert these Telus plans to another carrier would be significant and costly as administration of accounts for billing and service are well established and working effectively. Additionally, other costs would arise should the Service change suppliers in replacing hard-wired network links that are already established with Telus which the vehicle data service relies upon.

Quantity	Description	Monthly Cost	Cost
160	Mobile data plans - patrol and MCU vehicles	\$22.50	\$ 86,400
	Contingency for new plans and data overage costs		25,000
	Subtotal for 24 months		111,400
	Tax		14,482
	Total for 24 months		\$ 125,882

CONSULTATION:

- Deputy Chief Roger Wilkie – Deputy Chief District Operations
- Paul Lavergne, Director – Corporate Services
- Bill Payne, Director – Information Technology Services
- Adam Woods, IT Manager – Information Technology (author)
- Amanda Allen, Law Clerk - Legal Services
- Susan Chojnacki, Coordinator – Purchasing Services
- Ajay Mistry, Mobile Technology Lead – Information Technology

FINANCIAL / HUMAN RESOURCE / LEGAL ISSUES:

Operating costs for Telus plans would be paid monthly from operating budget account 916002-12542.

This recommendation is in accordance with the Halton Regional Police Service Board By-Law No. 2020-5; *A By-Law to Govern Procurement of Goods and Services by the Halton Regional Police Service*:

Section 13.2 Recommendation Report: *“Prior to the Award of any Contract for Goods and/or Services, a report shall be submitted to the Board for authorization by the Chief, or for authorization of HPB governance Contracts by the CAO, in any of the following instances:*

13.2.3 where the Limited Tendering provisions have been applied and the Total Cost exceeds \$100,000;

13.2.6 for capital projects, prior to Contract Award when the Total Cost of the proposed Contract exceeds the amount provided in the capital budget for that project by the lesser of 10% or \$100,000, or when additional debenture financing is required.”

STRATEGIC MANAGEMENT ISSUES:

The Recommendation is in support of the 2020-2023 Halton Regional Police Service Strategic Plan 2020-2023:

Theme 3 - Capability and Engagement:

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;*



**HALTON
POLICE
BOARD**
EXCELLENCE IN GOVERNANCE

Public Agenda Recommendation Report

To: Halton Police Board Members
Subject: CAPG 33rd Annual Conference
Report #: SEC21-12-R-01

From: Graham Milne
Board Secretary

Date: December 16, 2021

RECOMMENDATION

That the following Members of the Halton Police Board be nominated to attend the Canadian Association of Police Governance 33rd Annual Conference in Saskatoon, SK, from September 7-10, 2022:

Graham Milne, Board Secretary

Attachments: None

INTRODUCTION AND BACKGROUND:

The Canadian Association of Police Governance (CAPG) has announced that its 33rd Annual Conference will take place in Saskatoon, Saskatchewan from Wednesday, September 7 to Saturday, September 10, 2022, at the Delta Hotels Bessborough. The conference is hosted by the Saskatoon Board of Police Commissioners and unlike this past year's event, intended to accommodate in-person attendance.

DISCUSSION / ANALYSIS:

The Board has traditionally both sponsored and participated in these annual conferences. The Board's budget provides sufficient funding for interested members to attend. The CAPG will be releasing hotel rooms for attendees in January 2022 and booking of same as well as travel arrangements will be managed by Board staff. Additional details for the conference are not yet available at this time.

When/if the CAPG issues a call for sponsorship of this conference, a further report will be brought to the Board for its consideration.

ALTERNATIVES:

N/A

CONSULTATION:

The Chair and CGO were consulted in the preparation of this report.

FINANCIAL / HUMAN RESOURCE / LEGAL ISSUES:

N/A

STRATEGIC MANAGEMENT ISSUES:

N/A



Action Registry – Public Section

Motion Date	Motion ID	Motion	Task Assigned To	Scheduled Completion	Status/Comments
27 Aug 2020	4.6	<i>“THAT the CGO’s Board Governance expenditure report be issued semi-annually.”</i>	CGO	Jan & July/Aug annually	To be included in policy G07 Governance Calendar in next policy update
25 Nov 2021	3.4	<i>“THAT the CGO work with the Communications Advisor to develop results-based performance objectives and reporting metrics for the Board’s communications program.”</i>	CGO		

