



**HALTON
POLICE
BOARD**
EXCELLENCE IN GOVERNANCE

Public Agenda

Date: Thursday, November 25, 2021

Time: 9:00 a.m.

Location: Zoom Video Conference

Link to watch meeting on Zoom:

<https://us02web.zoom.us/j/81870100226?pwd=NjRGWGplallsR2tvSWw2aHlMbU1pUT09>

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

1. GENERAL

- 1.1 Regrets
- 1.2 Disclosure of Conflicts of Interest
- 1.3 Confirmation of Minutes of Meeting P21-09 held Thursday, October 28, 2021
(Agenda Pages 1 – 6)

2. PRESENTATIONS/DELEGATIONS

3. CONSENT AGENDA

- 3.1 Halton Happenings – October 2021
(Agenda Pages 7 – 14)
- 3.2 **P21-11-I-01** - Financial Report and Forecast - 3rd Quarter 2021
(Agenda Pages 15 – 20)
- 3.3 **P21-11-I-02** - Semi-Annual Grant Agreements Execution
(Agenda Pages 21 – 24)
- 3.4 Communications Update - November 2021
(Agenda Pages 25 – 26)

4. DISCUSSION ITEMS

- 4.1 **CGO21-11-R-01** - Vaccination Policy – Board Members & Board Staff
(Agenda Pages 27 – 32)

RECOMMENDATION

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

- 4.2 **CGO21-11-R-02** - Proposed Process for Annual Evaluation of Board Chair
(Agenda Pages 33 – 40)

RECOMMENDATION

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

- 4.3 **P21-11-R-03** - Professional Services - Black Castle Networks Inc.
(Agenda Pages 41 – 44)

RECOMMENDATION

“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).”

- 4.4 **P21-11-R-04** - Bronte Harbour - Lease
(Agenda Pages 45 – 48)

RECOMMENDATION

“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.”

4.5 **SEC21-11-R-01 - 2022 Board Meeting Schedule**
(Agenda Pages 49 – 52)

RECOMMENDATION

“THAT the proposed 2022 Board Meeting Schedule be approved.”

4.6 **SEC21-11-R-02 - Amendments to Procedural By-law**
(Agenda Pages 53 – 58)

RECOMMENDATION

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

5. **OPERATIONAL VERBAL UPDATES**

6. **ACTION REGISTRY**

6.1 Public Information Action Registry
(Agenda Pages 59 – 60)

7. **RECEIPT OF PUBLIC CORRESPONDENCE**

8. **NEW BUSINESS**

9. **MOVE INTO CLOSED SESSION**

10. **CLOSED SESSION REPORT**

11. **ADJOURNMENT**



Public Minutes

MEETING NO. P21-09

DATE OF MEETING: Thursday, October 28, 2021
9:00 a.m.

LOCATION: Zoom Video Conference

MEMBERS PRESENT (via Zoom Video Conference): Jeff Knoll (Chair)
Councillor Clark Somerville (left at 11:55 a.m.), Curt Allen, Don Foster (left at 10:35 a.m.), Ingrid Hann

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
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

GUESTS: Ron LeClair, Zone 4 Advisor, Ministry of the Solicitor General

1. GENERAL

1.1 Regrets

N. Sekhon, G. Carr.



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 P21-08 held Thursday, September 30, 2021

Moved by: C. Somerville

Seconded by: I. Hann

"THAT the Minutes of Meeting P21-08 held Thursday, September 30, 2021 be adopted as circulated."

Carried.

2. PRESENTATIONS/DELEGATIONS

None.

3. CONSENT AGENDA

3.1 Halton Happenings – September 2021

3.2 P21-10-I-01 - Quarterly Human Resources Summary

Moved by: C. Allen

Seconded by: D. Foster

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

Carried.

3.3 P21-10-I-02 - Seized Fund Statement - August 31, 2021

3.4 Communications Update - October 2021

3.5 Minutes of Advisory Committee Meeting No. A21-02 held Tuesday, October 19, 2021

Moved by: C. Somerville

Seconded by: I. Hann



"THAT Item Nos. 3.1 and 3.3. through 3.5 on the Consent Agenda be received for information."

Carried.

4. DISCUSSION ITEMS

4.1 P21-10-R-04 - 2022 Funding Request & 10 Year Capital Forecast

Chief Tanner provided an introduction to the 2022 Budget, its relation to the Corporate Business Plan and highlights of the Service's budget priorities for the coming year. Paul Lavergne, Director, Corporate Services, provided an overview of the 2022 Budget comparison, staffing forecast, financial and capital forecasts, expected outcomes and recommendations. It was noted that there was an adjustment to the numbers of sworn and civilian positions compared to the recommendation circulated as part of the report. A copy of the presentation was included with the agenda.

Moved by: C. Somerville

Seconded by: C. Allen

"THAT the Halton Police Board approves the 2022 Funding Request of \$175,946,538 and forwards the request to the Region; and further,

THAT the Halton Police Board approves an increase in the authorized sworn strength of sixteen (16) positions; and further,

THAT the Halton Police Board approves an increase in the authorized civilian strength of seven (7) positions; and further,

THAT the Halton Police Board approves the conversion of one (1) part-time civilian position to one (1) full-time civilian positions; and further,

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

Carried.



4.2 CGO21-10-R-01 - Proposed Governance Policies G07: Governance Calendar and GO8 – Board Stakeholder Engagement

Fred Kaustinen, Chief Governance Officer, provided highlights of the governance calendar and an outline of remaining policies to be developed for the Board's consideration.

Moved by: C. Somerville

Seconded by: I. Hann

"THAT the proposed policies G07 – Governance Calendar and GO8 – Board Stakeholder Engagement be approved."

Carried.

4.3 CGO21-10-R-02 - Proposed 2022 HPB Governance Budget

This item was considered ahead of Item 4.1. Fred Kaustinen, Chief Governance Officer, provided an overview of highlights of the proposed Governance Budget for 2022 and key differences from the budget as undertaken in 2021.

Moved by: C. Allen

Seconded by: C. Somerville

"THAT the proposed 2022 Halton Police Board Governance Budget as presented in Attachment #1 to Report No. CGO21-10-R-02 be approved."

Carried.

4.4 Funding Request from Canadian Caribbean Association of Halton

Andrew Tyrrell, President, Canadian Caribbean Association of Halton, provided a brief overview of the CCAH's work and the request made to the Board.

Moved by: C. Somerville

Seconded by: C. Allen

"THAT the Halton Police Board authorize a contribution of \$10,000 to the Canadian Caribbean Association of Halton, from the Trust Fund."

Carried.



The Board recessed at 10:55 a.m. and resumed at 11:00 a.m.

5. OPERATIONAL VERBAL UPDATES

Operational updates were provided regarding the following:

- Launch of “No Hate in Halton” campaign on November 8

6. ACTION REGISTRY

6.1 Public Information Action Registry

Moved by: C. Allen

Seconded by: I. Hann

“THAT the Public Information Action Registry be received.”

Carried.

7. RECEIPT OF PUBLIC CORRESPONDENCE

Moved by: I. Hann

Seconded by: C. Allen

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

Carried.

8. NEW BUSINESS

There was no new business.

9. MOVE INTO CLOSED SESSION

Moved by: C. Allen

Seconded by: I. Hann

“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

With the loss of quorum, the meeting was adjourned at 11:55 a.m.

Jeff Knoll
Chair

Graham Milne
Board Secretary



Halton Happenings - October 2021

Welcome to the October 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:

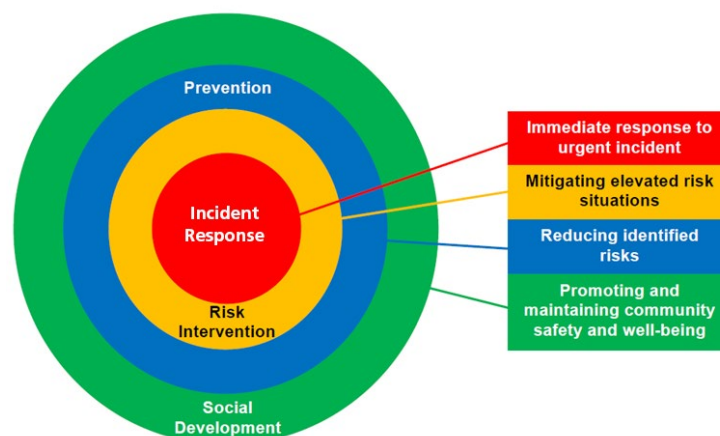
1. Emergency response – To ensure those in need get the right response, at the right time, by the right responders.
2. Risk intervention – To address the criminal behaviour that most affects the safety of community members.
3. Prevention – Community collaboration is the catalyst for positive, working 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 - October 2021

INCIDENT RESPONSE

Mobile Crisis Rapid Response Team (MCRRT)

The Mobile Crisis Rapid Response Teams responded to 134 calls for service during the month of October. This included 48 in Burlington, 67 in Oakville, 14 in Milton, and 5 in Halton Hills. Of these calls, 82 were a mental health priority call. This accounts for 61.2 per cent of the team's call volume.

Of the 52 "non-mental health priority" calls, the teams provided mental health support in 19. When these numbers are factored in, 101 of the teams' 134 calls were mental health related. Therefore, 75.4 per cent of the teams' occurrences involved providing mental health support in the community.

Community Mobilization

Community Mobilization Bureau Officers continue to support frontline by responding to, and investigating, a variety of occurrences. Calls for service include: Fail to Remain, Mental Health and Persons in Crisis, neighbour disputes, and other incidences requiring an immediate response from frontline officers.

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 22 occurrences in October, 18 of which were mental health related, accounting for 81.8 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,



Halton Happenings - October 2021

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.

During the month of October, 12 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 referral services to involved persons to the Communities Conflict Resolution Service when applicable. During the month of October, officers assisted with six 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 eight quarantine checks for people who had recently returned to Canada.

The Halton Regional Police Service participated in seven 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.

With the assistance of Halton Housing, five individuals were identified as homeless, offered supportive housing through shelter placement. All five indicated they would make use of the offers.

Traffic Services Unit

The Halton Regional Police Service has compiled the results of this year's two-day commercial motor vehicle enforcement blitz held at Woodbine Mohawk Park in Milton. This year's installment of the annual event occurred October 5 and 6.

With the help of neighbouring police services and agencies, officers were able to inspect 402 commercial motor vehicles with the following results:

- 126 Vehicles taken out of service (31 per cent failure rate)
- Total charges laid (Provincial Offence Notices): 253
- Sets of licence plates seized by police: 8
- Mandatory Alcohol Screenings conducted: 135

Mandatory Alcohol Screenings at the blitz also led to licence suspensions for four drivers.



Halton Happenings - October 2021

On October 13 and 14, Traffic Services Commercial Vehicle Inspectors took part in a Commercial Motor Vehicle Blitz in Oakville with the 2 District Response Unit.

The results from the blitz were as follows:

- 16 Inspections
- 13 Out of Service
- 81 Per cent Out of Service Rate
- 55 Provincial Offence Notices

Older Adult Support

The Older Adult Support Officer conducted an integrated home visit with the One District Social Worker in regard to an older adult Acton resident.

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

Crime Stoppers

Crime Stoppers of Halton received 69 tips in October. There were an additional 53 tips followed up on.

District Social Workers/Youth Officer/School Liaison Officers

District Social Workers and Youth Officers had 20 new youth Diversion intakes while 11 previous Diversion files were completed.

Additionally, the teams had five new Adult Diversion intakes. Three previous files were also successfully discharged.

Teams also conducted 152 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



Halton Happenings - October 2021

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 three Crime Prevention Through Environmental Design inspections in the community.

SOCIAL DEVELOPMENT

Traffic Services Unit

On October 19, Traffic Services, in collaboration with the Training Unit conducted a training session for the current Level 3 Constables in Training Class in regards to Police Pursuits and Safe Arrival.

Older Adult Support

The Older Adult Support Officer conducted presentations on Frauds and Scams to the Sheridan Probus Club and the Burlington Salvation Army.

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

The Older Adult Support Officer has been working on the revamping of the Halton Regional Police volunteer programs. The focus is to streamline the volunteer initiatives the service offers including an Older Adult Advisory Council and Community Volunteers groups with a focus on Older Adults and youth opportunities.

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 76 presentations on the following topics: Bullying, Social Media and the Law, Internet Safety, Smart Start (starting High School information), Crime Prevention Through Environmental Design, and Safe Schools.

Service members participated in the Guardian's Run for Special Olympics to raise money to support Special Olympics.

Community Mobilization Officers and Auxiliary members participated in a "Cram-a-Cruiser" event to collect money and food donations for the Community Food Bank.



Halton Happenings - October 2021

Citizens Police Academy – the Citizens Police Academy returned to in person sessions. Community members learned about the following police bureaus: Intimate Partner Violence, Regional Community Mobilization (Mental Health Response, Community Officers, School Liaisons, and Social Workers), Training Bureau, and the Emergency Services Unit.

Miracle On Main Toy Drive – Planning for the 2021 Miracle on Main toy drive is underway. This year, seven Canadian Tire locations from across the region, have officially welcomed the Halton Police to conduct “Cram-a-Cruiser” events throughout November and early December.

Miracle on Main Street - Planning for our 2021 Miracle on Main Street Initiative is well underway. This year we officially have a partnership with seven Canadian Tires across the region. With the success of “Cram-a-Cruiser” events in the past we will be doing these events over three weekends in November and December. We have also set up four “Drive-by toy drop offs” over four Wednesdays in November and December.

Our annual “Cram-a-Cruiser” donation events will proceed, pandemic restrictions permitting, and following safe protocols. Dates/times and locations below:

November 13 at JR Toy Company from 10am-2pm

- 2-4265 Fairview St, Burlington

November 20, 27 and December 4 at the following Canadian Tire Locations from 10am-2pm

- 777 Guelph Line, Burlington
- 2070 Appleby Line, Burlington
- 1100 Kerr St, Oakville
- 2510 Hyde Park Gate, Oakville
- 400 Dundas St East, Oakville

November 21, 27 and December 4 at the following Canadian Tire Locations from 10am-2pm

- 1210 Steeles Ave East, Milton
- 315 Guelph Street, Georgetown

The HRPS will also be hosting a weekly, donation drop offs at the Halton Children’s Safety Village, located at 1151 Bronte Rd Oakville. Cash and toy donations are welcome! We ask that anyone attending to please follow the direction of officers on sight and to remain in your vehicles. Drop off dates and times are:

- Wednesday November 17, 5pm-9pm
- Wednesday November 24, 5pm-9pm
- Wednesday December 1, 5pm-9pm
- Wednesday December 8, 5pm-9pm



Halton Happenings - October 2021

Equity, Diversity and Inclusion Office

Equity, Diversity and Inclusion (EDI) Speaker Series - In partnership with the Training Bureau, we launched our EDI Speaker Series on October 14. The EDI Speaker Series provides an opportunity to introduce experts or those with extraordinary lived experience to inspire our members and expand their perspectives on equity, diversity and inclusion. The first guest featured was Jeeti Pooni who is a motivational speaker, author and driving force behind her documentary film *Because We Are Girls*. Jeeti shared her experiences as a survivor of sexual abuse, how culture can have an impact on investigations, and how she is now advocating for change within the criminal justice system. Over 50 members of our Service attended the virtual event and future speaker series events are being organized for the new year.

Serving with Pride Gala - On October 16, members from the Service and the LGBTQ Internal Support Network, attended the 15th Anniversary Gala for the Serving with Pride organization. Serving with Pride provides support for 2SLGBTQ+ employees in policing, corrections and other criminal justice professions. Our Service has had a longstanding relationship with Serving with Pride and sponsored this year's gala.

Nigerian Day - On October 2, members of the Regional Community Mobilization Bureau attended the Nigerian Day event in Milton. The Association of the Nigerian Community hosted the event. The event provided a great opportunity for our members to learn more about Nigerian culture and the positive impact this community has made within the Region.

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: FINANCIAL REPORT AND FORECAST – 3RD QUARTER 2021

Report #: P21-11-I-01

Date: November 25, 2021

INTRODUCTION AND BACKGROUND:

Given below is a summary of the Quarterly Financial Report as of September 30, 2021. Details of each major cost element indicated in the summary are included in the following pages.

SUMMARY

\$ 000's
Favourable (Unfavourable)

Cost Elements	Current Quarter Actual	September 30, 2021 YTD				2021 Full Year		2020 Q3
		Actual	Planned	Var \$	Var %	Budget	Proj. Var.	Actual
Compensation & Benefits	38,649	111,509	114,544	3,034	2.6%	151,481	2,385	104,293
Materials & Supplies	1,493	5,218	5,474	256	4.7%	7,420	(250)	4,753
Purchased Services	1,476	9,244	9,349	105	1.1%	10,899	(110)	8,626
Rent & Financial	121	315	273	(42)	(15.3%)	365	0	292
Debt Charges	1,860	2,574	2,574	0	0.0%	3,432	0	1,446
Transfer To Reserve	0	5,308	5,308	0		5,308	0	5,608
Interdepartmental Charges	537	1,596	1,712	116	6.8%	2,282	150	1,440
Total Expenditure	44,136	135,764	139,234	3,470	2.5%	181,186	2,175	126,458
Total Revenue	3,728	9,744	9,530	214	2.2%	12,353	(375)	10,392
Net Expenditure	40,407	126,020	129,704	3,684	2.8%	168,832	1,800	116,066

Comments:

- As of the end of the third quarter, we have expended \$126.0 million (or 74.6% of the annual budget) which results in YTD savings of \$3.7 million as compared to our approved 2021 Budget.
- Based on meetings with Operational and Administration managers to discuss their 2021 variances and expectations, Staff is currently conservatively projecting a Net

Expenditure savings of \$1.8 million for the full year. Projected savings related to salaries and benefits should offset the costs associated with COVID.

- COVID continues to impact our daily operations and we continue to closely monitor the situation. Currently the significant variances are related to:
 - Increased Safety Supplies (PPE)
 - Increased IT costs related to work from home arrangements
 - Increased Janitorial costs for touchpoint cleaning and vehicle sanitation
 - Reduced Training and Development costs
 - Reduced Event and Ceremony costs
 - Fewer Program Fee revenue including Security Clearances

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

Compensation & Benefits

\$ 000's
Favourable (Unfavourable)

Cost Elements	Current Quarter Actual	September 30, 2021 YTD				2021 Full Year		2020 Q 3
		Actual	Planned	Var \$	Var %	Budget	Proj. Var.	Actual
Salaries	28,012	80,153	83,577	3,425	4.1%	108,670	3,400	73,935
Temporary Help	812	1,961	1,728	(233)	(13.5%)	2,506	(750)	2,495
Net Wages	28,825	82,114	85,305	3,191	3.7%	111,176	2,650	76,430
Overtime & Court-time	1,526	2,883	2,228	(656)	(29.4%)	3,221	(800)	2,475
Retention Pay	591	1,710	1,900	191	10.0%	2,470	235	1,585
Other Personnel Costs	589	1,540	1,538	(2)	(0.1%)	4,013		1,723
Total Expenditure	31,531	88,248	90,971	2,724	3.0%	120,879	2,085	82,212
Benefits	7,117	23,262	23,572	310	1.3%	30,601	300	22,081
Total Comp. & Benefits	38,649	111,509	114,544	3,034	2.6%	151,481	2,385	104,293

Comments:

- **Net Wages** – YTD costs for Salaries and Temporary Help are favourable due to lower than anticipated uniform staffing levels (see HR report) and vacant civilian positions (see HR report). The service sent 22 new officers to OPC in August and is ramping up uniform and civilian recruiting efforts through the remainder of the year.
- **Overtime & Court-time** – The projected full year unfavourable variance is based on historical utilization and requirements for overtime in the later parts of the year.

- **Retention Pay** –Projected full year savings relates to retirements of officers who would otherwise have been eligible for Retention Pay at the end of the year.
- **Benefits** –The projected full year favourable variance relates to staff vacancies.

Materials and Supplies

\$ 000's Favourable (Unfavourable)

Cost Elements	Current Quarter	September 30, 2021 YTD				2021 Full Year		2020 QTR 3
	Actual	Actual	Planned	Var \$	Var %	Budget	Proj. Var.	Actual
Tires & Parts For Fleet	188	498	521	23	4.5%	695		466
Telephone & Data Line	159	567	613	47	7.6%	818		686
Fuel Cost For Fleet	465	1,318	1,167	(151)	(13.0%)	1,556	(300)	992
Clothing & Equipment	189	566	627	61	9.7%	1,097		455
Supplies	104	320	376	56	14.9%	501		399
Utilities	331	798	894	96	10.8%	1,379	50	800
Minor Capital	149	771	763	(8)	(1.1%)	791	(100)	613
Other Misc. Material & Supplies	(92)	381	514	132	25.8%	585	100	344
Total Materials & Supplies	1,493	5,218	5,474	256	4.7%	7,420	(250)	4,753

Comments:

- **Fuel Cost For Fleet** – The projected full year unfavourable variance relates to recent increases in the net pump prices.
- **Minor Capital**– The projected full year unfavourable variance relates to anticipated purchases required as a result of COVID.
- **Other Misc. Material & Supplies**– The projected full year favourable variance relates mainly to reduced travel costs related to training.

Purchased Services\$ 000's
Favourable (Unfavourable)

Cost Elements	Current Quarter	September 30, 2021 YTD				2021 Full Year		2020 QTR 3
	Actual	Actual	Planned	Var \$	Var %	Budget	Proj. Var.	Actual
Computer Maintenance	12	4,949	4,724	(225)	(4.8%)	4,733	(250)	4,591
Building Maintenance	311	792	753	(39)	(5.1%)	1,005		603
Janitorial Services	244	610	546	(64)	(11.7%)	728	(125)	563
Staff Development	167	411	703	292	41.5%	938	275	373
Professional Services	181	812	977	165	16.9%	1,303		1,070
Fleet Support Costs	147	509	381	(128)	(33.7%)	508	(150)	378
Advertising/Public Relations	1	25	42	17	39.8%	57		26
Other Misc. Services	413	1,135	1,222	87	7.1%	1,629	140	1,023
Total Purchased Services	1,476	9,244	9,349	105	1.1%	10,899	(110)	8,626

Comments:

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

Various\$ 000's
Favourable (Unfavourable)

Cost Elements	Current Quarter	September 30, 2021 YTD				2021 Full Year		2020 QTR 3
	Actual	Actual	Planned	Var \$	Var %	Budget	Proj. Var.	Actual
Rent & Financial	121	315	273	(42)	(15.3%)	365	(50)	292
Debt Charges	1,860	2,574	2,574	0	0.0%	3,432		1,446
Transfer to Reserves	0	5,308	5,308	0		5,308		5,608
Interdepartmental Charges	1,981	8,197	8,155	(42)	(0.5%)	9,104	(50)	7,346

Comments:

None.

Interdepartmental Charges\$ 000's
Favourable (Unfavourable)

Cost Elements	Current Quarter	September 30, 2021 YTD				2021 Full Year		2020 QTR 3
	Actual	Actual	Planned	Var \$	Var %	Budget	Proj. Var.	Actual
Risk Management	280	841	841	0	0.0%	1,121		752
Fleet Maintenance	241	709	826	116	14.1%	1,101	150	636
Other Charges	15	46	46	(0)	(0.0%)	61		52
Interdepartmental Charges	537	1,596	1,712	116	6.8%	2,282	150	1,440

Comments:

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

Revenue

\$ 000's

Favourable (Unfavourable)

Cost Elements	Current Quarter	September 30, 2021 YTD				2021 Full Year		2020 QTR 3
	Actual	Actual	Planned	Var \$	Var %	Budget	Proj. Var.	Actual
Government Subsidy	2,503	5,331	4,952	379	7.7%	5,961	(50)	4,997
Program Fees	391	1,074	1,521	(447)	(29.4%)	2,029	(575)	1,004
External Recoveries	761	1,819	1,577	241	15.3%	2,749	250	1,823
Internal Recoveries	74	217	176	41	23.3%	312		180
Transfer from Reserve	0	1,303	1,303	0		1,303		2,388
Total Revenue	3,728	9,744	9,530	214	2.2%	12,353	(375)	10,392

Comments:

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

Overall

As of the end of the third quarter, we have YTD savings of \$3.7 million as compared to our 2021 Budget which represents a combination of expenditure timing differences which will correct themselves by year-end plus permanent expense savings / revenue increases.

Based on a line by line review of all expense and revenue items with Budget Managers, staff currently projects a savings of \$1.8 million for the full year.



Stephen J. Tanner
Chief of Police

:PL / GK



Halton Regional Police Service Public Agenda Information Report

To: Chair and Police Board Members **From:** Chief Stephen J. Tanner
Subject: SEMI – ANNUAL GRANT AGREEMENTS EXECUTION
Report #: P21-11-R-02 **Date:** November 25, 2021

INTRODUCTION AND BACKGROUND:

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

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

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

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

Stephen J. Tanner
Chief of Police

:KK

Attachment: Executed Grant Agreements

Executed Grant Agreements
Pursuant to HRPSB Policy

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

<i>Provincial Human Trafficking Intelligence-Led Joint Forces Strategy:</i> To assist in employing a Human Trafficking Investigator / Human Trafficking Intelligence Analyst	April 1, 2020 – March 31, 2021 (Executed February 1, 2021)	\$122,090.00
<i>Provincial Victim Support Grant Agreement:</i> To enhance capacity to support victims and survivors of intimate partner violence and human trafficking through increased collaboration	Year 1: April 1, 2021 – March 31, 2022 Year 2: April 1, 2022 – March 31, 2023	\$99,500.00 \$99,500.00



Public Agenda Information Report

To: Chair and Police Service Board Members

From: Kimberly Calderbank
Board Media Consultant

Subject: November Communications Update

Report #:

Date: November 25, 2021

INTRODUCTION AND BACKGROUND

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

DISCUSSION / ANALYSIS

Newsletter

October Agenda Newsletter open rate – 55.4%

October Newsletter open rate – 55.4%

**Industry average newsletter open rate 30%.*

Twitter

Followers (as of October 18, 2021) – 1125

October Likes – 39

October Retweets – 8

Top Tweets

@HPBoard
[Oct 31, 14:01](#)



#HappyHalloween Here are a few safety tips to ensure everyone has a safe & enjoyable time.

👤 Stay on sidewalks & obey traffic signals 🧑🏻 Wear a bright/visible costume or clothing

🕯️ Use battery-operated candles or glow sticks to illuminate jack-o-lanterns #StaySafe #TrickorTreat



@HPBoard
Oct 11, 14:01

Wishing everyone a happy, safe & healthy #Thanksgiving. Thank you to @HaltonPolice officers & all essential workers for your continued hard work & dedication.

We are #Grateful for the services you provide to keep our community healthy & safe.

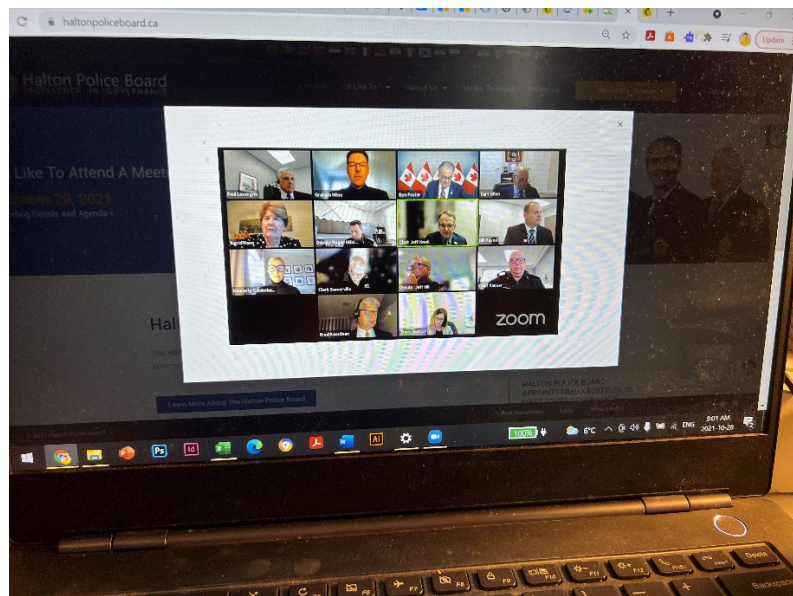
#Halton #CanadianThanksgiving

COMMENTS

- **AVA Digital Awards Application for NEW website submitted. Learn more here - <https://enter.avaawards.com/>**

October Board Website Stats

- Users - 250
- Pageviews - 1095
- Average engagement time – 1 min 27 seconds
- During the Board Meeting when you visit the home page of our new website you are directly linked to the LIVE meeting. Please see the image below taken during the October meeting.





Public Agenda Report

To: Halton Police Board

From: Fred Kaustinen
Chief Governance Officer

Subject: Vaccination Policy –
Board Members & Board Staff

Report #: CGO21-11-R-01

Date: 25 November 2021

RECOMMENDATION:

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

Attachments:

Proposed amendments to G04 – Board Member Obligations
Proposed amendments to G10 – Governance Support

INTRODUCTION AND BACKGROUND:

At its 30 September 2021 meeting, the Board adopted a policy regarding COVID-19 vaccinations for HRPS personnel, requiring the Chief of Police to establish procedures consistent with public health guidelines.

These proposals address COVID-19 vaccinations among Board members and Board staff.

DISCUSSION / ANALYSIS:

The proposed policy amendments safeguard the Community, the board and the Service.

ALTERNATIVES:

Remote work could be performed by un/under-vaccinated Board staff.

CONSULTATION:

The Chair was consulted in development of this evaluation form and process. The Chief's procedures regarding COVID-19 were considered in the development of these proposals.

FINANCIAL / HUMAN RESOURCE / LEGAL ISSUES:

COVID-19-related HR and legal issues are complex and evolving.

STRATEGIC MANAGEMENT ISSUES:

The COVID-19 pandemic is a strategic issue affecting everyone.



Policy G04 - Board Member Obligations

Purpose

1. Board members collectively receive, question and assess reports from the HRPS and others, to collectively make decisions intended to ensure that policing actions and results in Halton Region are congruent with Community needs, values and expectations.

Requirements

2. Board members are obligated, by virtue of their appointments and oaths, to:
 - 2.1 uphold and abide by the laws, regulations, by-laws, policies and decisions of the Board;
 - 2.2 comply with the Code of Conduct for Members of Police Services Boards and the Conduct, Confidentiality and Conflict of Interest provisions of the Procedural By-law;
 - 2.3 actively participate in Board orientation and police governance education and training opportunities;
 - 2.4 actively prepare for and contribute to fulfilment of the Board's job description (refer to Policy G02);
 - 2.5 refrain from engaging in activities or communications that pre-empt, obstruct or otherwise draw Board attention away from fulfillment of the Board's job description;
 - 2.6 refrain from using any Board or Service resources including facilities, equipment, supplies, services, staff or any resource that belongs to or is funded by the Board, for election campaign or any campaign-related purposes; and
 - 2.7 Board members are required to be fully vaccinated against COVID-19, as defined by public health authorities, in order to participate in any in-person Board meetings or events including HRPS events. Verification of vaccination status shall be coordinated by the CGO.

Reporting and Evaluation

3. The Board will annually evaluate Board Members' performances, and duly consider the Inspector General's recommendations, with a view to continuously improving police governance in Halton Region.

Legislative Reference:

PSA, sections 31, 69 (1)

CSPA, sections 35, 37-41, 43, 49.

Municipal Elections Act, 1996, S.O. 1996, c. 32, Sched.

Adequacy and Effectiveness of Police Services Regulation (O. Reg. 3/99), sections 13 (2), 30 (1), 32 (1), 35.

Ontario Regulation 421/97 - Code of Conduct for Members of Police Services Boards.

Procedural By-law (By-law 2020-1 To Govern Board Meeting Procedures, as amended by By-law 2020-4), sections 9, 10, 14, 16, 17, 18

Procedural By-law sections 9.9, 14, 16



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. All Board staff and consultants must be fully vaccinated against COVID-19, as defined by public health authorities, and must provide evidence of such to the CGO. The CGO's vaccination status will be verified by the Chair. No persons not fully vaccinated shall work as Board staff or consultants.
4. 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:
 - 4.1 orientation, education and initial and on-going training of Board members and staff;
 - 4.2 the provision of information and advice, including legal advice;
 - 4.3 policy and strategic planning research, development and documentation;
 - 4.4 communications and outreach;
 - 4.5 collective bargaining, and executive selection and remuneration;
 - 4.6 liaison with the Chief, Service executives, and corporate advisors; and
 - 4.7 administration, financial management and records.
5. 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.

6. 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.
7. 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.
8. Prior to the end of their appointment to the Board, Board members shall be recognized for their contributions.

Reporting and Evaluation

9. 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.
10. The CGO shall semi-annually report the condition of the Board's governance budget.
11. The Board shall annually evaluate the CGO's performance.

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



Public Agenda Report

To: Halton Police Board

From: Fred Kaustinen
Chief Governance Officer

Subject: Proposed Process for Annual Evaluation
of Board Chair

Report #: CGO21-11-R-02

Date: 25 November 2021

RECOMMENDATION:

THAT the proposed amendments to policy G05 – Chair's Role, identifying the form and process for the annual evaluation of the Chair, be approved.

Attachments:

Proposed amendments to policy G05 – Chair's Role
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. 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.

The evaluation form and process for the Chair is the first new evaluation system proposed a part of the Evaluation System project.

DISCUSSION / ANALYSIS:

The proposed evaluation template comprises the key activities that typify the Chair's role as "facilitator" of Board decision-making.

The proposed evaluation process features the collation of input from all board members, and collective discussion with the Chair at each November meeting (as per policy G07 – Governance Calendar).

ALTERNATIVES:

The evaluation form and process may be altered by Board resolution at any time.

CONSULTATION:

The Chair and Vice-Chair were consulted in development of this evaluation form and process.

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

The performance of the Chair as facilitator has a direct bearing on the Board's ability to address strategic issues proactively and reactively, in an effective and timely manner. This process is intended to help optimize that performance, and by extension the performance of the Board and of the Service.



CONFIDENTIAL WHEN COMPLETE

Board Chair Evaluation Form

Chair: _____

Year: _____

Designated Facilitator: _____

Process Notes:

1. The Board Secretary shall distribute this form to all Board Members following the October Board meeting, identifying the Designated Facilitator
2. Each Board, except the Chair, shall complete this form and submit it to the Designated Facilitator at least one week prior to the Nov Board meeting
3. The Designated Facilitator collates the responses, and debriefs the entire Board including the Chair 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 Chair.
4. Additional evaluation criteria or performance objectives, if any, for the Chair's performance in the next year may be added to this evaluation template by way of resolution at the first meeting following the annual election of that Chair.

	Strongly Disagree	Disagree	Agree	Strongly Agree
1. The Chair ensures that meeting agendas and presentations feature an appropriate balance and flow of reports on Service past performance, and timely information required by the Board for its strategic decision-making				
How might performance be improved?				
2. The Chair ensures that appropriate strategic issues are brought to the Board				
How might performance be improved?				

Form Proposed 25 November 2021



CONFIDENTIAL WHEN COMPLETE

	Strongly Disagree	Disagree	Agree	Strongly Agree
3. The Chair ensures the Board adheres to its Procedural Bylaw and Board Governance policies				
How might performance be improved?				
4. The Chair allows and encourages members to participate in discussions				
How might performance be improved?				
5. The Chair effectively deals with any group dynamic issues within the Board or its meetings				
How might performance be improved?				
6. The Chair ensures the Code of Conduct is observed by Board members, intervening when necessary				
How might performance be improved?				
7. The Chair ensures that the Board's Strategic Plan is driven by the Board and features Board ownership				
How might performance be improved?				
8. The Chair ensures that the Board's evaluation of the Service, and subsequent Annual Report, is balanced and evidence-based				
How might performance be improved?				



CONFIDENTIAL WHEN COMPLETE

	Strongly Disagree	Disagree	Agree	Strongly Agree
9. The Chair has an effective and productive relationship with the Chief of Police, where appropriate clarifying Board policy and other expectations				
How might performance be improved?				
10. The Chair has an effective and productive relationship with the Chief Governance Officer, where appropriate providing direction and/or support				
How might performance be improved?				
11. The Chair effectively facilitates the Board's annual evaluation of the Chief of Police's performance				
How might performance be improved?				
12. The Chair effectively facilitates the Board's annual evaluation of the CGO's performance				
How might performance be improved?				
13. The Chair ensures that the Board is appropriately represented in stakeholder relations				
How might performance be improved?				
14. The Chair ensures that the Board is appropriately represented in media relations				
How might performance be improved?				



CONFIDENTIAL WHEN COMPLETE

	Strongly Disagree	Disagree	Agree	Strongly Agree
15. The Chair ensures Board is effectively and efficiently fulfilling its role as described in Policy G02 - Board Job Description				
How might performance be improved?				
16. The Chair encourages and acts upon feedback regarding Board leadership, agendas, policies and processes				
How might performance be improved?				
17. The Chair is an effective leader of the Board, ably demonstrating the skills and experience necessary for the role.				
How might performance be improved?				
18. The Chair has an inexhaustible sense of humour, ably demonstrating wit, self-deprecation and/or sarcasm at the most opportune times				
How might performance be improved?				



Policy G05 - Chair's Role

Purpose

1. The Board Chair facilitates the Board's decision-making processes, rather than making the Board's decisions for it. The Chair also represents the Board to the media, stakeholders and other parties.

Requirements

2. The Chair shall assure the integrity of Board decision-making by presiding over all Board meetings, in accordance with the Procedural By-law. In doing so, the Chair ensures that:
 - 2.1 all meeting agenda items and discussions are limited to issues which clearly belong to the Board to decide or to monitor;
 - 2.2 the Board conducts itself in accordance with its own by-laws and policies, and with those rules legitimately imposed upon it by legislation and regulation; and
 - 2.3 Board meeting deliberations are fair, open, relevant and thorough, as well as timely, orderly, and kept to the point.
3. The Chair shall report, at each regularly scheduled Board meeting, any otherwise unreported events and activities of Board interest having occurred since the previous Board meeting.
4. The Chair's authority is limited to that expressly conferred upon the Chair by law, the Board's Procedural By-law and/or Board policies. Otherwise, the Chair has no authority to supervise or direct the Chief of Police.
5. The Chair is authorized to direct the Board's staff, on behalf of the Board, in accordance with Board policies.

Reporting and Evaluation

6. The Board will annually evaluate the Chair's performance, using the attached Form and duly consider the Inspector General's recommendations, with a view to continuously improving police governance of the Halton Police Service.

Legislative Reference:

PSA, s. 28

CSPA, s.36

Procedural By-law (By-law 2020-1 To Govern Board Meeting Procedures, as amended by By-law 2020-4), section 6.

Attachment:

Board Chair Evaluation Form & Process



Halton Regional Police Service Public Agenda Recommendation Report

To: Chair and Police Board Members

From: Chief Stephen J. Tanner

Subject: PROFESSIONAL SERVICES – BLACK CASTLE NETWORKS INC.

Report #: P21-11-R-03

Date: November 25, 2021

RECOMMENDATION:

"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)."

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

Stephen J. Tanner
Chief of Police

:BP

INTRODUCTION AND BACKGROUND:

In September of 2018, the Chief of Police authorized the Single Source award of a Professional Consulting Services Agreement for *"the continuing implementation and governance of its Public Safety LTE project"* to Black Castle Networks Inc. Within the Agreement, Article 9 allows for amendments to the Agreement with the written consent of the parties.

In accordance with the Police Board's Purchasing By-law (2020-05 as amended), in 2020, staff sought the Board's authorization for an extension to the contract term to 6 September 2021 and an addition of funds to the contract totalling \$268,672 (including taxes).

As the 2020-2021 extension of the term of the Black Castle Inc. contract has expired, staff now requests the Board's approval to extend the term of the Agreement to 6 September 2022. Additionally, staff requests the Board's approval for the addition of funds totalling \$63,104 (inclusive of taxes) to the renewed contract.

DISCUSSION / ANALYSIS:

The services of Black Castle Networks Inc. (primary consultant –Mr. Philip Crnko, M.A.Sc., P.Eng.) were sought in 2018 and further extended by the Board in 2020 as the Service prepared to lead the integration of a Public Safety Broadband Network (PSBN) within the Region of Halton. As a professional engineer with a high degree of knowledge and expertise in information technologies, critical communications and telecom, Mr. Crnko has been invaluable in HRPS's PSBN efforts. Formerly General Manager of Ontario, and National Director of Engineering for Motorola Solutions and with over 20 years experience in the telecom engineering arena, Mr. Crnko brings real world engineering experience in the design and development of mission critical public safety communications systems.

Staff requests the Board's approval to extend the Black Castle Networks Inc. contract in order to continue efforts on the PSBN initiative and further to provide consulting services for upcoming Region-wide changes in 911 services – with the mandated transition to Next Generation 911 (NG911) systems.

As the Service prepares to enter the next stage of development of the PSBN with the impending release of the TNCO recommendations from Public Safety Canada, there remains a considerable amount of work ahead with Halton's leadership with PSBN initiative. Further design work for expansions, planned integration with carriers, roaming agreements that will significantly enhance the PSBN, grant application preparation, and advocacy work will all be required. Staff requests the continuation of services with Black Castle Networks Inc. to achieve these goals.

In addition to the work associated with the PSBN project, there is also a major transformation in 911 service delivery underway across Canada as the underlying technology used to deliver 911 services is to be completely redesigned and replaced. Existing 911 call handling technologies have been in place in Canada since the 1970's and are overdue for modernization to support the new world of mobile devices, GPS location services, and the transmission of text and media information – now seen as critical to 911 response.

As 911 call centers (called "Public Safety Answering Points - PSAPs"), across Canada prepare to replace their systems by the mandated final deadline of March 2024, primary and secondary call centres must be ready for this change. Mandated by the Canadian Radio-Television Telecommunications Council (CRTC), several milestones in the delivery of NG911 services will be achieved with the NG911 system being made available for voice calls by June 2021.

HRPS staff have been preparing for this transition as HRPS was selected to participate in the CRTC and Bell coordinated NG911 voice trials. From this valuable trial experience and participation in NG911 development groups, Staff recognize the opportunity to develop a long-term strategy for NG911 service delivery and a coordinated design and purchasing approach that encompasses 911 services operating throughout the Region. Mr. Crnko's high degree of knowledge and experience in NG911 technologies would be a benefit to HRPS as the Service prepares specifications and designs for a region-wide NG911 solution.

Mr. Crnko's services will be used in the creation of technical requirements of a new system, assembly of requirements for an RFP, assessing responses as a first phase. Future phases of NG911 consulting will be sought following this initial term as HRPS and the Region works through implementation of NG911 services.

The costs associated with this amendment to the Agreement with Black Castle Networks Inc. are as follows:

Projected Costs		
Services	Term	Cost
Top-up of contract for Sept 2021- Sept 2022: PSBN consulting: design, expansions, core system, advocacy and grant applications	6 Sep 21- 6 Sep 22	\$ 60,000
13% HST on top-up amount		7,800
Total Contract top-up requested		\$ 67,800

The original contract awarded by the Board in September 2020 (for both PSBN and NG911 consulting services) has an unspent balance of \$138,626. Staff is currently requesting an extension to the term of the existing consulting contract and that \$60,000 be added to reflect continued work associated with the PSBN project only - no additional funds are currently requested for NG911 consulting services.

Funding for this amendment will be fulfilled by the Information Technology capital account for the PSBN Project – T6888A

ALTERNATIVES:

Performing a tender for the required services - This option is not recommended as the subject matter to be managed is proprietary and specific to Halton Police – particularly in reference to PSBN.

CONSULTATION:

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

FINANCIAL / HUMAN RESOURCE / LEGAL ISSUES:

Funds are available in the 2021 Capital accounts and forecasts have been included in the 2022 budget plans.

This recommendation is in accordance with the Halton Regional Police Service By-Law No. 2020-05(as amended) *A By-Law to Regulate Procurement of Goods and Services by the Halton Regional Police Service*;

Section 8.1.1 Contract Extension: 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 if it is in the best interest 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.

STRATEGIC MANAGEMENT ISSUES:

Engaging the services of Black Castle Networks Inc. for these projects is both consistent with and in support of the 2018-2020 Corporate Business Plan:

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

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

Theme 3 - Organizational Capacity - Goal 1

Maximize the effectiveness and efficiency of the organization by:

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

Theme 3 - Organizational Capacity - Goal 7

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



Halton Regional Police Service Public Agenda Recommendation Report

To: Chair and Police Board Members

From: Chief Stephen Tanner

Subject: BRONTE HARBOUR - LEASE

Report #: P21-11-R-04

Date: November 25, 2021

RECOMMENDATION:

"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."

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

Stephen J. Tanner
Chief of Police

:KK

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 The Marina Group, a company that itself leased the Bronte Harbour property from Halton Region 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.

In September, 2020, the Service brought a recommendation to the Board [Report No.: P20-09-R-01] to enter into 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 did not increase the base rent on the renewal and the annual lease cost of approximately \$26,216 (inclusive of taxes), has been paid directly to the Town.

Earlier this year, the Service approached the Town to inquire about adding additional space to our leased area. The request has been approved by the Town and an Amending Agreement has been provided. The Town has granted an additional 368 sq. feet at a cost of \$16 per square foot, for an additional annual rent of \$5,888 (inclusive of taxes). The Amending Agreement would be effective January 1, 2022 and run until October 31, 2022 at a total cost of \$20,288. As there are no more extensions available under the terms of the Lease, it will need to be re-negotiated at that time.

DISCUSSION / ANALYSIS:

The Bronte location is the Marine Unit base, given its proximity to the Oakville and Burlington Harbours and ready access to Lake Ontario. Since the commencement of the initial lease in 2008, the Marine Unit has grown and the leased space requires an expansion to accommodate the needs of the Service.

The approval of the expansion of the leased area will provide additional storage area, with a concrete floor that has drainage to allow the Marine Officers to hang their wet equipment and store the marine kits. It will also open up a meeting area that had been used for storage to again be used by all Officers.

ALTERNATIVES:

N/A.

CONSULTATION:

Inspector Glen Mannella, Emergency Services
S/Sgt. Bruce Dickson, Emergency Services
Sgt. Corey Bowes, Marine Unit

FINANCIAL/HUMAN RESOURCE/LEGAL ISSUES:

There will be an additional annual increase in the amount of \$5,888 (inclusive of taxes) for the additional 368 sq. feet.

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.



Public Agenda Recommendation Report

To: Chair and Board Members

From: Graham Milne
Board Secretary

Subject: 2022 Board Meeting Schedule

Report #: SEC21-11-R-01

Date: 25 November 2021

RECOMMENDATION: That the proposed 2022 Board Meeting Schedule be approved.

Graham Milne, Board Secretary

Attachments: None

INTRODUCTION AND BACKGROUND:

The proposed 2022 Schedule of Meetings is reflected below. The schedule adheres to the Board's practice of scheduling meetings on the final Thursday of the month. It is also proposed that no July meeting be scheduled.

2022 is a municipal election year which impacts the membership on the Board of the three Regional Council Board Members and the Council-appointed citizen member. The schedule has been designed to take this into account and is further explained below.

DISCUSSION / ANALYSIS:

The proposed 2022 Schedule of Meetings is below. A schedule of 10 meetings throughout the year is proposed. Additional meetings may be called as necessary by the Chair of the Board.

The election for the 2022-2026 term of Regional Council is Monday, October 24, 2022. The appointments of the three current Council members of the Board as well as the Council-appointed citizen member end on November 14, 2022, with the conclusion of the present Council term. As the Inaugural Meeting of the new 2022-2026 Regional Council is scheduled for December 7, 2022, there will not be an opportunity to appoint new Board members in time for a November Board meeting, hence no meeting is proposed for that month.

The first business meeting of the new Council occurs December 14, 2022, where the three Council members of the Board will be appointed for the new term, making them available to attend the proposed December 22, 2022 meeting of the Board.

The timing for the Council appointment for the citizen member for the new term is not known at this time but is likely not to occur until at least Q1 2023. The term of the current citizen member may be carried forward until a successor is designated by Council, as per the appointment resolution.

2022 Proposed Schedule of Meetings

Meeting No. 01-22	Thursday, January 27, 2022
Meeting No. 02-22	Thursday, February 24, 2022
Meeting No. 03-22	Thursday, March 31, 2022
Meeting No. 04-22	Thursday, April 28, 2022
Meeting No. 05-22	Thursday, May 26, 2022
Meeting No. 06-22	Thursday, June 30, 2022
Meeting No. 07-22	Thursday, August 25, 2022
Meeting No. 08-22	Thursday, September 29, 2022
Meeting No. 09-22	Thursday, October 27, 2022
Meeting No. 10-22	Thursday, December 22, 2022

ALTERNATIVES:

N/A

CONSULTATION:

N/A

FINANCIAL / HUMAN RESOURCE / LEGAL ISSUES:

N/A

STRATEGIC MANAGEMENT ISSUES:

N/A



Public Agenda Recommendation Report

To: Chair and Police Service Board Members
Subject: Amendments to Procedural By-law
Report #: SEC21-11-R-02

From: Graham Milne
Board Secretary
Date: 25 November 2021

RECOMMENDATION:

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

Graham Milne, Board Secretary

Attachment: Amending By-law 2021-1 for 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. Since that time, the Board's evolving approach to its governance model has included the desire to establish a format for education and training sessions to be held as required while maintaining the Board's requirement and commitment to act in an open and transparent manner.

At the Board Retreat session held on July 29, 2021, Members of the Board expressed an interest in establishing a format for Workshop Meetings of the Board. Building on the model established by Halton Region's Procedural By-law, staff has prepared proposed amendments to the Board's Procedural By-law to create a regular format for Workshop Meetings.

DISCUSSION / ANALYSIS:

The precise wording of the amendments is included in the appended amending by-law. The substance of the amendments is discussed below. If approved, a consolidated version of the full procedural by-law will be posted on the Board's website.

- *Special Meetings and Workshop Meetings of the Board (Section 10)*

This section is proposed for amendment to add the language regarding the structure and format of Workshop Meetings. Given that education and training sessions can take many different forms, the intent is not to provide a strict structure as would be needed for a regular business meeting of the Board, but rather a general list of guidelines by which the principles of open and transparent governance may be maintained during such sessions.

The intent is also to allow the Board to conduct its education and training sessions in closed session while providing the public with transparency as to the subject of the discussions. The Board will report publicly afterwards in the form of minutes to be adopted at a regular Board meeting.

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, and as amended by the Board on September 24, 2020, will remain in effect.

CONSULTATION:

The Chair, CGO 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 2021-1

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 10 of By-law 2020-1, "Special Meetings of the Board" be amended as follows:

- a) THAT the title of Section 10 be renamed as "Special Meetings and Workshop Meetings of the Board";
- b) THAT the following clauses be added to Section 10 as follows:
 - a. 10.5 – The Board may schedule a Workshop Meeting of the Board, which is an informal gathering of the Board Members and invited staff and other guests for the purposes of education, training and/or general discussion on matters of governance, at which no formal Board business is transacted. For greater clarity, the Board may not issue direction to the Service at a Workshop Meeting or adopt any resolutions which would typically be considered in a regular meeting. There is no minimum number of Workshop Meetings which must be held in a calendar year.

- b. 10.6 - Workshop Meetings are not required to be held in a specific location and may be held in alternate venues subject to availability of the Board members and supporting staff. The location of the Workshop Meeting shall be at the discretion of the Board Chair.
- c. 10.7 - Board Staff shall give notice to all Members regarding the subject, date, time and location of the Workshop Meeting.
- d. 10.8 - Notice of the Workshop Meeting date, time and location will be made available to the public on the Board's Website.
- e. 10.9 - After notice of the Workshop Meeting has been provided, no new subjects will be added to the Agenda since the appropriate notification will not have been given in accordance with this By-law.
- f. 10.10 - Workshop Meetings may be held in closed session if the purpose is exclusively for education and training of the Members. Regardless, the Board Secretary or designate shall prepare minutes of each Workshop Meeting that note the attendance and describe the proceedings and subject matter discussed in general terms. The minutes of all Workshop Meetings, whether public or closed, shall be public and submitted to the Board for approval at a subsequent regular Board Meeting.
- g. 10.11 - Any member of the public who attends a public Workshop Meeting will be permitted to observe the proceedings unless the proceedings resolve into Closed Session. No Delegations are permitted at Workshop Meetings.
- h. 10.12 - The Board's procedural rules regarding quorum (Section 11), rules of debate (Section 17), points of order (Section 18), motions (Section 19), and voting on motions (Section 20) are deemed suspended for the purposes of a Workshop Meeting in order to facilitate the interactive discussions more suited to a Workshop setting. In addition, the Board Chair may delegate the role of presiding officer to another individual, either staff or outside personnel, who may be designated as facilitator for the Workshop Meeting.
- i. 10.13 - No decisions shall be made at a Workshop Meeting. Any matter requiring a decision shall be referred to a Regular Board Meeting for consideration, deliberation and approval.
- j. 10.14 - Presentations by Board staff or guest facilitators or speakers at a Workshop Meeting shall not be subject to a time limit except at the discretion of the Board.

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 25th day of November, 2021.

APPROVED THIS 25th DAY OF NOVEMBER, 2021.

CHAIR

BOARD SECRETARY

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

