



**HALTON
POLICE
BOARD**
EXCELLENCE IN GOVERNANCE

Public Agenda

Date: Thursday, April 28, 2022

Time: 9:00 a.m.

Location: Community Room, HRPS Headquarters/Zoom Video Conference
Livestream at <https://haltonpoliceboard.ca/>

Please note – In respect of continuing safety measures, in-person attendance at HRPS HQ for this meeting will be limited. **Only Members of the Board, support staff and senior HRPS executives will be permitted inside the Community Room.**

Members of the public and other interested parties are requested to watch the livestream at the link above instead.

1. GENERAL

- 1.1 Regrets
- 1.2 Disclosure of Conflicts of Interest
- 1.3 Confirmation of Minutes of Meeting P22-03 held Thursday, March 31, 2022
(Agenda Pages 1 – 8)

2. PRESENTATIONS/DELEGATIONS

3. CONSENT AGENDA

- 3.1 **Halton Happenings – March 2022**
(Agenda Pages 9 – 14)
- 3.2 **P22-4-I-01 - Seized Fund Statement – February 28, 2022**
(Agenda Pages 15 – 16)
- 3.3 **P22-4-I-02 - Audit Report**
(Agenda Pages 17 – 20)

- 3.4 **P22-4-I-03** - Quarterly Human Resources Summary
(Agenda Pages 21 – 24)

4. DISCUSSION ITEMS

- 4.1 **CGO22-4-R-01** - Financial Conditions and Activities Policy
(Agenda Pages 25 – 30)

RECOMMENDATION

“THAT the proposed policy A03 - Financial Conditions and Activities policy be adopted, and

THAT the following bylaws and policies be repealed:

- *Budget Control & Reporting by-law*
- *Acceptance of Donations and Provision of Donations by-law*
- *Financial Conditions and Activities policy*
- *Delegation of Signing Authority - Grant Applications*
- *Minimum Reserve Bids policy”*

- 4.2 **P22-4-R-04** - Limited Tendering - Motorola Critical Connect Licenses
(Agenda Pages 31 – 34)

RECOMMENDATION

“THAT the Halton Regional Police Services Board authorize a limited tendering award with Motorola Solutions Inc. for additional Critical Connect licenses for an amount not to exceed \$17,187 (inclusive of HST).”

- 4.3 **P22-4-R-05** - Limited Tendering - Motorola Backhaul Support Services and Additional Critical Connect Licenses
(Agenda Pages 35 – 38)

RECOMMENDATION

“THAT the Halton Regional Police Services Board authorize a limited tendering award with Motorola Solutions Inc. for P25 and PSBN backhaul support services for an amount not to exceed \$393,689 (inclusive of HST) for a 3 year support term; May 1, 2022 to April 30, 2025.”

5. OPERATIONAL VERBAL UPDATES

6. ACTION REGISTRY

- 6.1 Public Information Action Registry
(Agenda Pages 39 – 40)

7. RECEIPT OF PUBLIC CORRESPONDENCE
8. NEW BUSINESS
9. MOVE INTO CLOSED SESSION
10. CLOSED SESSION REPORT
11. ADJOURNMENT



Public Minutes

MEETING NO. P22-03

DATE OF MEETING: Thursday, March 31, 2022
9:00 a.m.

LOCATION: Community Room/Zoom Video Conference

MEMBERS PRESENT (in Community Room): Jeff Knoll (Chair)
Councillor Pavan Parmar, Curt Allen, Ingrid Hann, Navneet Sekhon

MEMBERS PRESENT (via Zoom Video Conference): Councillor Clark Somerville, Donald Foster

STAFF PRESENT (in Community Room/via Zoom as noted): Chief Stephen Tanner
Deputy Chief Jeff Hill
Deputy Chief Roger Wilkie
Paul Lavergne, Director, Corporate Services
Ken Kelertas, Director, Legal Services and Legal Counsel
Tracy Dottori, Director, Human Resources
Keith Moore, Coordinator, Planning, Policy and Emergency Management (Zoom)
Staff Sergeant Anita Laframboise (Zoom)
Staff Sergeant Stephen Siomra
D/Sgt. Raf Skwarka
Sergeant Erik VanVliet (Zoom)
Bill Payne, Director, Information Technology
Adam Woods, Manager, Information Technology
Fred Kaustinen, Chief Governance Officer
Kimberly Calderbank, Board Media Consultant (Zoom)
Graham Milne, Board Secretary
Chris Lallouet, Yellow Robot Communications

GUESTS (via Zoom Video Conference): Ron LeClair, Ministry of the Solicitor General



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 P22-02 held Thursday, February 24, 2022**

Moved by: C. Allen

Seconded by: P. Parmar

“THAT the Minutes of Meeting P22-02 held Thursday, February 24, 2022 be adopted as circulated.”

Carried.

2. **PRESENTATIONS/DELEGATIONS**

None.

3. **CONSENT AGENDA**

3.1 **Halton Happenings – February 2022**

Moved by: P. Parmar

Seconded by: N. Sekhon

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

Carried.



3.2 P22-3-I-01 - Community Safety and Well-Being Plans

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

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

Carried.

3.3 P22-3-I-02 - Annual Report on Use of Force - 2021

It was requested that a tour of the Service’s facilities be scheduled as part of an upcoming Board workshop in June.

Moved by: C. Allen
Seconded by: P. Parmar

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

THAT future reporting on Use of Force be listed as a discussion item on Board agendas.”

Carried.

3.4 P22-3-I-03 - 2021 Police Vehicle Collision Summary

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

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

Carried.

3.5 Communications Update – February 2022

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

“THAT Item No. 3.5 on the Consent Agenda be received for information.”

Carried.



4. DISCUSSION ITEMS

4.1 CGO22-3-R-01 - Proposed Policy Amendment - G01 Governance Commitment

Moved by: I. Hann

Seconded by: P. Parmar

“THAT policy G01 Governance Commitment be revised as proposed.”

Carried.

4.2 CGO22-3-R-02 - Financial Conditions and Activities Policy

Moved by: N. Sekhon

Seconded by: C. Allen

“THAT policy G07 - Governance Calendar be amended as proposed, and

THAT consideration of proposed policy A03 – Financial Conditions and Activities policy be deferred to the April meeting of the Board.”

Carried.

4.3 P22-3-I-04 - Annual Performance Report

It was requested that staff work to incorporate statistics on hate crime and vehicle theft in separate reporting.

Moved by: C. Allen

Seconded by: P. Parmar

“THAT Report No. P22-3-I-04 – Annual Performance Report be received for information.”

Carried.



4.4 P22-3-R-06 - 2021 Occupational Health & Safety Report and 2022 Health & Safety Policy Statement

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

“THAT the Halton Regional Police Services Board authorize the Chair to sign the 2022 Health and Safety Policy Statement on behalf of the Board in compliance with the Occupational Health and Safety Act, and further;

THAT the Halton Regional Polices Board review and receive the 2021 Health & Safety Report as attached.”

Carried.

4.5 P22-3-R-11 - Motorola Solutions – Limited Tendering – Police Mobile Radios and MG90 Routers

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

“THAT the Halton Police Board authorize a Limited Tendering (single source) contract award with Motorola for the provision of mobile radios and MG90 routers in the amount of \$164,065.29 (including tax).”

Carried.

4.6 SEC22-3-R-01 - Sponsorship – OAPSB Spring Conference and AGM

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

“THAT the Halton Police Board authorize a Platinum Level Sponsorship of \$5,000 for the Ontario Association of Police Boards 2022 Spring Conference and Annual General Meeting, to be paid from the Trust Fund.”

Carried.



5. OPERATIONAL VERBAL UPDATES

Operational updates were provided on the following items:

- Cost of fuel for vehicles
- Public Safety Broadband Network Innovation Alliance – Temporary National Coordinating Organization Report
- Full time cyber crime unit

6. ACTION REGISTRY

6.1 Public Information Action Registry

Moved by: C. Allen

Seconded by: P. Parmar

“THAT the Public Information Action Registry be received.”

Carried.

7. RECEIPT OF PUBLIC CORRESPONDENCE

Moved by: I. Hann

Seconded by: P. Parmar

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

Carried.

8. NEW BUSINESS

Budget Reallocation – I.T. Operating Budget/Consulting Costs

This report was distributed prior to the meeting.

Moved by: C. Allen

Seconded by: I. Hann

“THAT the Halton Police Board authorize a reallocation of operating budget funds within the Information Services bureau to fund an unbudgeted consulting agreement with Kyzach Inc. in the amount of \$113,000.00 (including disbursements, contingency and HST tax).”



Carried.

There was no other new business.

9. MOVE INTO CLOSED SESSION

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

“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: C. Allen
Seconded by: I. Hann

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

Carried.

The meeting adjourned at 1:58 p.m.

Jeff Knoll
Chair

Graham Milne
Board Secretary



Halton Happenings - March 2022

Welcome to the March 2022 edition of Halton Happenings, a monthly overview of activities that are coordinated and delivered by the **Regional Community Mobilization Bureau**. The layout of this report reflects the Service's **Framework for Community Safety and Well-being**. These strategic priorities include:

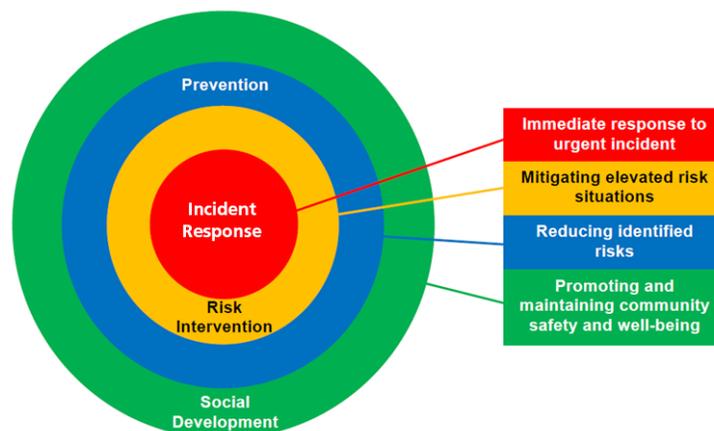
1. Emergency response – To ensure those in need get the right response, at the right time, by the right responders.
2. Risk intervention – To address the criminal behaviour that most affects the safety of community members.
3. Prevention – Community collaboration is the catalyst for positive, working 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 - March 2022

INCIDENT RESPONSE

Mobile Crisis Rapid Response Team (MCRRT)

The Mobile Crisis Rapid Response Teams provided support to frontline patrol and the community in the area of mental illness crisis response.

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 (COAST) continue to support the Mobile Crisis Rapid Response Teams, and the community, through proactive mobile risk intervention visits.

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.

During the month of March, five 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.

Traffic Services Unit

Traffic Services led the 2022 National Impaired Driving Prevention Week which took place between March 20 - 26. Compared to the 2021 campaign, almost double the number of Roadside Tests were conducted. This campaign resulted in 260 tests being conducted and a total of 11 Impaired/Over .80 arrests.

On March 15, 2022 the Commercial Vehicle Unit worked alongside the District Response Teams to conduct the first 1 District Commercial Motor Vehicle Blitz of the year. The Commercial Vehicle Team



Halton Happenings - March 2022

was able to arrange for two Ministry of Transportation Ontario Inspectors to collaborate in this blitz. The results of the blitz are as follows:

- 6 inspections
- 3 out of service vehicles
- 50 per cent out of service rate
- 43 charges laid
- 1 suspend driver

Community Mobilization Officers

The Community Mobilization Bureaus continue to support frontline officers by assisting with neighbour disputes and provide the involved person(s) referrals to the Communities Conflict Resolution Service when applicable. During the month of March, officers assisted with 17 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.

The Halton Regional Police Service participated in four 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 behavior does not become violent or self-injurious.

Crime Stoppers

Crime Stoppers of Halton received 82 tips in March with a total of 73 tips followed up on.

District Social Workers/Youth Officer/School Liaison Officers

District Social Workers and Youth Officers had 17 new youth Diversion intakes, while 11 previous Diversion files were completed.

Additionally, the teams had two new Adult Diversion intakes. Two previous files were successfully discharged.

Teams also conducted 265 proactive outreaches to adults, youth and families in the community to offer supports or assistance.



Halton Happenings - March 2022

PREVENTION

Community Mobilization Officers

Officers completed two Crime Prevention Through Environmental Design inspections in the community.

SOCIAL DEVELOPMENT

Traffic Services Unit

On March 16, the Traffic Services Unit participated in the monthly meeting of the Halton Chapter of Mothers Against Drunk Driving (MADD). This was the first meeting since November 2021. During this meeting, a presentation of the overall 2021 Impaired Driving Enforcement statistics were presented. The attendees also discussed the upcoming National Impaired Driving Prevention Week.

At the beginning of the month, Traffic Services, in collaboration with Corporate Communications, commenced a road safety social media initiative to educate the community regarding the March National Impaired Driving Prevention Week and to encourage the public to recognize and report Impaired Drivers to Police.

Community Mobilization Officers/School Liaison Officers

District Community Mobilization Officers and School Liaison Officers continue to provide educational presentations throughout the community and in Halton schools. Officers conducted 32 presentations on the following topics: Social Media and the Law, Internet Safety, Policing as a Career, FASD and the Justice System, Youth Criminal Justice Act, and Cyber-Bullying.

Members from the 3 District Community Mobilization Bureau attended the "Harlem Globetrotters" basketball game with 16 youth from the community. The initiative was supported through "ProAction Cops and Kids" and was a way to build better relationships between Halton youth and police officers.

Virtual Citizens Police Academy – this session of the Virtual Citizens Police Academy concluded on March 14, 2022. We received a tremendous amount of positive feedback from the attendees about how much they learned from the program. Summer/Fall sessions to be planned soon.

Youth in Policing Initiative (YIPI) – after a two-year hiatus due to the pandemic, planning has begun to hire eight Halton students for the summer of 2022. The program is designed to provide youth with barriers to success employment that provides opportunities to gain valuable experience and leadership qualities, all while building bonds with police.



Halton Happenings - March 2022

Crime Stoppers

Crime Stoppers of Halton hosted a virtual webinar on Fraud. Approximately 90 community members attended the free webinar.

Equity, Diversity and Inclusion Office

Place of Worship Visits - During the month of March and as part of our new recruit training, the Equity, Diversity and Inclusion Office coordinated several tours and meet and greets at the Hindu Temple in Oakville. This cultural competency training is designed to provide these new members with an experience that will ensure they are better able to serve the diverse community in Halton.

Halton Newcomer Day-Centre for Skills and Development - On March 4, the Regional Community Mobilization Bureau gave a "Day in the Life" presentation to 90 new Canadians as part of the Newcomer Day. The presentation was conducted online using Zoom. It was very well received and interactive for everyone in attendance.

Diversity Engagement Table - On March 24, members of the Regional Community Mobilization Bureau and our Senior Leadership Team hosted the first in-person Diversity Engagement Table meeting since the start of the pandemic. We welcomed 19 members of the community at the meeting, where attendees participated in roundtable updates and a presentation from a member of our Recruiting Unit on some of the targeted outreach initiatives we have been working on. There are two other meetings planned for 2022.

Victim Services Hate Crime Training - On March 28, the Equity, Diversity and Inclusion Office delivered hate crime training to our new Victim Services members. The training provided an opportunity to learn about relevant legislation and our Police Service's response to these types of incidents. These members will play a key role in supporting those impacted by acts of hate in our 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 Service Board Members

From: Chief Stephen J. Tanner

Subject: SEIZED FUND STATEMENT – FEBRUARY 28, 2022

Report #: P22-4-I-01

Date: April 28, 2022

INTRODUCTION AND BACKGROUND:

Attached is a financial statement indicating the status of the Seized Funds on deposit with RBC for the Police Services Board as at February 28, 2022. These funds remain in the Seized Fund account pending disposition by the Courts.

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

A handwritten signature in black ink, appearing to read "Stephen J. Tanner".

Stephen J. Tanner
Chief of Police

: GK

Attachments: Seized Fund Financial Statements

SEIZED FUND FINANCIAL STATEMENTS
For the six-month period ending February 28, 2022
CONFIDENTIAL

SUMMARY OF TRANSACTIONS

Balance as of September 1, 2021	\$ 18,575
Deposits in most recent 6 months	183,923
Cheques issued in most recent 6 months	(183,923)
Balance as of February 28, 2022	<u><u>\$ 18,575</u></u>

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

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

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

"Other" = disposition is pending subsequent court appearances / appeals.



Halton Regional Police Service Public Agenda Information Report

To: Chair and Board Members

From: Chief Stephen J. Tanner

Subject: AUDIT REPORT

Report #: P22-4-I-02

Date: April 28, 2022

INTRODUCTION AND BACKGROUND:

In January 2001, the Provincial Government enacted **Ontario Regulation 3/99**, a regulation under the **Police Services Act** of Ontario. This regulation, named **Adequacy and Effectiveness of Police Services (Adequacy Standards)**, is intended to ensure police services boards and police services afford the structure and tools required to provide effective delivery of policing services to the community.

Section 35 of **Ontario Regulation 3/99** of the **Police Service Act** provides that:

*“Every board and chief of police shall implement a quality assurance process relating to the delivery of adequate and effective police services, and compliance with the **Act** and its regulations.”*

The Halton Regional Police Services Board *Adequacy Standards Policy Manual* fulfils the Board’s responsibility regarding implementation of the Adequacy Standards Recommendation. Specifically B-QA-001 – Audits, Section 1.1 states that:

“It is the policy of the Board to ensure that audits on the delivery of the service to ensure its adequacy and effectiveness pursuant to the Act and its regulations are undertaken”

Further, Halton Regional Police Services Board *Adequacy Standards Police Manual*, B-QA-001 – Audits, Section 1.2 states:

“To support this policy, The Chief of Police shall:

- a) develop and maintain an audit procedure and process to ensure compliance with the Act and its regulations;*
- b) report to the Board on an annual basis on the outcome of any comprehensive audit undertaken regarding the delivery of the service; and*
- c) report to the Board on an annual basis on the outcome of any compliance audit undertaken regarding the delivery of the service”.*

The Halton Regional Police Service Audit Unit is responsible for coordinating and completing comprehensive audits pursuant to the schedule set out in Policy Directive **EXE-008 Audits**, Appendix “B”, as well as the coordination and completion of comprehensive audits, on selected operational processes, upon the discretion of the Chief of Police.

The Audit Unit is also responsible for coordinating and reviewing compliance audits completed by unit/bureau managers pursuant to the schedule set out in Policy Directive **EXE-008 Audits**, Appendix "A". In addition to an annual Audit Summary report, Compliance Audit statistics and findings are submitted to the Senior Executive quarterly.

The Executive Summary below reports on Comprehensive Audits conducted in 2021, outstanding recommendations from audits conducted in previous years and 2021 Compliance Audit statistics.

Executive Summary – Comprehensive Audits

In 2021, Comprehensive Audits were completed in the following areas:

- Ministry of Transportation (MTO) Information Services System (ISS)
- Forensic Services – Major Case Archived Exhibits
- Firearm Destructions (Spring / Fall)
- Firearms and Firearms Accessories

Comprehensive Audit Summaries

Ministry of Transportation (MTO) Information Services System (ISS): Annually the MTO requires an audit of the HRPS generated Inquiry Services System (ISS) queries. The ISS provides real time access to vehicle and driver records including a complete conviction history for individuals and complete owner registration for commercial vehicles. The purpose of the audit is to ensure members of the Service are using the MTO ISS for legitimate law enforcement reasons and in accordance with the Memorandum of Agreement.

In addition to the audit results sent back to the Ministry of Transportation, an investigation was completed by our Professional Standards Bureau in relation to one employee's search history that was identified through the audit.

Forensic Services – Major Case Archived Exhibits: The purpose of this audit was to verify that forensic seals placed on major case exhibits during previous audits remain intact. The examination of 383 bins, two storage cages and one firearm locker confirmed the bins remained sealed. However, the integrity of some of the previously placed forensic seals began to exhibit breakdown. Therefore, it was recommended by the Audit Unit that all forensic seals be replaced. A new type of seal was ordered by the Forensic Services Unit and all the seals on the major case exhibits were replaced in conjunction with the Audit Unit. There were no other recommendations applicable to this audit.

The Service currently meets Adequacy Standards requirements in this area.

Firearm Destructions: A total of 1898 protected firearms, crossbows, bows and or firearm related devices were destroyed in accordance with Service Policy Directive **WEA-001 Handling, Processing, Testing and Disposal of Firearms, Ammunition, Crossbows, Bows, Firearms Registration Certificates, Licences and Authorizations** requirements. Devices were destroyed over two dates:

- May 6, 2021 1593 items
- August 19, 2021 305 items

Prior to each destruction date, all applicable exhibits were jointly audited by a member of the Professional Standards Bureau (in lieu of the Audit Unit) and the Sergeant – Property and Evidence Management Unit. Exhibit particulars and corresponding exhibit paperwork was reconciled to each physical item to ensure destruction disposition criterion was met. All exhibits were authorized for destruction by the Sergeant – Property and Evidence Management Unit. Of the items destroyed, 334 Service firearms were disposed of during the destructions.

The Service currently meets Adequacy Standards requirements in this area.

Firearms, Ammunition and Firearm Related Exhibits: The scope of this audit involved the physical examination and verification of one thousand, five hundred and eighty-three (1583) firearm, ammunition and/or firearm related exhibits. The audit was conducted by a member of the Professional Standards Bureau (in lieu of the Audit Unit) and all of the exhibits were accounted for.

Also, as part of the audit the member from the Professional Standards Bureau (in lieu of the Audit Unit) compared the firearms stored in the Property and Evidence Management Unit to a list of firearms reported on the Public Agency Identification Number database. From that review, it was identified that eighty-six (86) firearms needed to be removed from PAIN. This was approved and completed by the Property and Evidence Management Unit.

Two audit recommendations were made as a result of the comparison. The first audit recommendation was to create a policy directive outlining how Protected and Agency firearms are added to and removed from the Public Agency Identification Number database. The second audit recommendation included conducting an audit of the Public Agency Identification Number database reports yearly.

Outstanding Audit Recommendations

The Audit Unit continues to track the implementation of audit recommendations from previously conducted audits in the following areas:

Provincial Offences Notices (2017): The recommendation to consider the implementation of an electronic ticket solution within the HRPS is the only audit recommendation that remains outstanding for this audit.

→ Update: The Strategic Management Office is engaged in a development initiative through a joint forces' operation with the Waterloo Regional Police Service in relation to E-ticketing. The group is scanning the market to find the most efficient practice and is in the process of testing a solution.

Compliance Audits

Compliance Audits were required in 42 different focus areas across the Police Service. Annually, Compliance Audits are assessed and evaluated to ensure that focus areas continue to mitigate risk, adhere to regulatory requirements and/or provide value and benefit to specific areas or operations of the Police Service.

A summation of 2021's Compliance Audit statistics are as follows:

- 859 audits were required for completion;
- 855 audits were completed;
- 772 audits were compliant with legislation or outlined requirements, an 89% compliance rate; a 3.3% increase in compliance in comparison to 2020.

All issues of non-compliance were reported to the appropriate Commander upon identification to ensure rectification and future compliance.

Conclusion

The Service currently meets the requirements of the Police Services Act, Ontario Regulation 3/99 and the Adequacy Standards in the areas that were audited and reported on.

A handwritten signature in black ink, appearing to read 'S. J. Tanner', is written over a light gray rectangular background.

Stephen J. Tanner
Chief of Police



Halton Regional Police Service Public Agenda Information Report

To: Chair and Police Service Board Members

From: Chief Stephen J. Tanner

Subject: QUARTERLY HUMAN RESOURCES SUMMARY

Report #: P22-4-I-03

Date: April 28, 2022

INTRODUCTION AND BACKGROUND:

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

POLICE	2Q 2021 Actual	3Q 2021 Actual	4Q 2021 Actual	1Q 2022 Actual	Current Authorized Positions	Current Variance
Chief	1	1	1	1	1	0
Deputy Chief	2	2	2	2	2	0
Superintendent	6	6	6	6	6	0
Inspector	10	10	10	11	11	0
Staff Sergeant	22	22	22	22	22	0
Detective Sergeant	10	9	9	10	10	0
Sergeant	58	55	55	52	56	-4
Detective	42	44	42	43	45	-2
Constable (1st Class)	454	460	470	458	N/A	
Constable (2nd Class)	43	38	43	45		
Constable (3rd Class)	40	39	34	32		
Constable (4th Class)	33	41	31	52		
Recruits in Training	18	22	45	23		
Total Constables	588	600	623	610	614	-4
TOTAL SWORN	739	749	770	757	768	-11
Cadet *	16	16	7	6	0	0

* Cadets not included in complement (uniform contract positions)

CIVILIAN	2Q 2021 Actual	3Q 2021 Actual	4Q 2021 Actual	1Q 2022 Actual	Current Authorized Positions	Current Variance
Senior Management/ Administration	11	10	10	10	12	-2
Supervisory/Professional/ Senior Clerical	93	92	94	89	101	-12
Clerical	107	107	106	107	112	-5
Communications	46	48	51	50	55	-5
Special Constables (Escorts/Summons)	30	30	31	31	31	0
Facilities Technicians	6	6	7	7	7	0
TOTAL CIVILIAN	293	293	299	294	318	-24

TOTAL COMPLEMENT	1032	1042	1069	1051	1086	-35
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TEMPORARY STAFF <i>(Temporary employees do not form part of the authorized complement.)</i>	2Q 2021 Actual	3Q 2021 Actual	4Q 2021 Actual	1Q 2022 Actual	Comments
Full-time	3	3	4	6	* See details below
Part-time	4	3	3	1	1 - District Clerk
As Required	57	56	48	78	Communications/Courts Services/Districts/Drugs, Guns & Gangs/Forensic Identification/Homicide/ Training/ Intelligence/ Police Analytics/ Information & Records Services/Support Services/Victim Services/Monitors
Total Temporary Staff	64	64	55	85	

* FULL-TIME ALLOCATIONS	2Q 2021 Actual	3Q 2021 Actual	4Q 2021 Actual	1Q 2022 Actual	Comments
Replacements (Secondments/ Maternity/ LTD/etc.)	1	1	1	2	1 - IT Service Desk Assistant 1 - Facilities Maintenance Technician
Special Projects	2	2	2	3	1 - Technical Support PRISM 1 - Victim Quick Response Coordinator 1 - Geographic Information Systems Analyst
In Training	0	0	0	0	No Change
Vacancy	0	0	0	0	No Change
Work Volume	0	0	1	1	1 - Finance Clerk

One Vision, One Mission, One Team

SPECIAL SITUATIONS - UNIFORM <i>*(Not included in authorized complement)</i>	2Q 2021 Actual	3Q 2021 Actual	4Q 2021 Actual	1Q 2022 Actual	Comments
External Secondments	5	5	6	5	2 – Ontario Police College 1 – Provincial Firearms Office 1 – Provincial Anti-Terrorism 1 – International Peace Operations
WSIB >1 year	9	11	10	10	
Leaves of Absences	3	3	3	4	1 – HSPA President 3- ULOA
Long Term Disability < 2 yrs	4	5	3	3	
* Long Term Disability > 2 yrs	4	4	4	4	
Sick Leave (Short Term)	13	14	20	20	
Parental/Pregnancy Leave	4	5	10	8	
Jobs Shared by 2 Members	1	1	1	0	
SPECIAL SITUATIONS - CIVILIAN <i>*(Not included in authorized complement)</i>	2Q 2021 Actual	3Q 2021 Actual	4Q 2021 Actual	1Q 2022 Actual	Comments
External Secondments	0	0	0	0	
WSIB >1 year	3	3	2	2	
Leaves of Absences	0	0	0	1	
Long Term Disability < 2 yrs	5	4	4	4	Largely filled with Temporary Full-time
* Long Term Disability > 2 yrs	8	9	10	10	
Sick Leave (Short Term)	11	9	12	12	
Parental/Pregnancy Leave	5	4	6	7	Largely filled with Temporary Full-time
Jobs Shared by 2 Members	0	0	0	0	

DEPARTURES	2Q 2021 Total	3Q 2021 Total	4Q 2021 Total	1Q 2022 Total	Total YTD 2022
TOTAL					
Uniform					
Retirements	8	4	2	13	13
Resignations	4	8	4	2	2
Terminations	0	0	0	0	0
Deaths	0	0	0	0	0

One Vision, One Mission, One Team

Civilian					
Retirements	1	2	2	3	0
Resignations	0	2	0	4	0
Terminations	0	0	0	0	0
Other – position redundant	0	0	0	0	0
Deaths	0	0	0	0	0

ADVANCEMENTS	2Q 2021 Total	3Q 2021 Total	4Q 2021 Total	1Q 2022 Total	Total YTD 2022
TOTAL					
Sworn Reclassifications	52	35	42	7	7
Sworn Promotions	10	0	0	12	12
Civilian Reclassifications	23	19	13	8	8



Stephen J. Tanner
Chief of Police



Public Agenda Report

To: Halton Police Board
From: Fred Kaustinen
Chief Governance Officer
Subject: Financial Conditions and Activities Policy
Report #: CGO22-4-R-01
Date: 28 April 2022

RECOMMENDATION:

THAT the proposed policy A03 - Financial Conditions and Activities policy be adopted, and

THAT the following bylaws and policies be repealed:

- Budget Control & Reporting by-law
- Acceptance of Donations and Provision of Donations by-law
- Financial Conditions and Activities policy
- Delegation of Signing Authority - Grant Applications
- Minimum Reserve Bids policy

Attachments:

- Policy A03 – Financial Conditions and Activities policy – proposed 31 March 2022
- [policies recommended for repeal are on the Board website at <https://www.haltonpoliceboard.ca/bylaws/policies.php>]

INTRODUCTION AND BACKGROUND:

Development of new Administrative policies is the second phase of the Board's Policy Modernization Project. The proposed Financial Conditions and Activities policy is intended to replace 2 existing bylaws and 3 existing policies.

Amendments to the proposed policy since the March 2022 meeting have been highlighted in that proposed policy.

DISCUSSION / ANALYSIS:

The proposed policy updates the provisions of the bylaws and policies it is intended to replace, reflecting the Board's redefined governance mandate while reducing redundancy.

Of note, the proposed policy introduces and emphasizes:

- the development of more than one budget options
- the introduction of comparative benefits and relative return-on-investment of budget options

These initiatives will provide significantly more relevant information with which the Board can make its strategic value-for-money decisions.

Because management expressed some resistance to the introduction of return-on-investment budgeting, the proposed policy has now been worded as 'relative return-on-investment' of the various budget options. This should satisfy the Board's need to understand why one budget option provides more value to the community than another, without requiring management to determine a dollar-figure projection.

ALTERNATIVES:

Numerous policy alternatives, including other police boards' policies, were considered during the development of the policy framework and these specific policies.

CONSULTATION:

HRPS management were consulted in the development of this policy. All of their suggestions were incorporated, including those received since March 2022, save and except their request not to introduce the requirement to identify return-on-investment for various budget options, as discussed above.

The proposed policy clarifies the Board's role in submitting the budgets to council, as directed at the 31 March 2022 meeting.

FINANCIAL / HUMAN RESOURCE / LEGAL ISSUES:

This proposed policy will be the fundamental Finance policy of the HPB.

STRATEGIC MANAGEMENT ISSUES:

Everything about HPB policies is strategic.



Policy A-01

Financial Conditions and Activities

Purpose

1. The Board is entrusted to ensure that:
 - 1.1. financial resources are treated with respect and diligence and comply with all requirements of Generally Accepted Accounting Principles / Public Sector Accounting Board guidelines;
 - 1.2. assets are safeguarded; and
 - 1.3. the taxpayers' investment in community safety is optimized.

2. The Board exercises this fiduciary responsibility by:
 - 2.1. establishing financial policies and by-laws;
 - 2.2. establishing annual Operating and Capital Budgets for policing and annual Governance Budget for police governance;
 - 2.3. delegating defined purchase and other financial authority to the Chief of Police regarding the Service, and to the Chief Governance Officer regarding police governance;
 - 2.4. making financial decisions that have not otherwise been delegated; and
 - 2.5. reviewing financial statements and reports to monitor compliance with Board policies, by-laws and approved budgets.

Requirements

3. All successful provincial and federal government Grant Applications, Agreements and ancillary documents are to be approved by the Board, and, with the concurrence of legal counsel, shall be signed by the Chair where funders insist on the Chair's signature, and otherwise by the Chief of Police or designate.

4. In accordance with Part IX of the Police Services Act, the Chief of Police or designate is authorized to determine and place minimum reserve bids on found, abandoned or seized property as deemed appropriate and, when required, to dispose of the articles through public auction.



5. The Chief of Police shall:
 - 5.1. annually propose to the Board an annual Operating Budget, Capital Budget, and a 10-Year Capital Forecast for the purpose of providing sustainably adequate and effective policing, consistent with the Board's Strategic Plan;
 - 5.2. prepare the Board-approved annual Operating Budget (with the approved Governance Budget attached), Capital Budget and 10-Year Capital Forecast for the Chair's signature and submission to Regional Council, in a format as identified by the Region;
 - 5.3. ensure that, prior to budget approval by Regional Council, no exceptional or new expenditures including new capital expenditure of a type, kind or extent that was not authorized in the previous fiscal year shall be incurred, except as may be specifically approved by the Board;
 - 5.4. ensure that coordination and control of financial transactions are consistent with the approved Annual Operating and Capital budgets and the allocation of funds therein;
 - 5.5. establish procedures that ensure any use of public monies is in the public interest, and prohibits the purchase of alcohol with public funds;
 - 5.6. ensure that payroll and other financial obligations are fulfilled in a timely manner;
 - 5.7. ensure that resources shared with another police service are reciprocated or otherwise compensated;
 - 5.8. ensure there is no fiscal jeopardy or material deviation of actual expenditures from the Board-approved budget and priorities;
 - 5.9. ensure that no more than \$100,000 is reallocated from underspent budgeted funds to off-set any over-spending in another appropriation, without Board approval;
 - 5.10. comply with the financial procedures of The Regional Municipality of Halton and generally accepted accounting principles; and
 - 5.11. ensure that all donations and sponsorships received from the community:
 - 5.11.1. are beneficial to the community as a whole without conditions of its use or preference to the donor,
 - 5.11.2. are congruent with legislation, the Board's objectives and priorities for the Service,
 - 5.11.3. do not compromise the impartiality, objectivity, integrity and/or reputation of the Board or Service,



- 5.11.4. do not unduly commit the Board to additional resources, without specific Board approval,
- 5.11.5. do not fund (directly or in-kind) core policing functions,
- 5.11.6. are preceded by full background checks for first-time donors with donations exceeding \$10,000,
- 5.11.7. require the approval of the Board if they have one-time or cumulative value of more than \$10,000.00

6. The CGO shall annually propose a Governance Budget, for the purpose of supporting sustainably effective police governance, consistent with the Board's governance policies.

7. Board approval is required to transfer to or from reserves, or to establish, close or amalgamate reserves.

Monitoring and Reporting Requirements

7. The Chief of Police shall report, in accordance with the Governance Calendar, the following:

- 7.1 budget options for policing, articulating how each option relates to the Board's Strategic Plan as well as the comparative benefits and relative return-on-investment of each budget option;
- 7.2 proposed, approved and received Federal or Provincial Government Grants;
- 7.3 community donations and sponsorships received and those rejected;
- 7.4 variance reports showing actual expenditures relative to the Board-approved budget, with recommendations for any year-end surplus and establishment of any new Reserve accounts; and
- 7.5 the total annual cost per police officer (salaries and benefits only), and annual cost per capita.

8. Furthermore, the Chief of Police shall report to the Board any material deviation from this policy by the Service, and any substantive financial activities, trends or forecasts.



9. The CGO shall report:

9.1 variance reports showing actual expenditures relative to the Board-approved Governance Budget, in accordance with the Governance Calendar; and

9.2 material deviation from this policy made or incurred by the Board or Board staff.

References:

- Purchasing By-law
- Trust Fund policy
- Governance policies



Halton Regional Police Service Public Agenda Recommendation Report

To: Chair and Police Service Board Members

From: Chief Stephen J. Tanner

Subject: LIMITED TENDERING – MOTOROLA CRITICAL CONNECT LICENSES

Report #: P22-4-R-04

Date: April 28, 2022

RECOMMENDATION:

"That the Halton Regional Police Services Board authorize a limited tendering award with Motorola Solutions Inc. for additional Critical Connect licenses for an amount not to exceed \$17,187 (inclusive of HST)."

A handwritten signature in black ink, appearing to be "S. J. Tanner", written over a light gray rectangular background.

Stephen J. Tanner
Chief of Police

:AW

INTRODUCTION AND BACKGROUND:

In June of 2009 the Region of Halton issued a Request for Proposal for the Project 25 (P25) Radio Project on behalf of the various agencies using the radio system within Halton. Motorola Solutions Inc. was the successful proponent and awarded the contract.

On October 29th, 2020 the Halton Police Board approved the acquisition of Critical Connect software subscription services from Motorola Solutions (P20-10-R-07). The Critical connect system extends P25 voice radio communications to mobile phone users over the PSBN as well as over commercial wireless carriers using a mobile phone application.

DISCUSSION / ANALYSIS:

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

As the Halton P25 radio system is the backbone of critical communications within the Region – providing critical communication services to thirteen regional partners - integrating innovative methods of providing access to this valuable resource is an area of focus. With the implementation of the Critical Connect system in 2020, that extended secure voice communications from the P25 system to authorized staff via a mobile phone application, the Service recognizes the value in this method of communication.

Staff request the Board's approval for the acquisition of additional Critical Connect licenses that will be deployed to investigative units within the service.

ALTERNATIVES:

Issue a formal bid solicitation – this is not recommended as Motorola is the sole provider of Critical Connect services and licenses.

CONSULTATION:

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

- Ajay Mistry, Technical Lead - Information Technology
- FINANCIAL / HUMAN RESOURCE / LEGAL ISSUES:**

Funding for this request will be provided by established operating accounts.

The breakdown of costs and budget allocation for the solution are as follows:

Motorola Critical Connect Licenses	Costs
75 licenses	\$15,210
HST (13%)	1,977
Total Cost	\$17,187

FINANCIAL / HUMAN RESOURCE / LEGAL ISSUES:

There are sufficient funds in the 2022 operational budget for the maintenance agreement and the additional licenses to support this recommendation.

Halton Police Board - By-law Number 2020-5, TO GOVERN PROCUREMENT OF GOODS AND SERVICES BY THE HALTON REGIONAL POLICE SERVICE;

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

Article 6 Bid Processing and Methods of Procurement
 6.1 Chart; Limited Tendering (Single / Sole Source)
 over \$100,000 requires the authority of the Halton Police Board

STRATEGIC MANAGEMENT ISSUES:

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

Theme 3 – Capability and Engagement

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

Goal 3: Maximize the effectiveness and efficiency of the organization by:
a. Working effectively with community and municipal partners;
b. Purposefully harnessing technology and maximizing innovation;

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



Halton Regional Police Service Public Agenda Recommendation Report

To: Chair and Police Service Board Members

From: Chief Stephen J. Tanner

Subject: LIMITED TENDERING – MOTOROLA BACKHAUL SUPPORT SERVICES AND ADDITIONAL CRITICAL CONNECT LICENSES

Report #: P22-4-R-05

Date: April 28, 2022

RECOMMENDATION:

“That the Halton Regional Police Services Board authorize a limited tendering award with Motorola Solutions Inc. for P25 and PSBN backhaul support services for an amount not to exceed \$393,689 (inclusive of HST) for a 3 year support term; May 1, 2022 to April 30, 2025.”

A handwritten signature in black ink, appearing to be "S. J. Tanner", written over a light blue rectangular background.

Stephen J. Tanner
Chief of Police

:AW

INTRODUCTION AND BACKGROUND:

In June of 2009 the Region of Halton issued a Request for Proposal for the Project 25 (P25) Radio Project on behalf of the various agencies using the radio system within Halton. Motorola Solutions Inc. was the successful proponent and awarded the contract. In 2018, the P25 backhaul system was upgraded by Motorola. The network backhaul routers direct and control all mission critical voice and data traffic across the P25 voice radio and the LTE Public Safety Broadband Network (PSBN). The routers are no longer under warranty and require a support contract to ensure that voice and data services remain resilient and available for all thirteen P25 Regional Partners.

DISCUSSION / ANALYSIS:

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

As the Halton P25 radio system is the backbone of critical communications within the Region – providing critical communication services to thirteen regional partners, it is crucial that all critical system components have support contracts that cover monitoring, software upgrades, hardware replacement and response services. Motorola Solutions Inc. has partnered with Charter Telecom to deliver backhaul support services. Charter Telecom is a trusted Motorola partner and they have an agreement to deliver support services on behalf of Motorola's customers who have acquired backhaul routers. Motorola is currently the single-point of contact for all P25 and PSBN network components.

Backhaul support services include;

1. Incident Management – Includes 7x24x365 emergency response and restoration services.
2. Remote Monitoring – Motorola Solutions Inc. will monitor the system health, status and dispatch technicians to resolve any issues that may arise.
3. Product and Security Bulletins, identifying known vulnerabilities, security bulletins and recommended software versions as published by the respective manufacturers.
4. Software updates will be deployed to all routers that address known security issues and enhance operational efficiencies.

Staff requests the Board's approval to award a support services contract with Motorola Solutions Inc. for remote monitoring, software upgrades and advanced replacement of hardware components as it relates to the P25 backhaul network.

ALTERNATIVES:

Issue a formal bid solicitation – this is not recommended as Motorola currently maintains all support and maintenance contracts for the overall P25 and PSBN systems.

CONSULTATION:

- Deputy Chief Roger Wilkie – Regional Operations
- Ken Kelertas, Director – Legal Services & Legal Counsel
- Paul Lavergne, Director – Corporate Services
- Bill Payne, Director – Information Technology
- Susan Chojnacki, Purchasing Coordinator – Purchasing Services
- Adam Woods, Manager – Information Technology (author)
- Ajay Mistry, Technical Lead - Information Technology

FINANCIAL / HUMAN RESOURCE / LEGAL ISSUES:

Funding for this request will be provided by established operating accounts.

The breakdown of costs and budget allocation for the solution are as follows:

Motorola Backhaul Support Services	Costs
3 year term - May 1, 2022 to April 30th, 2025	\$348,397
HST (13%)	45,292
Total Cost	\$393,689

FINANCIAL / HUMAN RESOURCE / LEGAL ISSUES:

There are sufficient funds in the 2022, 2023 and 2024 operational budget for the maintenance agreement and the additional licenses to support this recommendation.

Halton Police Board - By-law Number 2020-5, TO GOVERN PROCUREMENT OF GOODS AND SERVICES BY THE HALTON REGIONAL POLICE SERVICE;

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

Article 6 Bid Processing and Methods of Procurement
 6.1 Chart; Limited Tendering (Single / Sole Source)
 over \$100,000 requires the authority of the Halton Police Board

STRATEGIC MANAGEMENT ISSUES:

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

Theme 3 – Capability and Engagement

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

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

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

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



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	Aug 2022	
27 Jan 2022	8.1	<i>“THAT the CGO audit Halton Happenings to ensure that all statistics are properly reported to the Board.”</i>	CGO	June 2022	
27 Jan 2022	8.1	<i>“THAT the issue of complaint management be referred to an upcoming Board workshop for further discussion and deliberation.”</i>	CGO	TBA	
31 Mar 2022	3.3	<i>THAT future reporting on Use of Force be listed as a discussion item on Board agendas.</i>	Chief	March 2023	
31 Mar 2022	4.2	<i>THAT consideration of proposed policy A03 – Financial Conditions and Activities policy be deferred to the April meeting of the Board.</i>	CGO	April 2022	Refer to Report CGO22-4-R-01 on this agenda

