



**HALTON  
POLICE  
BOARD**  
EXCELLENCE IN GOVERNANCE

## Public Agenda

**Date:** Thursday, June 30, 2022

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

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

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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 P22-05 held Tuesday, May 24, 2022  
(Agenda Pages 1 – 8)

### 2. PRESENTATIONS/DELEGATIONS

### 3. CONSENT AGENDA

3.1 **Halton Happenings – May 2022**  
(Agenda Pages 9 – 14)

### 4. DISCUSSION ITEMS

4.1 **CGO22-6-R-01 - Halton Happenings Audit**  
(Agenda Pages 15 – 18)

- 4.2 **CGO22-6-R-02** - A02 – Administration of Human Resources  
(Agenda Pages 19 – 24)
- 4.3 **CGO22-6-R-03** - A01 – Strategic Planning  
(Agenda Pages 25 – 32)
- 4.4 **CGO22-R-04** - Op04 – Policing Designated Major Events  
(Agenda Pages 33 – 40)
- 4.5 **CGO22-6-R-05** - G07 – Governance Calendar – Proposed Updates  
(Agenda Pages 41 – 46)
- 4.6 **P22-6-R-03** - Donation – Used Patrol Vehicle to Mohawk College  
(Agenda Pages 47 – 50)
- 4.7 **P22-6-R-04** - Accountability Mechanism for Survivors of Sexual Assault  
(Agenda Pages 51 – 54)
- 4.8 **P22-6-R-05** - Motorola Solutions – Limited Tendering – Police Portable Radios; LTE  
Invehicle Routers Support and Maintenance  
(Agenda Pages 55 – 58)

**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.** P22-05

**DATE OF MEETING:** Tuesday, May 24, 2022  
9:00 a.m.

**LOCATION:** Community Room/Zoom Video Conference

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

**MEMBERS PRESENT (via Zoom Video Conference):** Councillor Pavan Parmar (left at 12:30 p.m.), Councillor Clark Somerville (left at 1:00 p.m.), 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  
Superintendent Kevin Maher  
Inspector Cole Repta  
Staff Sergeant Stephen Siomra  
D/Sgt. Raf Skwarka  
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 (in Community Room):** Duane Sprague, 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 P22-04 held Thursday, April 28, 2022**

Moved by: C. Allen

Seconded by: N. Sekhon

*“THAT the Minutes of Meeting P22-04 held Thursday, April 28, 2022 be adopted as circulated.”*

Carried.

## 2. **PRESENTATIONS/DELEGATIONS**

### 2.1 **Crime Stoppers – Jan Westcott, Chair of Crime Stoppers Board and Colin Jessome, Director**

Jan Westcott, Chair and Colin Jessome, Director, Crime Stoppers, gave a verbal presentation on Crime Stoppers’ “Targeting Traffickers” awareness program which aims to address trafficking of fentanyl in Halton, and responded to questions from the Board. A copy of their speaking notes was distributed following the meeting and is appended to the minutes.

The meeting recessed at 9:20 a.m. and resumed at 9:45 a.m.

Moved by: C. Allen

Seconded by: N. Sekhon

*“THAT the presentation from Crime Stoppers be received, and;*

*THAT the Halton Police Board receive a yearly program update from Crime Stoppers.”*

Carried.



### **3. CONSENT AGENDA**

#### **3.1 Halton Happenings – April 2022**

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

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

Carried.

#### **3.2 P22-5-I-01 - Community Safety and Well-Being Plans**

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

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

Carried.

#### **3.3 P22-5-I-02 - Financial Report and Forecast – First Quarter 2022**

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

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

Carried.

#### **3.4 P22-5-I-03 - Semi-Annual Grant Agreement Execution Report**

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

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

Carried.



#### 4. **DISCUSSION ITEMS**

None.

#### 5. **OPERATIONAL VERBAL UPDATES**

Operational updates were provided on the following items:

- Appointment of Halton Supt. Derek Davis as Chief of Police, City of Sarnia

Councillor Somerville thanked the Service for its response during the recent severe weather event.

#### 6. **ACTION REGISTRY**

##### 6.1 **Public Information Action Registry**

Moved by: C. Allen

Seconded by: D. Foster

*“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**

There was no new business.



**9. MOVE INTO CLOSED SESSION**

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

*"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: D. Foster  
Seconded by: N. Sekhon

*"THAT the Halton Police Board do now adjourn this meeting."*

Carried.

The meeting adjourned at 3:15 p.m.

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Jeff Knoll  
Chair

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Graham Milne  
Board Secretary



**Crime Stoppers of Halton**  
2485 North Service Rd W  
Oakville, ON L6M 3H8  
Tel: (905) 825-4747 ext. 5139  
[HaltonCrimeStoppers.ca](http://HaltonCrimeStoppers.ca)

### Targeting Traffickers Campaign (pilot project)

In March 2021, Crime Stoppers of Halton launched the ‘Targeting Traffickers’ campaign. This pilot project was designed to provide education to Halton residents on the signs of substance abuse, harm reduction, and resources within the community. While simultaneously investigate, and arrest opioid drug traffickers who operate in the Halton region.

#### **Goal:**

Bring awareness to the increase of opioid related calls for service and overdoses in Halton region. By targeting the dealers and traffickers, we hope to disrupt their operations and bring criminal charges via anonymous ‘Tipsters’.

#### **Date(s):**

March 1, 2021 – July 31, 2021



#### **Plan:**

This project had two main components; the first was an awareness campaign in which Crime Stoppers provided information and resources to the community on substance abuse disorder. The second was the enforcement phase, in which Crime Stoppers offered the maximum reward of \$2000.00 for any tips that lead to an arrest and/or charges against traffickers of fentanyl, opioids, and their derivatives.

During the awareness phase, Crime Stopper’s goal was to provide information to the community on the resources within the Region of Halton on substance use disorder, harm



reduction, and naloxone. To accomplish this, Crime Stoppers conducted an extensive media campaign by utilizing traditional and paid media, as well as social media, to provide the information to the community.



**Objective:**

1. Spotlight opioid traffickers within the community by providing an anonymous platform to report information.
2. Increase awareness on substance abuse and harm reduction.
3. Increase reach to the community, via media, and social media, to further provide engagement and awareness.
4. Provide information and resources for substance abuse disorder within the Region of Halton.

**Budget:**

Name	Media	Duration	Cost
Metroland Media	Digital/Print	May 15 - July 15	\$ 5,989.03
Corus Entertainment (Y108)	Radio	May 15 - July 15	\$ 4,339.20
Durham Radio, Hamilton (KX 94.7)	Radio	May 15 - July 15	\$ 1,789.92
Local Radio Lab Milton (CJML 101.3)	Radio	May 15 - July 15	\$ 1,127.64
Facebook & Instagram Ads	Digital	May 15 - July 15	\$ 639.99
Crime Stoppers Reward(s)	-	May 15 - July 15	\$ 2,000.00
<b>Total:</b>			\$ 15,885.78

**Results:**

1. Crime Stoppers of Halton partnered with the Canadian Mental Health Association to host a webinar on substance abuse, harm reduction and resources within the Region of Halton. Approximately 100 members of the public attended in the webinar and the program received continuous airplay by Cogeco on YourTV.
2. During this campaign, Crime Stoppers of Halton received 250 drug tips which led to investigations by the Halton Regional Police Service Drug Unit as well as the District Street Crime Units.

3. Of the 250 investigations conducted there were 19 charges laid, and over \$200,000.00 in drugs seized.
4. Crime Stopper of Halton approved one \$2000.00, and two \$500.00 rewards for the arrest of fentanyl traffickers.
5. Traffic to haltoncrimestoppers.ca, during the Targeting Traffickers campaign, increased due to advertising through Metroland Media (Milton, Georgetown, Oakville & Burlington), radio ads/interviews, CHCH Morning Live interview, and social media.

<b>Targeting Traffickers Campaign (pilot) - 2021</b>				
	Pre	Post	Difference	%
Users	1794	3626	1832	102.1%
New Users	1763	3590	1827	103.6%
Page views	3765	6920	3155	83.8%
Pages/Session	1.76	1.57	<b>-0.19</b>	-
Sessions	2143	4415	2272	106.0%
Sessions/User	1.19	1.22	0.03	1.9%
Bounce Rate	69.92%	66.36%	<b>-3.6%</b>	-



## Halton Happenings - May 2022

Welcome to the May 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:

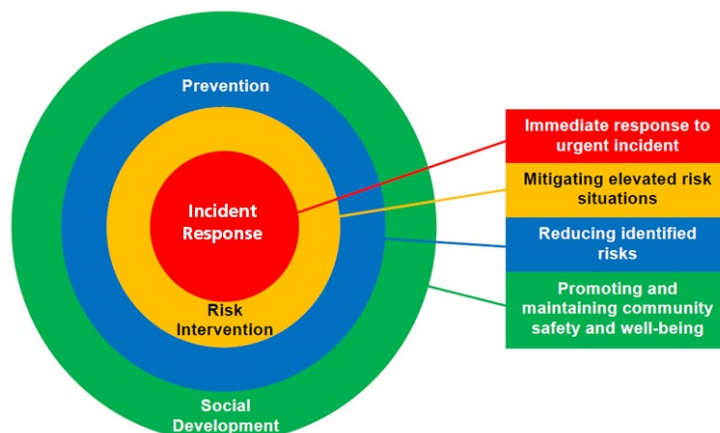
1. Incident response – To ensure those in need get the right response, at the right time, by the right responders.
2. Risk intervention – To address the criminal behaviour that most affects the safety of community members.
3. Prevention – Community collaboration is the catalyst for positive, working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

When reading through this document, there are four coloured categories: incident response has been highlighted in red, risk intervention in yellow, prevention/education in blue, and social development in green.

### 4 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 - May 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 May, seven 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 participated in a 2-Day Commercial Motor Vehicle Blitz with the Brant County O.P.P., on May 9 and 10. The results from the blitz were as follows:

Day one:

- 89 Inspections
- 46 Vehicles Out-of-Service
- 62 Provincial Offence Notices



## Halton Happenings - May 2022

Day two:

- 11 Inspections
- 9 Vehicles Out-of-Service
- 9 Provincial Offence Notices

This year's "Canada Road Safety Week" Traffic Safety Campaign took place from May 17-23. The Regional Results from this traffic campaign are as follows:

- 1,133 Traffic Stops
- 861 Provincial Offence Notices (Certificate of Offence)
- 39 Charges by Summons
- 626 Warnings
- 13 Impaired/Over .08 Arrests
- 217 Roadside Tests
- 4 Roadside Suspensions

On May 25, members of the Commercial Motor Vehicle Team participated in a 1-day O.P.P hosted Commercial Vehicle Blitz in the hamlet of Puslinch. The results were as follows:

- 42 Inspections
- 15 Vehicles Out of Service
- 32 Provincial Offence Notices

### **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 Community Conflict Resolution Service when applicable. During the month of May, officers assisted with seven 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 five 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.

District Community Mobilization Officers assisted Public Health by conducting one quarantine check for someone who had recently returned to Canada.



## Halton Happenings - May 2022

### **Crime Stoppers**

Crime Stoppers of Halton received two new tips in May and followed up on 81.

### **District Social Workers/Youth Officer/School Liaison Officers**

District Social Workers and Youth Officers had 16 new Youth Diversion intakes, while ten previous Diversion files were completed.

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

Teams also conducted 160 proactive outreaches to adults, youth and families in the community to offer supports or assistance.

## **PREVENTION**

### **Community Mobilization Officers**

Officers completed four Crime Prevention Through Environmental Design Inspections in the community.

## **SOCIAL DEVELOPMENT**

### **Traffic Services Unit**

On May 18, the Traffic Services Unit participated in the monthly meeting of the Halton Chapter of Mothers Against Drunk Driving (MADD). This meeting included discussions of potential MADD presentations at various community events, including Police Day. MADD is also working in conjunction with the Halton Police Marine Unit to connect with local boating clubs within the region.

On May 24, members of the Commercial Vehicle Team attended Mohawk College to present to the attendees of Ontario Police College's "Traffic Officers Course" regarding the safe inspection of Tow trucks.

### **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 31 presentations on the following topics: Cyber Bullying, Bullying, Drugs/Alcohol in schools, Social Media, and Internet Safety.



## Halton Happenings - May 2022

Community Officers in Burlington attended the “Food for Life” fulfillment centre to assist with sorting and packing, while building relationships with staff and volunteers.

“Youth in Policing Initiative” (YIPI) – each year, the Halton Regional Police Service hires eight Halton youth to provide them with an opportunity to develop leadership skills, community engagement, work experience, mentorship and to build positive relationships with police. Interviews have been completed and candidates are currently in the background stage of the process. The successful youth will take part in the eight week paid program that will run between July 4 and August 26.

“Run, Hide, Fight” is a one hour community presentation on what to do in the event of an “Active Attacker”. Members of the Regional Community Mobilization Bureau conducted two of these presentations at Amazon Canada in Milton and one at Siemens Canada. These presentations were planned well in advance, but coincided with tragic events in the United States.

In an ongoing effort to build stronger relationships with our hospital partners, some staff members (nursing staff) from local hospitals conducted “Ride Alongs” with our Mobile Crisis Rapid Response Teams. The program was initiated to build a greater understanding of the role of police in the community and foster positive relationships. Additionally, police spoke to the emergency room staff about Intimate Partner Violence investigations and resources in the community.

The Regional Community Mobilization Bureau presented to the “Seniors Working Action Group” from Oakville about the mental health supports available in the community. Information about the mental health teams and partnerships the Halton Regional Police Service has in place to provide enhanced mental health service delivery was also shared.

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

### **Equity, Diversity and Inclusion Office**

Recruiting / Outreach Event - On May 7, members from the Equity, Diversity and Inclusion Office, Community Mobilization Bureau, Recruiting, and Crime Stoppers attended a community outreach event at a local South Asian grocery store in Burlington. The event was attended by over 2,500 members of the community and was a great opportunity to highlight a career in policing as well as build positive relationships with those in attendance. Similar events are being planned for the future.

Police Ethnic and Cultural Education Youth Leadership Program (PEACE) - During the month of May, we continued our PEACE program. The youth participated in a variety of educational sessions including LGBTQ+ history and terminology, cultural awareness and had a visit from the Friends of Simon Wiesenthal Centre to inspire and empower them to raise their voices and take action against



## Halton Happenings - May 2022

hate and intolerance. The spring session ends at the beginning of June and planning is already underway for the fall.

Halton Multicultural Council Burlington Office Grand Opening - On May 10, members from the Equity, Diversity and Inclusion Office attended the grand opening / ribbon cutting for the Halton Multicultural Council's new office in Burlington. The event was attended by local politicians and members of the public and was an opportunity to further highlight our partnership with this organization who supports newcomers and refugees.

The Centre for Skills and Development Traffic Safety Presentations - On May 24, the Equity, Diversity and Inclusion Office provided two presentations on traffic safety to students at the Centre for Skills and Development in Oakville. These virtual sessions were attended by 40 newcomers to Canada and was a great opportunity to build relationship and trust with our Police Service.

### **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, International Association of Women Police-Equity and Diversity Committee and the Canadian Association of Chiefs of Police - Policing with Indigenous Peoples Committee.





# Public Agenda Report

**To:** Halton Police Board

**From:** Fred Kaustinen  
Chief Governance Officer

**Subject:** Halton Happenings Audit

**Report #:** CGO22-6-R-01

**Date:** 30 June 2022

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## RECOMMENDATION:

*THAT the monthly Halton Happenings reporting requirement be discontinued and replaced with:*

- *Annual CSWB reporting,*
- *An annual workshop on risk management, and*
- *An annual workshop on HRPS capabilities.*

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## Attachments:


## INTRODUCTION AND BACKGROUND:

1. Halton Happenings is a monthly report initiated about seven (7) years ago concurrent with the newly minted Halton Region Community Safety and Well-being (CSWB) Plan, for the purpose of raising Board awareness of select HRPS activities directly related to that Plan, at that time.

## DISCUSSION / ANALYSIS:

2. Halton Happenings is a monthly report on the Board public agenda. It opens with a review of the 4 Pillars of CSWB (Incident Response, Risk Intervention, Prevention and Social Development), and then describes the previous month's police activities directly related to each of these CSWB Plan pillars. It has been frequently accompanied by a point-in-time snapshot report regarding the overall CSWB Plan.

3. The report takes about 10-15 hours of staff time to compile information and produce, and represents a very small percentage of the overall community policing activity during the period.
4. The report does not provide cumulative or comparative data, longitudinally (month-to-month or year-to-year) or externally (relative to comparator police services). Rather, it is a 'tactical snapshot' intended to demonstrate the Service's commitment to the CSWB plan and highlight some of the work that our members undertake. This report has become part of the enduring agenda design without a clear purpose.
5. Recalling the session at the Board Retreat on Police governance Best Practices, the checklist depicted below provides a framework for auditing Halton Happenings.



### F. Is it Governance? Checklist questions

1. Is it big?
2. Does it relate to the future?
3. Is it core to the mission?
4. Is it core to the Board's role?
5. Is a high-level policy decision needed to resolve a situation?
6. Is there a high-level risk?
7. Is a watchdog watching?
8. Does the Chief want and need the Board's support?

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6. The answer to each of the questions above is 'No'. We can conclude there is no longer a Governance requirement for Halton Happenings, at least not in its current format with its current content. Over time, its educational value has been replaced by shiny-penny interest of little return-on-investment of Board time and attention. The Service's social media platforms and website arguably provide a better real-time look at key HRPS activities at any point in time.

#### ALTERNATIVES:

7. **Option A** – Discontinue Halton Happenings, and save Board members' meeting preparation and discussion time, and save HRPS staff report preparation time and effort.
8. **Option B** - One alternative is to develop a real-time dashboard of data could be created to show a snapshot of policing in Halton Region at any given point of time. Toronto PSB has developed such a source of data. How this data would assist the Board in its long-term strategic decisions-making is unclear. Such a system would incur significant start-up costs and require ongoing management and maintenance.
9. **Option C** - Another alternative which is consistent with the Board's ongoing Governance Modernization Project is to separate the educational component from the decision data. Specifically, replace Halton Happenings with an annual CSWB report and annual workshops on strategic risk management and HRPS capabilities.

10. Option C – is the best option because it cost-effectively aligns reporting with the Board’s decision-information needs, and general education.

**CONSULTATION:**

11. Deputy Chief Wilkie was consulted in the preparation of this report.

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

12. N/A

**STRATEGIC MANAGEMENT ISSUES:**

13. The least cost, best return-in-investment approach to educating the Board is through reporting data that is aligned with risks, and ongoing workshops regarding key strategic issues like risk management and HRPS capabilities.





# Public Agenda Report

**To:** Halton Police Board  
**From:** Fred Kaustinen  
Chief Governance Officer  
**Subject:** A02 – Administration of Human Resources  
**Report #:** CGO22-6-R-02  
**Date:** 30 June 2022

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## RECOMMENDATION:

*THAT the amended policy A02 – Administration of Human Resources be approved as proposed.*

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**Attachments:** Proposed A02 – Administration of Human Resources policy

## INTRODUCTION AND BACKGROUND:

The new *Working for Workers Act 2021* is now effect. It requires employers of more than 25 workers to have Disconnect from Work policy and procedures. This requirement applies to our civilian members, but not to our police officers.

## DISCUSSION / ANALYSIS:

The HRPS has already developed a Chief's Directive regarding Disconnecting from Work. The proposed Board policy amendment is shown at provision 2p using track changes. The Chief's Directive is compatible with this proposed policy provision.

Policy format changes have also been proposed, also in track changes.

**ALTERNATIVES:**

N/A

**CONSULTATION:**

Chief Tanner, Legal Counsel Ken Kelertas and HR Director Tracy Dottori were consulted in the development of this policy provision proposal. Their suggestions have been incorporated into the attached proposal.

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

This HR policy amendment is required to comply with the new legislation.

**STRATEGIC MANAGEMENT ISSUES:**

N/A



## Policy ~~HR-03A02~~

# Administration of Human Resources

### Purpose

1. With respect to the administration of the human resources of the Halton Regional Police Service, the Chief of Police will ensure that the Halton Regional Police Service provides a work environment that maximizes employee engagement, in which all members are treated fairly with dignity and respect, and is free from discrimination, workplace harassment, workplace violence, and workplace sexual harassment.

### Requirements

2. Further, the Chief of Police shall:
  - a. Establish procedures that:
    - i. clarify employment rules for members;
    - ii. address the promotion of sworn members, in compliance with the Halton Regional Police Services Board Bylaw 98-3;
    - iii. guide evaluation of civilian jobs, consistent with collective agreements;
    - iv. address the terms and conditions of job sharing;
    - v. guide the Service's response to every reported incident of workplace harassment, workplace sexual harassment and workplace violence.
  - b. Acquaint all members with procedures set out above in item 1 of this policy.
  - c. Present for Board approval, with supporting data where warranted, all member hires and terminations.
  - d. Establish job descriptions for all positions in the Service, and guidelines for the regular review and update of all jobs within the Service.

~~Approved 30 September 2021~~ Proposed 30 June 2022



- e. Establish an orientation and onboarding program for new employees to ensure they understand the vision and values of the Service and their role within the Service, which shall include, among other things, a review of the Service Code of Conduct and the Code of Conduct established under the Police Services Act for uniform members.
- f. Ensure that all members receive training on bias-free policing, unconscious or implicit bias in the workplace, diversity, inclusion, workplace safety, and human rights.
- g. Ensure members are prepared to perform their duties effectively and safely in accordance with Board policies, provincial Adequacy Standards, and the law.
- h. Implement and maintain a performance appraisal system to define performance expectations, assess work performance and guide the development of all members of the police service.
- i. Establish a Fit for Duty Assessment Program by which the Service can, in good faith, evaluate a member's/volunteer's fitness for duty and provide reasonable assurance that members/volunteers have the capacity and ability to competently and safely perform the duties of their position, and as such do not pose a safety or security risk.
- j. Establish an organizational wellness program.
- k. Establish a formal Return to Work Program to assist members who are temporarily or permanently disabled as a result of a bona fide injury/illness/disease and to accommodate members with disabilities in accordance with the Ontario Human Rights Code.
- l. Comply with with the provisions of the Ontario Human Rights Code, the Occupational Health and Safety Act, the Pay Equity Act, and any other applicable employment legislation.
- m. Ensure organizational compliance with all aspects of the Collective Agreements and Deputies' Contracts.
- n. Establish pandemic vaccination and related procedures to safeguard all members, in consideration of public health guidelines and directives.
- n.o. Establish directives regarding the "Disconnecting from work" for civilian members when not on duty or on-call, clearly articulating the right not to engage in work-related communications, including emails, telephone calls, video calls or the sending or reviewing of other messages, so as to be free from the performance of work after working hours.

~~Approved 30 September 2021~~ Proposed 30 June 2022





e.p. Report to the Board on a semi-annual basis regarding the disposition of public and internal complaints, and any subsequent remedial action where applicable.

### Monitoring and Reporting Requirements

3. The Chief shall notify the Chair and the Board at the earliest opportunity of any material deviation from this policy, or any substantive activities or trends worthy of immediate Board awareness.

### References:

- Ontario Human Rights Code Police Services Act
- Adequacy Standards
- Employment Standards Act 2000
- Pay Equity Act Occupational Health and Safety Act
- Working for Workers Act 2021
- Collective Agreements





# Public Agenda Report

**To:** Halton Police Board

**From:** Fred Kaustinen  
Chief Governance Officer

**Subject:** A01 – Strategic Planning

**Report #:** CGO22-6-R-03

**Date:** 30 June 2022

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## RECOMMENDATION:

*THAT the proposed policy A01 – Strategic Planning be approved.*

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**Attachments:** Proposed A01 – Strategic Planning policy

## INTRODUCTION AND BACKGROUND:

The new *Community Safety and Policing Act* (CSPA) 2019 requires that the Board is statutorily responsible for the establishment of a Strategic Plan for policing Halton Region.

## DISCUSSION / ANALYSIS:

The proposed policy is consistent with the requirements of the CSPA 2019. It outlines the Board's consultative approach to Strategic Planning, notably assigning Plan coordination and financial responsibility for engaging external support to Board staff. This is consistent with the new legislation.

## ALTERNATIVES:

Alternatively, the Board could continue to rely on police management to develop the Strategic Plan on its behalf, with external assistance as before.

**CONSULTATION:**

Chief Tanner and the Deputies were consulted regarding the Board's draft policy. Minor amendments based on the Chief's recommendations are shown in track changes.

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

The Board is statutorily responsible for the establishment of a Strategic Plan for policing Halton Region.

**STRATEGIC MANAGEMENT ISSUES:**

Strategic Planning is clearly a strategic matter.



## **Policy A-01**

# **Strategic Planning**

### **Purpose**

1. The Strategic Plan describes how the Board will ensure the provision of adequate and effective policing in the Region. It assigns tangible results to be achieved by the Service, and in doing so orients the entire Service towards attainment of those results. As well, it focusses the managerial decisions regarding the planning, equipment, training, deployment and supervision necessary to attain those results.
2. The Strategic Plan shall be grounded in the Board's assessment of the Community's needs, values and expectations regarding policing in Halton Region.
3. The Strategic Planning process shall be led by the Chief Governance Officer (CGO), on the Board's behalf. Independent third-party assistance will be engaged to the extent practical. The Chief of Police shall support and participate in the planning process, including the provision of information and the development of supporting action plans.
4. The Strategic Plan shall be the primary foundation for performance evaluation of the Service, and performance evaluation of the executive leaders.
5. The Board has overall authority over the planning process and the resultant Strategic Plan. Costs associated with the development of the Strategic Plan will be borne under the Board's Governance Budget. The Board reserves the right to adjust the Strategic Planning Process, and/or the Strategic Plan, at any time for any reason.

### **Requirements.**

6. **Plan Components**. The Strategic Plan will address:
  - 6.1 objectives, priorities and core functions of the police service;
  - 6.2 results of an environmental scan;
  - 6.3 consultation views, and how they are reflected in the Strategic Plan;



- 6.4 quantitative and qualitative performance objectives and indicators of outcomes relating to:
- a. the provision of community-based crime prevention initiatives, community patrol and criminal investigation services,
  - b. community satisfaction with the policing provided,
  - c. emergency calls for service,
  - d. violent crime and clearance rates for violent crime,
  - e. property crime and clearance rates for property crime,
  - f. youth crime and clearance rates for youth crime,
  - g. police assistance to victims of crime and re-victimization rates,
  - h. interactions with members of racialized groups,
  - i. interactions with members of First Nation, Inuit and Métis communities, and
  - j. road safety
- 6.5 Interactions with:
- a. youth,
  - b. members of racialized groups and First Nation, Inuit and Métis communities, and
  - c. persons who appear to have a mental health condition; and
- 6.6 information technology, resource planning, and police facilities.
7. **Environmental Scan**. Trends and risks nationally, GTHA-regionally and locally shall be identified, in consultation as necessary with national, provincial and municipal police governing authorities/representatives.
8. **Consultations**. In preparing or revising the strategic plan, the Board shall solicit the input of the following public entities:

8.1 The Chief of Police

8-18.2 Regional Council and the Municipal Councils of Burlington and the towns of Oakville, Milton, and Halton Hills;

8-28.3 the band councils of First Nations in Halton Region;

8-38.4 groups representing diverse communities in Halton Region;



8.48.5 Halton District School Board, Halton Catholic District School Board, and Halton French Catholic School Board, Conseil scolaire Viamonde, and MonAvenir Catholic School Board; ~~and~~

8.6 community organizations, businesses and members of the public in Halton Region; ~~and-~~

8.58.7 Any subject matter experts it deems necessary.

9. The Strategic Plan shall provide an overview of the public consultations conducted and describe how the needs and concerns regarding policing identified during the consultations are addressed by the Strategic Plan.
10. The Strategic Plan will also consider Halton Region's Community Safety and Well-being Plan.
11. **Statistical Analysis.** Strategic Planning shall also consider past results. The Chief of Police shall provide sufficiently detailed statistical information for the past five years for the Service and each Big 12 comparator (as available), identifying major trends and any growing gaps, regarding:
  - 10.1 crime statistics;
  - 10.2 clearance rates;
  - 10.3 calls for service;
  - 10.4 cost per capita; and
  - 10.5 overall weighted crime rate.
12. **Risk Assessment.** The Chief of Police will also prepare and provide a strategic Risk Assessment regarding major risks facing the Region in the next five years.
13. **Action Planning.** While the CGO will coordinate determination of the Board's strategic priorities and results-based objectives for policing, the Chief will develop the action plans required to achieve those results-based objectives.



14. **Plan Layout.** The general layout of the Strategic Plan shall be:
  - 13.1 cover
  - 13.2 letter from the Chair
  - 13.3 letter from the Chief
  - 13.4 Table of Contents
  - 13.5 Executive Summary
  - 13.6 Planning Process (including statistics, surveys and how the needs and concerns expressed in focus groups and interviews are addressed in the Strategic Plan)
  - 13.7 Priorities, Objectives and Action Plans
  
15. **Plan Communication.** The CGO shall coordinate the inaugural public release of the Strategic Plan.
  
16. **Plan Implementation.** Unless specifically directed otherwise, implementation of all aspects of the Strategic Plan is assigned to the Chief of Police.

### **Monitoring and Reporting Requirements**

17. The CGO shall prepare and submit the planning-related decision reports in accordance with G-07 Governance Calendar.
  
18. The Chief shall prepare and submit the status of Plan Implementation as part of the HRPS Performance reports in accordance with G-07 Governance Calendar.
  
19. The ~~CGO shall also coordinate and oversee the preparation of the~~ Board's Annual Report to the public, ~~which~~ will feature prominently the status of implementation of the Strategic Plan.





**References:**

CSPA 2019 s39

HPB Policy G-07 Governance Calendar

HPB Policy A-04 Annual Report





# Public Agenda Report

**To:** Halton Police Board  
**From:** Fred Kaustinen  
Chief Governance Officer

**Subject:** Op04 – Policing Designated Major Events

**Report #:** CGO22-6-R-04  
**Date:** 30 June 2022

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## RECOMMENDATION:

*THAT the proposed policy Op04 – Policing Designated Major Events be approved, and*

*THAT policies B-PO-002 - Police Action at Labour Disputes and B-PO-003 - Policing Aboriginal Occupations and Protests be rescinded.*

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**Attachments:** Op04 – Policing Designated Major Events policy

## INTRODUCTION AND BACKGROUND:

Recent convoy occupations at various locations across Canada put police, police boards and all levels of government to the test in those jurisdictions. SOLGEN advisers have suggested that all police boards revisit their Major Events policies.

Currently HPB has a policy regarding the Public Order Unit, in accordance with the Provincial Adequacy Standard. That policy describes the composition of the unit and the requires the Chief of Police to establish procedures. There are also policies related to Police Action at Labour Disputes and Policing Aboriginal Occupations and Protests. These policies also require the Chief of Police to establish procedures. None of these policies provide address risk management or Board expectations, or outline the Board's role concerning Major Events like those referenced above. More meaningful police governance direction is warranted.

## DISCUSSION / ANALYSIS:

Justice Morden's review of the Toronto Police Services Board regarding the 2010 Toronto G20 protests is the seminal work informing the Board's role regarding police operations, risk management, and duty to the public. It is an incredibly insightful interpretation of the *Police Services Act*, 1990, that is equally valid with respect to the new *Community Safety and Policing Act* (CSPA), 2019. All too commonly, governors and police management focus on the legislative limitations on police governance, to the exclusion of the full range of assigned and implied obligations on police boards to actually govern.

In the case of Toronto G20, "*protests mainly consisted of peaceful demonstrations and rallies but also took the form of a riot as a group of protesters using black bloc tactics caused vandalism to several businesses in Downtown Toronto. More than 20,000 police, military, and security personnel were involved in policing the protests, which at its largest numbered 10,000 protesters.[1][2] While there were no deaths, 97 officers and 39 arrestees were injured, and at least 40 shops were vandalised, constituting at least C\$750,000 worth of damage.[3][4] ... the lawsuit had resulted in a \$16.5 million settlement. Those arrested were each awarded dollar amounts ranging from \$5,000 to \$24,700.[6]*." Clearly the event was strategically significant.

Justice Morden criticized the Toronto Police Services Board for not having sufficient pre-existing policy direction, nor a pre-existing relationship with the Chief of Police that acknowledged the Board role and authority. As a result, it did not have the information before and during the event to be able to effectively govern the Service. In a nutshell, the Toronto Police Services Board needed to more clearly articulate its role and its expectations of the Chief of Police and the Service, in this case regarding the planning, resources, communications and designation of a strategically-significant event.

Meanwhile, the post-mortems regarding the more recent convoy occupation are underway.

The proposed policy provides significantly more substantive direction. It facilitates the Board's police governance without impinging on the Chief's legitimate freedom of action and operational discretion during an event.

Specifically, the proposed policy addresses:

- Criteria for specifying an event as a Designated Major Event, and thereby triggering these special policy provisions and Board actions;
- Risk assessment;
- Contribution agreements;
- Planning;
- Operations; and
- Public communications.

## ALTERNATIVES:

N/A

**CONSULTATION:**

The Toronto Police Services Board policy on Designated Special Events was a key reference of the development of this policy.

Chief Tanner and the Deputies were consulted regarding the Board's draft policy. Minor amendments based on the Chief's recommendations are shown in track changes. Reference to labour protests and Indigenous protests and occupations has been added to the policy to facilitate rescindment of two existing, less substantive policies.

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

N/A

**STRATEGIC MANAGEMENT ISSUES:**

Policing Designated Major Events is clearly a strategic matter.



## Policy Op-04

# Policing Designated Major Events

### Purpose

1. Members of the public have the right to gather, and the right to protest lawfully, including but not limited to labour disputes and aboriginal protests/occupations. Members of the public also have the right to be and feel safe when gathering or protesting lawfully, or when others are gathering or protesting. Meanwhile, high-profile, potentially volatile public gatherings increase the risk of criminal behaviour by some persons involved, including assaults and property damage which can significantly affect other individuals and property.
2. Accordingly, the Board is committed to ensuring that:
  - 2.1 where warranted, organizationally–significant public gatherings in Halton Region are deemed **Designated Major Events**;
  - 2.2 elevated risks to persons, property and/or political interference are identified and associated mitigation plans are developed;
  - 2.3 policing Designated Major Events is intelligence-led, rights-aware, and proportionate; and
  - 2.4 continuity of police operations throughout the Region is sustained during any Designated Major Event.

### Requirements

3. **Designation.** The Chief of Police shall recommend, in a Board report, any upcoming or ongoing event that the Board should determine to be a Designated Major Event. The recommendation shall be based upon an assessment of the following criteria:
  - 3.1 the event may negatively affect the adequacy and effectiveness of police services throughout the Region and/or continuity of regular policing service may be at risk of disruption;
  - ~~3.1 the event is beyond the scope of day-to-day operations for the Service and has the potential to substantially disrupt public peace, order or security;~~



- 3.2 the event is sponsored or hosted by the federal or provincial government, or another external entity;
  - ~~3.33.1 the event may negatively affect the adequacy and effectiveness of police services throughout the Region and/or continuity of regular policing service may be at risk of disruption;~~
  - ~~3.43.3~~ the event requires extraordinary funding or other resources, and/or reimbursement agreements with external agencies;
  - ~~3.53.4~~ operational and/or planning decisions regarding policing are subject to the approval of any other entity;
  - ~~3.63.5~~ event command-and-control may involve police agencies from other jurisdictions;
  - ~~3.73.6~~ the event features extraordinary operational requirements;
  - ~~3.83.7~~ requests for legislative change to accommodate the policing of the event may be required;
  - ~~3.93.8~~ the event will be of medium or greater risk; and
  - ~~3.103.9~~ any other relevant criteria.
4. In the absence of a recommendation, the Board may designate a Major Event on its own accord, for instance in response to an emerging Event of Strategic Significance (refer to policy G-11).
  5. **Risk Assessment**. Prior to the Designated Major Event, the Chief of Police shall brief the Board on the Service Risk Assessment and Mitigation Plan regarding policing a Designated Major Event in Halton Region, and the concurrent continuity of policing throughout the Region. The Chief of Police shall update the Board as/if that Risk Assessment and Mitigation Plan evolves through the course of the Designated Major Event, as time permits.
  6. **Contribution Agreements**. The Chief of Police shall consult with the Board prior to committing to any contribution agreements with government entities regarding policing a Designated Major Event in Halton Region, beyond the scope of normal shared services.



7. **Planning.** With regard to planning to police Designated Major Events, the Chief of Police shall ensure that:
- 7.1 advance legal advice and assistance is engaged for, among other purposes, making applications for court orders such as those required to compel assistance from tow truck operators;
  - 7.2 arrangements are made for audio-video records of the Designated Major Event including police presence, activity and interactions with the public; and
  - 7.3 the Board is briefed on the operational plan and afforded opportunity to ask questions, prior to the Designated Major Event.
8. **Operations.** The Chief of Police shall ensure, with regard to policing a Designated Major Event in Halton Region, that:
- 8.1 public order is maintained, persons are safeguarded from injury, and property is safeguarded from damage – without unduly infringing on rights and freedoms; and
  - 8.2 should the threat of riotous and/or violent behavior pose elevated risk of personal injury or property damage, that police response is graduated and clearly communicated in advance to the public present at the Designated Major Event; and subsequent police actions result in:
    - a. an expeditious restoration of public order,
    - b. a minimum of personal injuries,
    - c. a minimum, temporary imposition on individual rights such as the right to gather, the right to free speech, and the right to protest,
    - d. detention of those, and only those, clearly engaged in criminal ~~actions~~offenses/actions or other arrestable activities,
    - e. a minimum of property damage, and
    - f. the re-establishment of conditions necessary for the continued peaceful gathering of those not detained.
9. **Public Communications.** The Chief of Police shall inform the Board of significant communications to the broader community and media regarding and during Designated Major Events, in advance of such communications being made public, to the extent practicable.





## Monitoring and Reporting Requirements

10. In addition to the aforementioned reporting requirements regarding Designation, Risk Assessment, Contribution Agreements and Public Communications, the Chief of Police shall report:
  - 9.1 the sequence of events, decisions, and consequences of police actions and inactions leading up and during the Designated Major Event;
  - 9.2 injuries and damage incurred by members of the public and police alike during the Designated Major Event;
  - 9.3 the unforecasted cost of the Designated Major Event;
  - 9.4 any civil actions resulting from the Designated Major Event;
  - 9.5 any deviations from this or any other Board policy; and
  - 9.6 lessons learned from the Designated Major Event.
11. The Chief of Police shall also report on the planned participation of the Service in support of major events in other jurisdictions beyond the scope of normal shared services, in advance of any such deployment or commitment to participate.

### References:

Independent Civilian Review into Matters Related to the G20 Summit, Justice Morden,  
<https://tpsb.ca/g20/ICRG20Mordenreport.pdf>

Convoy Occupations in Ottawa and other jurisdictions in January-February 2022

HPB Policy G11\_Communications (TBA)





# Public Agenda Report

**To:** Halton Police Board  
**From:** Fred Kaustinen  
Chief Governance Officer  
**Subject:** G07 – Governance Calendar – Proposed Updates  
**Report #:** CGO22-6-R-05  
**Date:** 30 June 2022

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## RECOMMENDATION:

*THAT the updated policy G07 – Governance Calendar be approved.*

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**Attachments:** G07 - Governance Calendar – proposed 30 June 2022

## INTRODUCTION AND BACKGROUND:

Policy G07 – Governance Calendar continues to require updating as the Board approves new policies as part of its governance Modernization program.

## DISCUSSION / ANALYSIS:

The proposed amendments to G07 – Governance Calendar, including the introduction of a Educational Presentations and Workshops section, flow from the recommendations of the Halton Happenings Audit and the proposed A01 – Strategic Planning policy.

## STRATEGIC MANAGEMENT ISSUES:

The Board's Governance Calendar is Strategic by definition.



## Policy G07 – Governance Calendar

### Purpose

1. The Governance Calendar serves to:
  - 1.1 help focus the Board’s time and effort on matters relevant to its strategic role, emphasizing planning for the future over monitoring the past; and
  - 1.2 guide the Board’s education, exploration, analysis and decision activities, such that Board members, HRPS management, and Board staff can anticipate and prepare for Board meetings and related governance activities.
2. The Board may adjust any aspect of this policy, at any time by way of resolution, and additional reports may be provided by the Chief of Police or CGO in accordance with the Procedural Bylaw.

### Requirements

3. Orientation. Within the first 3 months of appointment, each Board member shall receive orientation training regarding (1) governance of the Halton Police Service, facilitated by the CGO, and (2) regarding HRPS capabilities and limitations, facilitated by the Chief of Police.
4. Educational Presentations & Workshops.

<u>Presentation</u>	<u>Meeting</u>

<u>Workshop</u>	<u>Meeting</u>
<u>Risk Management</u>	

3.5. Policy and By-law Development/Review. Development and review of policies and by-laws is assigned to CGO.

<b>Policy Type</b>	<b>Schedule of Review Reports for Board Decision</b>
Governance	Annually, first quarter
Policing	Semi-annually, second quarter
Administration	Semi-annually, third quarter
By-laws	Every 5 years

4.6. Strategic Planning. The Board is legislatively required to prepare, adopt and publish a strategic plan for policing in the jurisdiction. Coordination of the development of the Strategic Plan is assigned to CGO, who shall consult with the Chief of Police. Refer to Strategic Planning policy for more information.

<b>Planning Activity/Product</b>	<b>Schedule of Reports for Board Decision</b>
Project planning, consultant(s) engaged	Approx. 12 months prior to end of current plan
Assessment of community needs through statistical and trend analysis	Approx. 6 months prior to end of current plan
Assessment of community values & expectations, through engagement	Approx. 4-9 months prior to end of current plan
Development of strategic objectives (outcomes) and performance metrics	Complete minimum 4 months prior to end of current plan
Action plans identified	Prior to plan publication
Strategic Plan published	Prior to end of previous Strategic Plan

5.7. Collective Bargaining & Executive Contracts. Development of bargaining mandates, collective agreements and executive contracts is assigned to the CGO.

<b>Planning Activity (Board approval required for each activity)</b>	<b>Schedule of Reports for Board Decision</b>

Notice to bargain	No earlier than 90 days before expiration of Collective Agreement/contract
Development of bargaining mandate, in consideration of coordinated bargaining & comparators	Prior to commencement of bargaining
Approval of negotiated settlement	First available meeting

6.8. **Budget Development.** Development of the Service budget is assigned to the Chief of police. Development of the Governance Budget is assigned to the CGO. Refer to the Financial Planning policy.

<b>Planning Activity (Board approval required for each activity)</b>	<b>Review Schedule</b>
Overall budget target range	August
Report budget options to Board	September
Board Approval of budget	October

7.9. **Policy-Compliance Reports.** The Chief shall provide reports on past service performance relative to Board policies, in accordance with the schedule below. In addition to specific policy provisions, these reports shall address, as applicable:

- 7.1 the degree to which the Service is resourced, prepared and positioned to provide adequate and effective policing
- 7.2 any instances where adequate and effective policing was not provided, or is likely not to be sustained in the near future;
- 7.3 any abnormal incidents, calls for service or trends having probable material effect on future needs for policing in Halton Region;
- 7.4 any strategically significant incidents, trends and/or complaints;
- 7.5 any policy provisions which have not been complied with, and/or are unlikely to be complied with in the near future; and
- 7.6 any management requests for policy direction or clarification.

<b>Policy</b>	<b>Report Schedule</b>	<b>Assigned to</b>
Financial Variance Report	February, May, August, November	Chief
Purchasing Activity Report	January, August	Chief

Capital Projects Status	February, August	Chief
Grant Agreements	May, November	Chief
Status of Reserve Accounts	February, August	Chief
Seized Funds	April, October	Chief
<u>HRPS Performance Report</u>	<u>March, September</u>	<u>Chief</u>
<u>Community Safety &amp; Well-Being Report</u>		<u>Chief</u>
Governance Expenditure	January, August	CGO
Board Communications	March, October	CGO
<b><i>To be updated as new Administrative &amp; Operations policies are approved</i></b>		

8.10. Annual Report. The Board is legislatively required to publish an Annual Report regarding the implementation of its Strategic Plan for policing, the affairs of the HRPS and the provision of policing as it relates to the Region of Halton's Community Safety and Well-being Plan. Coordination of the development of the Annual Report is assigned to CGO, who shall consult with the Chief of Police.

<b>Activity</b>	<b>Report Schedule</b>
Annual Report Outline	November
Annual Report First Draft	March
Annual Report Final Draft	April

9.11. Management Requests. HRPS requests for human resource and financial permissions will be considered at the first available Board meeting, in accordance with the Procedural Bylaw.

40.12. Evaluations & Next Cycle Objectives. Coordination of Calendar-Year Performance Evaluations for Board consideration/approval is assigned as follows:

<b>Evaluation</b>	<b>Schedule</b>	<b>Assigned to</b>
Deputies	November	Chief
Chief	November and June	Chair
CGO	November	Chair
Board	February	Chair
Chair	November	Vice-Chair
Collective Compliance with Governance Policies' & Bylaws	March	CGO

<b>Next Cycle Objectives</b>	<b>Schedule</b>	<b>Assigned to</b>
Deputies	November	Chief
Chief	November and June	Chair
CGO	November	Chair
Board	February	Chair
Chair	February	Vice-Chair

### **Reporting and Evaluation**

44.13. The Board will review the Governance Calendar policy annually, and as required, and adjust accordingly.

### **Legislative Reference:**

PSA, s. 31  
 CSPA, s.37-41  
 Procedural By-law





# Halton Regional Police Service Public Agenda Recommendation Report

**To:** Chair and Police Board Members

**From:** Chief Stephen J. Tanner

**Subject:** DONATION – USED PATROL VEHICLE TO MOHAWK COLLEGE

**Report #:** P22-6-R-03

**Date:** June 30, 2022

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## RECOMMENDATION:

*“That the Halton Police Board approves the donation of a used police patrol vehicle to Mohawk College to be used for training purposes within their Police Foundations Program.”*

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

---

**Stephen J. Tanner**  
Chief of Police

:PL/JP

## INTRODUCTION AND BACKGROUND:

The Halton Regional Police Service (HRPS) was recently approached by a Mohawk College representative, Mr. Ed Gies, who is a former HRPS police officer and is currently a Professor in the Justice Studies/Police Foundations Program. Mr. Gies inquired as to whether an appropriate HRPS patrol vehicle could be donated to Mohawk College to utilize within the program as an undrivable, “dummy” vehicle for use in Use of Force and other training scenarios.

## DISCUSSION / ANALYSIS:

Mohawk College of Applied Arts and Technology offers a variety of community service related educational programs, including the Police Foundation Program which is a two-year program based upon the guidelines established by the Ministry of the Solicitor General (Ontario).

During the program, students will develop skills and abilities required for a career in law enforcement including:

- Criminal, Civil and Provincial Laws
- Ethics and Diversity in Policing
- Principles of Evidence
- Explore Police Powers and Related Legislation
- Interviewing and Investigation Skills

As part of the curriculum, students undergo a series of training programs and will acquire the use of force knowledge, skills and abilities including tactical communications. Currently, the College relies on the donation of a used vehicle from the Hamilton Police Service for various training elements.

The HRPS currently recruits from various Police Foundations programs within the Province and has established a good partnership with Mohawk College. As such, supporting the local college is seen as a great opportunity to support their educational program and garner additional recruit applications from their graduating classes.

HRPS Fleet Services identified a suitable vehicle for donation to Mohawk College for their training requirements. The identified vehicle was scheduled to be removed from the operational fleet and was to be sent to auction later this year.

Specifically, the vehicle to be donated is a 2015 Ford Interceptor Utility with approximately 188,500 kms. The vehicle has been partially decommissioned, and will be donated with refreshed HRPS branding, police console, lightbar and controllers. The HRPS unit number (formerly 6088) has been replaced with MC22 (Mohawk College 2022) to ensure that media, members of the public or college do not mistake it as an active HPRS police vehicle.

#### **ALTERNATIVES:**

The used patrol vehicle would otherwise have been sent to auction which, based on auction trends in 2021, may have garnered auction proceeds of approximately \$7,000. Auction proceeds are generally allocated to the Police Capital program to offset the costs of new vehicle acquisitions.

#### **CONSULTATION:**

Deputy Chief Jeff Hill, Regional Operations  
Paul Lavergne, Director - Corporate Services (co-author)  
Ken Kelertas, Director – Legal Services  
Susan Chojnacki, Coordinator – Purchasing Services  
Jody Percy, Coordinator – Fleet services (co-author)

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

The donation is made in accordance with HRPS Policy FIN-003 which requires “that donations or sponsorships of events for another organization on behalf of the Service, where the donation exceeds \$1,000 requires the approval of the Board”. Within the same policy, a donation is defined as “all gifts of a monetary nature; physical goods; equipment; vehicle / fleet; consultation fees ...”.

There are no material financial consequences resulting from this vehicle donation. The vehicle will be donated in “as is” mechanical condition and is not intended to be driven off-campus or on a highway by the College. Legal Services will prepare a “transfer of ownership” document noting these details and will include a full waiver and release of liability upon transfer.

## **STRATEGIC MANAGEMENT ISSUES:**

The donation of the used police patrol vehicle to the Mohawk College Police Foundations Program supports the following elements within the 2020-2023 Strategic Plan:

### *Theme 2 – Outreach & Collaboration*

*Goal 3 – Strengthen relationships with the full diversity of Halton’s communities to improve mutual understanding / respect, collaboration and communication.*

*Goal 4 – Ensure greater youth engagement and maximize understanding and trust of police (including in-school programs, social media and innovative youth-focused initiatives).*

### *Theme 3 – Capability and Engagement*

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

### *Theme 4 – Leadership and Excellence*

*Goal 4 – Ensure that our Service is an employer of choice, a desirable place to work for both sworn and civilian members and is increasingly representative of Halton’s population.*





# Halton Regional Police Service Public Agenda Recommendation Report

**To:** Chair and Police Board Members

**From:** Chief Stephen J. Tanner

**Subject:** ACCOUNTABILITY MECHANISM FOR SURVIVORS OF SEXUAL ASSAULT

**Report #:** P22-6-R-04

**Date:** June 30, 2022

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## RECOMMENDATION:

*"That the Halton Police Board receive and review this annual report and update on the activities of the Sexual Assault Advisory Committee in their ongoing mandate of ensuring a mechanism of accountability for survivors of sexual assault."*

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

---

**Stephen J. Tanner**  
Chief of Police

:KM

## INTRODUCTION AND BACKGROUND:

The Halton Police Board passed the following resolution at its February 23, 2017 meeting:

*"That the Halton Regional Police Services Board undertake a review of how sexual assault cases are handled by the Halton Regional Police Service, including:*

- *policies and procedures and;*
- *the classifications of sexual assault occurrences;*

*And, further that the Halton Regional Police Services Board undertake this work in collaboration with local community and justice partners; to ensure victims of sexual assault are provided a timely and dignified response, the best support possible from our police service, and that the process is comprehensive, fair and respectful."*

In response to the resolution the service worked alongside several external stakeholder agencies to create the Sexual Assault Advisory Committee of Halton. The committee is comprised of

members from a number of community agencies that work directly to support survivors of sexual assault including; *Thrive Counselling, Sexual Assault and Violence Intervention Services of Halton (SAVIS), Radius Child and Youth Services, Halton Women's Place, Halton Violence Prevention Council, Joseph Brant Hospital- Nina's Place, Ministry of the Attorney General, H.R.P.S. – Victim Services Unit and the Elizabeth Fry Society of Greater Toronto.*

The committee works as a collective voice to enhance the overall response to incidents of sexual assault to ensure survivors feel empowered, supported and believed. The attached report provides an annual snapshot of the progress of The Sexual Assault Advisory Committee (S.A.A.C.).

## **DISCUSSION / ANALYSIS:**

### Key achievements:

The Halton SAAC continues to meet monthly to prioritize collaborative work with the HRPS to improve police response to survivors of sexual assault. In response to the impact of the COVID-19 pandemic, the committee has re-prioritized their activities and attention over the past year towards including increasing community engagement as well as training/education.

***The Survivor's voice website-*** in 2020 the committee received funding via the Halton Region Community Investment Fund (HRCIF) for the creation of the "Survivors Voices" website - a region wide platform that in addition to containing support and resources, features the Sexual Assault Information Guide which provides survivors with an explanation of their options with respect to reporting, the court process, and the supports available to them.

The website also features an overview report that captures the work of the Sexual Assault Advisory Committee including case review, recommendations and in-service training for HRPS officers. Finally, the website features a confidential forum for survivors to provide feedback about their experience, enabling them to become part of the process in real time, giving them a voice and a place at the working group known as the Sexual Assault Advisory Committee.

This initiative is a one-stop shop website for survivors and supporters of sexual violence. While agency specific websites are available, this website is hosted by the Sexual Assault Advisory Committee which is a sub-committee of the Halton Violence Prevention Council.

***Education/training-*** The committee dedicated a great deal of time and energy into the final design and implementation of the second phase of training for all sworn members of the Halton Regional Police Service. The original design of the training was for an interactive and informative session delivered in person by S.A.A.C. members during the 2020 annual block training for officers. Due to the impact of the pandemic the committee had to make some adjustments in order to deliver this valuable training. Working in conjunction with the HRPS Training Bureau the training was converted to an e-learning platform. The training was delivered to all HRPS officers in two separate modules over the course of 2021. The training was intended to increase the level of awareness and understanding among all officers with respect to several key concepts related to sexual assault including the neurobiology of trauma and rape myths. Prior to starting

the training and then again on completion officers are asked to complete a self-evaluation survey related to their knowledge in the specific areas of study covered in the training. The survey results have been analyzed and they indicate that there has been a significant and consistent increase in the level of knowledge on the part of the officers in the key areas presented.

Members of the H.R.P.S. and the S.A.A.C. collaborated on an additional customized training module for members of the H.R.P.S. Communications Bureau. These members of the service are most often the first point of contact for survivors of sexual assault. For this reason, it is imperative that their interaction with survivors be done in the most empathetic, nonjudgmental and professional manner possible. The e-training module was built upon the same key principles as the sworn officer training module, but structured in a very practical and operational format. The training is being delivered to all full-time and part-time members of the Communications Bureau.

**Case review-** Due to the pandemic the committee has been meeting remotely for the past two years. This has also prevented the committee from conducting case review. The committee will continue to examine and evaluate the necessity of further case review and/or a realignment of focus on how other sectors respond to survivors.

**ALTERNATIVES:**

None

**CONSULTATION:**

Chondrena Vieira-Martin – Executive Director of Thrive Counselling Services/Chairperson of the Sexual Assault Advisory Committee (co-author)  
Superintendent Kevin Maher- Regional Investigative Services (co-author)  
Inspector Chris Newcombe – Regional Investigative Services

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

None

**STRATEGIC MANAGEMENT ISSUES:**

The HRPS continues to be grateful for the engagement and commitment of the members of the committee. Through professional collaboration as well as the sharing of their own experience and unique perspective it has allowed the H.R.P.S. to greatly enhance the supports for survivors through the utilization of a trauma informed/victim centric response.







# Halton Regional Police Service Public Agenda Recommendation Report

**To:** Chair and Police Board Members

**From:** Chief Stephen J. Tanner

**Subject:** **MOTOROLA SOLUTIONS – LIMITED TENDERING – POLICE PORTABLE RADIOS; LTE IN-VEHICLE ROUTERS SUPPORT AND MAINTENANCE**

**Report #:** P22-6-R-05

**Date:** June 30, 2022

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## RECOMMENDATION:

*“That the Halton Police Board authorize a Limited Tendering (single source) award with Motorola Solutions Inc. for the provision of twenty-five (25) portable radios in the amount of \$263,253 (including contingency and tax).*

*and further;*

*That the Halton Police Board authorize a reallocation of funds from overall compensation savings to fund the unbudgeted award (above) with Motorola Solutions Inc. in the amount of \$263,253 (including contingency and HST tax).*

*and further;*

*That the Halton Police Board authorize a Limited Tendering award with Motorola Solutions Inc. for a 3-year Sierra LTE In-Vehicle Router support and maintenance agreement for an amount not to exceed \$98,960 (including tax).”*

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**Stephen J. Tanner**  
Chief of Police

:SC/AW

## INTRODUCTION AND BACKGROUND:

In June of 2009, the Region of Halton issued a Request for Proposals for the P-25 Radio Project on behalf of the various agencies using the radio system within Halton. Motorola was the successful proponent and awarded the contract. Included within the award was a firm set of discounts for the various hardware. These discounts came to an end in October 2020.

In 2017, the Board approved the Region wide Public Safety Broadband Network (PSBN) LTE project. Motorola Solutions was selected as the provider of vehicle- based network routers that connect patrol vehicles to data services utilizing commercial carriers and the Region’s PSBN. As such, the Service acquired Sierra LTE in-vehicle routers for its mobile fleet. These routers were deployed in 2019 and provide critical and redundant network communications to each patrol vehicle.

**DISCUSSION / ANALYSIS:**

Motorola radios and components have been the HRPS standard since the P25 project was completed and established. At this time, the Service will require fifteen (15) additional P-25 portable radios in August and an additional ten (10) before the end of the 2022.

Item	Quantity	Unit Cost	Costs
Portable Radios for August 2022	15	\$9,218.69	\$138,280
Portal Radios for possible new hires	10	\$9,218.69	92,187
Contingency			2,500
HST			30,285
TOTAL with TAX			\$263,253

The Service requires a 3-year support and maintenance agreement for the Sierra LTE in-vehicle routers order to maintain resilient operations. The agreement will consist of technical support, software updates and device hardware repairs. As Motorola is the only global certified and trained partner of Sierra devices to the public safety market, Staff request the Board’s approval for this single source purchase from Motorola Inc.

Item	Quantity	Unit Cost	Costs
Sierra MG90 Essential Service - Year 1 (Aug 1, 2022 to July 31, 2023)	1	\$28,333	\$28,333
Sierra MG90 Essential Service - Year 2 (Aug 1, 2023 to July 31, 2024)	1	\$29,183	\$29,183
Sierra MG90 Essential Service - Year 3 (Aug 1, 2024 to July 31, 2025)	1	\$30,059	\$30,059
HST			\$11,385
TOTAL with TAX			\$98,960

**ALTERNATIVES:**

Issue a formal bid solicitation – this is not recommended as Motorola is our vendor for the P-25 Radio System’s hardware and possible mixing of suppliers could result in warranty issues.

Do not purchase the Sierra LTE In-vehicle support and maintenance through Motorola Solutions Inc. – Not recommended.

Issue a formal competitive bid process – this is not possible due to the fact that Motorola is the only known global partner for the LTE in-vehicle router software and support.

#### **CONSULTATION:**

Ken Kelertas, Director – Legal Services  
Paul Lavergne, Director – Corporate Services  
Bill Payne, Director – Information Technology  
Susan Chojnacki, CPPB, Coordinator - Purchasing Services (co-author)  
Adam Woods, Manager – Information Technology (co-author)

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

Funds for the acquisition of the twenty-five (25) radios will come from an in-year budget reallocation from forecast Compensation savings to the Minor Capital – Equipment cost element.

There are sufficient funds in the 2022, 2023 and 2024 operational budget for the Sierra LTE In-Vehicle Router support and maintenance agreement 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;*

##### Article 6 BID PROCESSING AND METHODS OF PROCUREMENT

6.1, Paragraph 2: ***“The following processes are the methods for procurement of Goods and Services, including Consulting Services, on behalf of the Board. These methods may be utilized individually or in combination with one another.”***

Chart; Limited Tendering (Single / Sole Source) over \$100,000 requires the Approval Authority of the “Police Service Board”

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”*

**STRATEGIC MANAGEMENT ISSUES:**

The approval of this request for portable radios and the LTE In-Vehicle router support contract aligns with the Service's **Strategic Plan 2020-2023**;

***Theme 3 – Capability and Engagement***

***Goals:***

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



### Action Registry – Public Section

Motion Date	Motion ID	Motion	Task Assigned To	Scheduled Completion	Status/Comments
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	Refer to Report CGO22-6-R-01 on this agenda
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 - October 2022	
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	
24 May 2022	2.1	<i>THAT the Halton Police Board receive a yearly program update from Crime Stoppers.</i>	Chief	May 2023	
24 May 2022	5.1 (Board only)	<i>“THAT the second draft policy on Policing Designated Major Events be received and that the revised policy be submitted on the public agenda at the June Board meeting.”</i>	CGO	June 2022	Refer to Report CGO22-6-R-04 on this agenda



24 May 2022	5.2 (Board only)	<i>“THAT the second draft policy on Strategic Planning be received and that the revised policy be submitted on the public agenda at the June Board meeting.”</i>	CGO	June 2022	Refer to Report CGO22-6-R-03 on this agenda
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