



**HALTON
POLICE
BOARD**
EXCELLENCE IN GOVERNANCE

Public Agenda

Date: Thursday, August 25, 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 P22-06 held Thursday, June 30, 2022
(Agenda Pages 1 – 20)

2. PRESENTATIONS/DELEGATIONS

2.1 Board Governance Policies Recap

2.2 Mental Health Strategy – Inspector Julie Craddock and Staff Sergeant Ric Judson

3. CONSENT AGENDA

3.1 **P22-8-I-01** - Quarterly Human Resources Summary
(Agenda Pages 21 – 24)

- 3.2 **P22-8-I-02** - Financial Report and Forecast - Second Quarter 2022
(Agenda Pages 25 – 32)
- 3.3 **P22-8-I-03** - Purchasing Activity Report - July-December 2021
(Agenda Pages 33 – 36)
- 3.4 **P22-8-I-04** - Capital Projects/Programs Status - June 30, 2022
(Agenda Pages 37 – 40)
- 3.5 **P22-8-I-05** - Trust Fund Statement - June 30, 2022
(Agenda Pages 41 – 42)
- 3.6 **SEC22-8-I-01** - Semi-Annual Board Governance Expenditure Report
(Available Prior to Meeting)
- 4. DISCUSSION ITEMS**
 - 4.1 **CGO22-8-R-01** - G11 – Chief-to-Board Communications
(Agenda Pages 43 – 48)
 - 4.2 **P22-8-I-06** - Semi-Annual Complaints Statistical Report - Public/Internal - January-June 2022
(Agenda Pages 49 – 52)
 - 4.3 **P22-8-I-07** - FOI Summary/Information Privacy Commission Annual Report
(Agenda Pages 53 – 56)
- 5. OPERATIONAL VERBAL UPDATES**
- 6. ACTION REGISTRY**
 - 6.1 Public Information Action Registry
(Agenda Pages 57 – 58)
- 7. RECEIPT OF PUBLIC CORRESPONDENCE**
- 8. NEW BUSINESS**
- 9. MOVE INTO CLOSED SESSION**
- 10. CLOSED SESSION REPORT**
- 11. ADJOURNMENT**



Public Minutes

MEETING NO. P22-06

DATE OF MEETING: Thursday, June 30, 2022
9:00 a.m.

LOCATION: Community Room/Zoom Video Conference

MEMBERS PRESENT (in Community Room): Jeff Knoll (Chair)
Councillor Clark Somerville, Curt Allen, Ingrid Hann

MEMBERS PRESENT (via Zoom Video Conference): Councillor Pavan Parmar (left at 12:10 p.m.), Donald Foster, Navneet Sekhon (left at 3:00 p.m.)

STAFF PRESENT (in Community Room/via Zoom as noted): Deputy Chief Roger Wilkie (Acting Chief of Police)
Deputy Chief Jeff Hill
Ken Kelertas, Director, Legal Services and Legal Counsel
Tracy Dottori, Director, Human Resources
Superintendent Sue Biggs (left at 11:00 a.m.)
Inspector Cole Repta (left at 11:00 a.m.)
Inspector Raf Skwarka (left at 11:00 a.m.)
Inspector Anita Laframboise (left at 11:00 a.m.)
Staff Sergeant Stephen Siomra (left at 12:40 p.m.)
Bill Payne, Director, Information Technology (left at 12:40 p.m.)
Adam Woods, Manager, Information Technology (left at 12:40 p.m.)
Fred Kaustinen, Chief Governance Officer
Kimberly Calderbank, Board Media Consultant
Graham Milne, Board Secretary
Chris Lallouet, Yellow Robot Communications

GUESTS (via Zoom): Ron LeClair, Ministry of the Solicitor General (left at 12:00 p.m.)



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 P22-05 held Tuesday, May 24, 2022**

Moved by: C. Allen

Seconded by: I. Hann

“THAT the Minutes of Meeting P22-05 held Tuesday, May 24, 2022 be adopted as circulated.”

Carried.

2. **PRESENTATIONS/DELEGATIONS**

Newly promoted officers were introduced to the Board as follows:

- Inspector Raf Skwarka
- Inspector Anita Laframboise
- Superintendent Sue Biggs

3. **CONSENT AGENDA**

3.1 **Halton Happenings – May 2022**

Moved by: C. Allen

Seconded by: C. Somerville

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

Carried.



4. **DISCUSSION ITEMS**

4.1 **CGO22-6-R-01** - Halton Happenings Audit

Moved by: C. Allen

Seconded by: C. Somerville

“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*

and further,

THAT Option B (real-time dashboard) be referred to staff to provide additional information including costing, timing and feasibility.”

Carried.

4.2 **CGO22-6-R-02** - A02 – Administration of Human Resources

It was requested that the term *“after working hours”* be changed to *“outside of working hours”*.

Moved by: C. Allen

Seconded by: P. Parmar

“THAT the amended policy A02 – Administration of Human Resources be approved as proposed, incorporating the terminology change ‘outside of working hours,’ and

THAT an updated policy be brought back for future consideration regarding the reporting of internal harassment cases and their disposition.”

Carried.

4.3 **CGO22-6-R-03** - A01 – Strategic Planning

Moved by: C. Allen

Seconded by: I. Hann

“THAT the proposed policy A01 – Strategic Planning be approved.”



Carried.

4.4 CGO22-6-R-04 - Op04 – Policing Designated Major Events

Moved by: C. Somerville

Seconded by: C. Allen

“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.”

Carried.

4.5 CGO22-6-R-05 - G07 – Governance Calendar – Proposed Updates

Moved by: C. Allen

Seconded by: I. Hann

“THAT the updated policy G07 – Governance Calendar be approved.”

Carried.

4.6 P22-6-R-03 - Donation – Used Patrol Vehicle to Mohawk College

Moved by: C. Somerville

Seconded by: N. Sekhon

“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.”

Carried.

4.7 P22-6-R-04 - Accountability Mechanism for Survivors of Sexual Assault

Moved by: I. Hann

Seconded by: C. Somerville

“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.”

Carried.

4.8 P22-6-R-05 - Motorola Solutions – Limited Tendering – Police Portable Radios; LTE Invehicle Routers Support and Maintenance

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

“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).”

Carried.

5. OPERATIONAL VERBAL UPDATES

Operational updates were provided on the following items:

- Ontario Association of Chiefs of Police conference presentation on next generation 911, Public Safety Broadband Network and LTE
- Critical Communications Award – Best in Government Collaboration for PSBN
- Out of the Shadows organized crime document from OACP



6. ACTION REGISTRY

6.1 Public Information Action Registry

Moved by: C. Somerville

Seconded by: C. Allen

“THAT the Public Information Action Registry be received.”

Carried.

7. RECEIPT OF PUBLIC CORRESPONDENCE

Moved by: I. Hann

Seconded by: N. Sekhon

“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. Somerville

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.



NEW BUSINESS FROM CLOSED SESSION

C22-6-I-02 - Halton Police Foundation

Moved by: C. Somerville

Seconded by: C. Allen

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

THAT the creation of the Halton Police Foundation be supported and endorsed, and

THAT Report C22-6-I-22 and Attachment #2 be released to the public.”

Carried.

11. ADJOURNMENT

Moved by: C. Allen

Seconded by: C. Somerville

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

Carried.

The meeting adjourned at 3:10 p.m.

Jeff Knoll
Chair

Graham Milne
Board Secretary



Halton Regional Police Service

Confidential Agenda Information Report

To: Chair and Board Members

From: Chief Stephen J. Tanner

Subject: HALTON POLICE FOUNDATION

Report #: C22-6-I-02

Date: June 30, 2022

CONFIDENTIAL JUSTIFICATION:

This report is placed on the confidential agenda as it contains draft and confidential financial information relating to a third-party corporate entity, pursuant to Section 9.6(b) of the Board's Procedural By-law, 2020-1.

INTRODUCTION AND BACKGROUND:

At the Halton Police Board meeting on April 28, 2022, the Board requested that the Chief of Police provide additional information regarding the establishment of the Halton Police Foundation.

The purpose of this report is to provide an overview of the key background facts which led to the Foundation's establishment as a not-for-profit corporation under the *Canada Not-for-profit Corporations Act* (CNCA), its intended charitable purpose once it is granted charitable registration in accordance with the *Income Tax Act* (Canada) ("ITA") through a pending application to the Canada Revenue Agency, Charities Directorate ("CRA"), and how the Foundation will operate as a not-for-profit corporation (under the CNCA) and a registered charity (under the ITA).

The Foundation's Establishment and Purpose

On December 5, 2019, lawyers from Carters Professional Corporation (Terrance Carter and Jacqueline Demczur- "Carters") met with Chief Stephen Tanner, Deputy Chief Roger Wilkie, Ken Kelertas and Paul Lavergne. The purpose of this meeting was to have initial discussions about the possible establishment of a charitable foundation by the Police Service, its intended charitable purposes, the proposed programs/activities that it would undertake within the Regional Municipality of Halton ("Halton Region") to achieve its charitable purposes and how best to structure its governance as a charitable corporation.

During this meeting, it was explained that, similar to other existing police charitable foundations, the "vision" for this proposed foundation is to serve as a means, through its anticipated funding grants, to improve the Halton Police's ability to conduct beneficial local community engagement. At the conclusion of the meeting, Carters was given instructions

to proceed with the incorporation of this proposed charitable foundation and its application for charitable status.

The Foundation's charitable purpose is to receive funds from the local community, hold, manage and invest the said funds and then make funding grants in order to supplement and/or enhance the programs and/or services carried out by the Halton Police as a means of improving its local community engagement. The said funding requests to the Foundation are anticipated to be generated from the Office of the Chief of Police on behalf of the Halton Police Board, which is a local board of Halton Region, a qualified donee under the ITA.

Upon receipt of any funding requests, the Foundation will review and consider them through its Board of Directors. The funds associated with any approved funding request will then be transferred by the Foundation to the Halton Region, specifically the Halton Police Board, with the Chief of Police's Office to coordinate the funds' use to carry out the intended community program's purpose. These transfers would be completed as gifts from one qualified donee (the Foundation) to another qualified donee (Halton Region) as permitted under the ITA.

At the time of making any such gifts to Halton Region, the Foundation could impose appropriate restricted terms on the use of the said funds by the Halton Police Services Board through the Chief of Police's office and require appropriate interim and/or final reports on the said usage to be provided back to the Foundation at designated times. In so doing, the Foundation would be able to ensure that its charitable property is being used for the intended program, thereby achieving its own charitable purpose in the process.

Consistent with the discussions at the December 5, 2019 meeting, the Foundation's sole charitable purpose (discussed in more detail below) has been drafted in such manner to provide its Board of Directors with clear parameters on the types of funding requests that it will be able to fund once it is granted charitable registration under the ITA. Specifically, funding from the Foundation will be limited to those optional/supplemental programs that the Halton Police, as exclusively determined by the Chief of Police, would like to establish and carry out in Halton Region in order to improve its local community engagement and outreach.

It was made clear during this meeting that the Foundation's role will not to be fund any mandatory programs and services (existing or future) carried out by the Halton Police. All of these mandatory programs and services relating to the provision of adequate and effective policing will continue to be funded by the Halton Police Board through the Halton Region.

In terms of governance, it was agreed that it would best for the Foundation to be managed, or have its management overseen, by an independent board of directors. While the Halton Police Board would be kept informed of the Foundation's establishment and operation, it was not anticipated that this Board would have any active role in the Foundation on a day to day basis. The Foundation's directors should be comprised of at least a majority of

Halton Region residents who have a variety of different backgrounds, i.e. either professionally and/or through their community involvement. This governance structure has been set out in the Foundation's General Operating By-law No. 1.

For various reasons from the Foundation's side, there have been some delays in its establishment as a not-for-profit corporation and submission of its application to be a registered charity. It is anticipated, though, that the Foundation should likely be granted charitable registration by the CRA on or before December 31, 2022, although there is no guarantee on this timing as it is dependent on the CRA's existing application processing times. However, if this anticipated timing is correct, the Foundation could be potentially operational as of January 1, 2023 and thereafter could commence carrying out its charitable purpose subject to receiving sufficient charitable donations from the local community.

The Foundation's Incorporation

The Foundation was incorporated under the CNCA by the issuance of a Certificate of Incorporation incorporating the "Halton Police Foundation" on the 20th day of September, 2020 by the federal government through Corporations Canada. The Certificate and Articles of Incorporation are attached.

The initial applicants for incorporation of the Foundation were Jason Wadden, Ingrid Hann and David Millen. Through this role, these three incorporators became the first directors and corporate members of the Foundation. In accordance with the December 5, 2019 meeting discussions, Jason, Ingrid and David were intended to serve as an interim Board while the Foundation was in the process of getting established and becoming operational. It is anticipated that a more fulsome and longer-term Board of Directors will be put in place in the coming months.

A corporation is an artificial person or legal entity, separate and distinct from that of its members. A corporation holds property in its own name, acquires rights, obligations and liabilities, enters into contracts and agreements, and has the capacity to sue and be sued, as would a natural person. In addition, there is no personal liability of members for a corporation's debts or obligations. As a not-for-profit corporation, the directors, officers and members do not own the Foundation and they do not have any right of ownership to any of its specific assets once acquired. The Foundation may also not be operated for pecuniary gain of its members, directors or officers given that, once approved, it is intended be a charitable corporation, i.e. a not-for-profit corporation which will be, for tax purposes, a registered charity in accordance with the ITA.

The Foundation's corporate name as stated in the Certificate of Incorporation is "Halton Police Foundation". The Foundation's use of this corporate name was consented to by the Halton Regional Police Association in accordance with the requirements of Corporations Canada under the CNCA.

The Foundation has, subject to specific restrictions set out in its Articles of Incorporation and by-laws, all the rights and powers conferred upon corporations without share capital incorporated under the CNCA. One of the advantages of incorporation is that the liability of the Foundation is limited to the assets of the Foundation rather than to its members.

It is essential that all activities of the Foundation fall within the parameters of its purposes. The Foundation's current charitable purpose as set out in the Articles of Incorporation is as follows:

The purpose of the Corporation is to receive, maintain, manage and invest a fund or funds and to apply, from time to time, all or part of the principal and income therefrom to the Halton Police Board of The Regional Municipality of Halton, a qualified donee in accordance with the Income Tax Act (Canada), for its exclusive use in supplementing and/or enhancing the programs and/or services carried out by the Halton Regional Police Service ("Police Service") as determined appropriate in the sole discretion of the Chief of Police, all as a means of improving the Police Service's engagement with the community.

If the Foundation wishes to carry out other activities not covered by its charitable purpose, it will be necessary to either change its current purpose or add one or more new purposes by filing Articles of Amendment with Corporations Canada in accordance with the CNCA.

The structure for the Foundation and the means by which it carries on its day-to-day activities are set out in General Operating By-law No. 1, which can be amended from time to time (attached). The General Operating By-law No. 1 was enacted by resolution of the directors and confirmed by the members of the Foundation at meetings held on May 5, 2022, but deemed to be effective of September 10, 2020, i.e. the date after incorporation.

Charitable Status

An application was made to the CRA on the Foundation's behalf on April 1, 2022, for registration as a charity under the ITA's provisions as a public foundation.

A public foundation is one of three types of registered charities under the ITA, with the other two being charitable organizations and private foundations. A public foundation is characterized by the following features under the ITA:

- is established as a corporation or a trust;
- has exclusively charitable purposes;
- generally gives more than 50% of its income annually to other qualified donees, (e.g., registered charities), but it may carry out some of its own charitable activities if so desired;
- more than 50% of its governing officials must be at arm's length with each other;
- generally, receives its funding from a variety of arm's length donors; and
- its income cannot be used for the personal benefit of any of its members, shareholders, or governing officials.

Upon the CRA's approval of its application registration, the Foundation will be assigned a charitable registration number. We will keep the Board apprised of the application's progress with the CRA.



Stephen J. Tanner
Chief of Police

:KK

**Attachment: Halton Police Foundation – General Operating By-law No. 1 (redacted)
Certificate of Incorporation**



Certificate of Incorporation

Canada Not-for-profit Corporations Act

Certificat de constitution

*Loi canadienne sur les organisations à but non
lucratif*

Halton Police Foundation

Corporate name / Dénomination de l'organisation

1232687-6

Corporation number / Numéro de
l'organisation

I HEREBY CERTIFY that the above-named corporation, the articles of incorporation of which are attached, is incorporated under the *Canada Not-for-profit Corporations Act*.

JE CERTIFIE que l'organisation susmentionnée, dont les statuts constitutifs sont joints, est constituée en vertu de la *Loi canadienne sur les organisations à but non lucratif*.

Raymond Edwards

Director / Directeur

2020-09-09

Date of Incorporation (YYYY-MM-DD)
Date de constitution (AAAA-MM-JJ)



Form 4001
Articles of Incorporation
Canada Not-for-profit Corporations
Act (NFP Act)

Formulaire 4001
Statuts constitutifs
Loi canadienne sur les
organisations à but non lucratif
(Loi BNL)

- 1 Corporate name
Dénomination de l'organisation
Halton Police Foundation
-
- 2 The province or territory in Canada where the registered office is situated
La province ou le territoire au Canada où est maintenu le siège
ON
-
- 3 Minimum and maximum number of directors
Nombres minimal et maximal d'administrateurs
Min. 3 Max. 7
-
- 4 Statement of the purpose of the corporation
Déclaration d'intention de l'organisation
See attached schedule / Voir l'annexe ci-jointe
-
- 5 Restrictions on the activities that the corporation may carry on, if any
Limites imposées aux activités de l'organisation, le cas échéant
None
-
- 6 The classes, or regional or other groups, of members that the corporation is authorized to establish
Les catégories, groupes régionaux ou autres groupes de membres que l'organisation est autorisée à établir
See attached schedule / Voir l'annexe ci-jointe
-
- 7 Statement regarding the distribution of property remaining on liquidation
Déclaration relative à la répartition du reliquat des biens lors de la liquidation
See attached schedule / Voir l'annexe ci-jointe
-
- 8 Additional provisions, if any
Dispositions supplémentaires, le cas échéant
See attached schedule / Voir l'annexe ci-jointe
-
- 9 **Declaration:** I hereby certify that I am an incorporator of the corporation.
Déclaration : J'atteste que je suis un fondateur de l'organisation.

Name(s) - Nom(s)

Original Signed by - Original signé par

JASON WADDEN

JASON WADDEN

JASON WADDEN

A person who makes, or assists in making, a false or misleading statement is guilty of an offence and liable on summary conviction to a fine of not more than \$5,000 or to imprisonment for a term of not more than six months or to both (subsection 262(2) of the NFP Act).

La personne qui fait une déclaration fautive ou trompeuse, ou qui aide une personne à faire une telle déclaration, commet une infraction et encourt, sur déclaration de culpabilité par procédure sommaire, une amende maximale de 5 000 \$ et un emprisonnement maximal de six mois ou l'une de ces peines (paragraphe 262(2) de la Loi BNL).

You are providing information required by the NFP Act. Note that both the NFP Act and the *Privacy Act* allow this information to be disclosed to the public. It will be stored in personal information bank number IC/PPU-049.

Vous fournissez des renseignements exigés par la Loi BNL. Il est à noter que la Loi BNL et la *Loi sur les renseignements personnels* permettent que de tels renseignements soient divulgués au public. Ils seront stockés dans la banque de renseignements personnels numéro IC/PPU-049.

Schedule / Annexe

Purpose Of Corporation / Déclaration d'intention de l'organisation

The purpose of the Corporation is to receive, maintain, manage and invest a fund or funds and to apply, from time to time, all or part of the principal and income therefrom to the Halton Police Services Board of The Regional Municipality of Halton, a qualified donee in accordance with the Income Tax Act (Canada), for its exclusive use in supplementing and/or enhancing the programs and/or services carried out by the Halton Regional Police Service ("Police Service") as determined appropriate in the sole discretion of the Chief of Police, all as a means of improving the Police Service's engagement with the community.

Schedule / Annexe
Classes of Members / Catégories de membres

The Corporation is authorized to establish one class of Members. Each Member shall be entitled to receive notice of, attend and cast one (1) vote at all meetings of Members of the Corporation.

Schedule / Annexe

Distribution of Property on Liquidation / Répartition du reliquat des biens lors de la liquidation

Any property remaining on liquidation of the Corporation, after discharge of liabilities, shall be distributed or disposed of to one or more charities in Canada that are registered as such under the Income Tax Act (Canada) or equivalent designation under such legislation, and have similar charitable purposes to those of the Corporation at the time of liquidation, provided that any special or restricted purposes trust funds held by the Corporation shall be transferred to one or more new trustee(s) that are charities in Canada that are registered as such under the Income Tax Act (Canada) and have been appointed by the directors of the Corporation to be applied in accordance with the applicable terms of trust.

Schedule / Annexe
Additional Provisions / Dispositions supplémentaires

1. The Corporation shall be carried on without the purpose of gain for its Members, and any profits or other accretions to the Corporation shall be used in furtherance of its purposes.

2. Directors shall serve without remuneration, and no Director shall directly or indirectly receive any profit from his or her position as such, provided that a Director may be reimbursed for reasonable expenses incurred in performing his or her duties.

3. Any by-law, amendment or repeal of a by-law shall require confirmation by Special Resolution of the Members.



Halton Regional Police Service Public Agenda Information Report

To: Chair and Police Board Members

From: Chief Stephen J. Tanner

Subject: QUARTERLY HUMAN RESOURCES SUMMARY

Report #: P22-8-I-01

Date: August 25, 2022

INTRODUCTION AND BACKGROUND:

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

POLICE	3Q 2021 Actual	4Q 2021 Actual	1Q 2022 Actual	2Q 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	11	10	11	-1
Staff Sergeant	22	22	22	22	22	0
Detective Sergeant	9	9	10	10	10	0
Sergeant	55	55	52	56	56	0
Detective	44	42	43	44	45	-1
Constable (1st Class)	460	470	458	468	N/A	
Constable (2nd Class)	38	43	45	38		
Constable (3rd Class)	39	34	32	36		
Constable (4th Class)	41	31	52	60		
Recruits in Training	22	45	23	12		
Total Constables	600	623	610	614	614	0
TOTAL SWORN	749	770	757	765	767	-2
Cadet *	16	7	5	14	0	0

* Cadets not included in complement (uniform contract positions)

CIVILIAN	3Q 2021 Actual	4Q 2021 Actual	1Q 2022 Actual	2Q 2022 Actual	Current Authorized Positions	Current Variance
Senior Management/ Administration	10	10	10	11	12	-1
Supervisory/Professional/ Senior Clerical	92	94	89	87	102	-15
Clerical	107	106	107	102	112	-10
Communications	48	51	50	50	55	-5
Special Constables (Escorts/Summons)	30	31	31	30	31	-1
Facilities Technicians	6	7	7	7	7	0
TOTAL CIVILIAN	293	299	294	287	319	-32

TOTAL COMPLEMENT	1042	1069	1051	1052	1086	-34
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TEMPORARY STAFF <i>(Temporary employees do not form part of the authorized complement.)</i>	3Q 2021 Actual	4Q 2021 Actual	1Q 2022 Actual	2Q 2022 Actual	Comments
Full-time	3	4	6	6	* See details below
Part-time	3	3	1	1	1 - District Clerk
As Required	56	48	78	49	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	55	85	56	

* FULL-TIME ALLOCATIONS	3Q 2021 Actual	4Q 2021 Actual	1Q 2022 Actual	2Q 2022 Actual	Comments
Replacements (Secondments/ Maternity/ LTD/etc.)	1	1	2	3	1 - Distribution Services Clerk 1 - IT Service Desk Assistant 1 - Facilities Maintenance Technician
Special Projects	2	2	3	2	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	1	1	1	1- Pay Duty Clerk

One Vision, One Mission, One Team

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

DEPARTURES	3Q 2021 Total	4Q 2021 Total	1Q 2022 Total	2Q 2022 Total	Total YTD 2022
TOTAL					
Uniform					
Retirements	4	2	13	0	13
Resignations	8	4	2	9	11
Terminations	0	0	0	0	0
Deaths	0	0	0	0	0

One Vision, One Mission, One Team

Civilian					
Retirements	2	2	3	4	7
Resignations	2	0	4	3	7
Terminations	0	0	0	0	0
Other – position redundant	0	0	0	0	0
Deaths	0	0	0	1	1

ADVANCEMENTS	3Q 2021 Total	4Q 2021 Total	1Q 2022 Total	2Q 2022 Total	Total YTD 2022
TOTAL					
Sworn Reclassifications	35	42	7	45	52
Sworn Promotions	0	0	12	7	19
Civilian Reclassifications	19	13	8	15	23



Stephen J. Tanner
Chief of Police

:TD



Halton Regional Police Service Public Agenda Information Report

To: Chair and Police Board Members

From: Chief Stephen J. Tanner

Subject: FINANCIAL REPORT AND FORECAST – SECOND QUARTER 2022

Report #: P22-8-I-02

Date: August 25, 2022

INTRODUCTION AND BACKGROUND:

Given below is a summary of the Quarterly Financial Report as of June 30, 2022. Details of each major cost element indicated in the summary are included in the following pages.

SUMMARY

\$ 000's
Favourable (Unfavourable)

Cost Elements	Current Quarter	June 30, 2022 YTD				2022 Full Year		2021 QTR 2
	Actual	Actual	Planned	Var \$	Var %	Budget	Proj. Var.	Actual
Compensation & Benefits	35,390	75,668	78,111	2,443	3.1%	156,510	3,000	72,861
Materials & Supplies	2,077	4,280	3,769	(511)	(13.6%)	7,396	(1,085)	3,725
Purchased Services	3,883	9,157	9,066	(91)	(1.0%)	12,332	(390)	7,768
Rent & Financial	131	251	228	(23)	(9.9%)	457	0	194
Debt Charges	808	1,615	1,615	0	0.0%	3,230	0	714
Transfer To Reserve	1,551	3,102	3,102	0		6,205	0	5,308
Interdepartmental Charges	599	1,146	1,203	56	4.7%	2,406	125	1,059
Total Expenditure	44,438	95,220	97,095	1,875	1.9%	188,535	1,650	91,628
Total Revenue	4,084	6,333	6,067	266	4.4%	12,589	450	6,016
Net Expenditure	40,354	88,888	91,028	2,141	2.4%	175,947	2,100	85,612

Comments:

- As of the end of the second quarter, we have expended \$91.0 million (or 51% of the annual budget) which results in YTD savings of \$2.1 million as compared to our approved 2022 Budget.
- Based on meetings with Operational and Administration managers to discuss their 2022 variances and expectations, Staff is currently conservatively projecting a Net Expenditure savings of \$2.1 million for the full year. Projected savings related to

salaries and benefits should offset the costs associated with COVID and increased fuel costs which are projected to remain high for the balance of the year.

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

Compensation & Benefits

\$ 000's
Favourable (Unfavourable)

Cost Elements	Current Quarter	June 30, 2022 YTD				2022 Full Year		2021 QTR 2
	Actual	Actual	Planned	Var \$	Var %	Budget	Proj. Var.	Actual
Salaries	24,622	53,440	56,021	2,581	4.6%	112,042	4,200	52,140
Temporary Help	846	1,339	909	(430)	(47.4%)	2,317	(1,000)	1,149
Net Wages	25,468	54,779	56,930	2,151	3.8%	114,359	3,200	53,290
Overtime & Court-time	624	1,499	1,660	162	9.7%	3,321	(750)	1,357
Retention Pay	498	1,083	1,247	163	13.1%	2,494	350	1,118
Other Personnel Costs	782	1,149	1,145	(4)	(0.3%)	4,283		951
Total Expenditure	27,372	58,510	60,982	2,472	4.1%	124,457	2,800	56,716
Benefits	8,018	17,158	17,129	(29)	(0.2%)	32,054	200	16,144
Total Comp. & Benefits	35,390	75,668	78,111	2,443	3.1%	156,510	3,000	72,861

Comments:

- **Net Wages** – YTD costs for Salaries and Temporary Help are favourable due to lower than anticipated uniform staffing levels (see HR report) and vacant civilian positions (see HR report). The service is sending 12 new officers to OPC in September and is ramping up uniform and civilian recruiting efforts through the remainder of the year.
- **Overtime & Court-time** –While currently on budget, the projected full year unfavourable variance is based on historical utilization and requirements for overtime in the later parts of the year.
- **Retention Pay** –Projected full year savings relates to retirements of officers who would otherwise have been eligible for Retention Pay at the end of the year.
- **Benefits** –The projected full year favourable variance relates to staff vacancies.

Materials and Supplies

\$ 000's Favourable (Unfavourable)

Cost Elements	Current Quarter	June 30, 2022 YTD				2022 Full Year		2021 QTR 2
	Actual	Actual	Planned	Var \$	Var %	Budget	Proj. Var.	Actual
Tires & Parts For Fleet	218	377	323	(55)	(16.9%)	645		310
Telephone & Data Line	181	393	409	16	4.0%	818		408
Fuel Cost for Fleet	680	1,255	813	(442)	(54.4%)	1,625	(1,000)	853
Clothing & Equipment	217	452	406	(47)	(11.5%)	1,068	(85)	377
Supplies	102	216	266	50	18.7%	531		216
Utilities	304	619	665	47	7.0%	1,331	100	466
Minor Capital	161	556	568	12	2.1%	736		622
Other Misc. Material & Supplies	212	413	320	(92)	(28.9%)	641	(100)	473
Total Materials & Supplies	2,077	4,280	3,769	(511)	(13.6%)	7,396	(1,085)	3,725

Comments:

- **Fuel Cost for Fleet** – The projected full year unfavourable variance relates to a significant increase in the net pump price of fuel. Fuel consumption (volume) remains consistent when compared to prior years.
- **Clothing & Equipment**– The projected full year unfavourable variance relates mainly to higher than anticipated inflation and price increases on renewal of supplier contracts.
- **Utilities**– The projected full year savings relate mainly to lower than anticipated hydro costs at HQ.
- **Other Misc. Material & Supplies**– The projected full year unfavourable variance relates mainly to travel costs related to training (as OPC is currently not providing housing onsite for all participant).

Purchased Services\$ 000's
Favourable (Unfavourable)

Cost Elements	Current Quarter	June 30, 2022 YTD				2022 Full Year		2021 QTR 2
	Actual	Actual	Planned	Var \$	Var %	Budget	Proj. Var.	Actual
Computer Maintenance	2,185	5,908	5,835	(73)	(1.3%)	5,870	(150)	4,937
Building Maintenance	287	584	570	(13)	(2.3%)	1,141		481
Janitorial Services	162	396	382	(14)	(3.6%)	764	(65)	366
Staff Development	232	441	518	77	14.9%	1,036		244
Professional Services	394	666	627	(39)	(6.2%)	1,254		631
Fleet Support Costs	203	356	271	(85)	(31.5%)	542	(175)	362
Advertising/Public Relations	2	33	35	3	7.2%	71		25
Other Misc. Services	417	773	827	53	6.5%	1,653		722
Total Purchased Services	3,883	9,157	9,066	(91)	(1.0%)	12,332	(390)	7,768

Comments:

- **Computer Maintenance** – The projected full year unfavourable variance relates mainly to additional LTE related costs.
- **Janitorial Services** – The projected full year unfavourable variance relates to additional touchpoint cleaning services required as a result of COVID (which ceased in Q2).
- **Fleet Support Costs** – The projected full year unfavourable variance relates to additional vehicle cleaning costs related to COVID and increased utilization of external garages for maintenance (offset by reduced Interdepartmental Charges).

Various\$ 000's
Favourable (Unfavourable)

Cost Elements	Current Quarter	June 30, 2022 YTD				2022 Full Year		2021 QTR 2
	Actual	Actual	Planned	Var \$	Var %	Budget	Proj. Var.	Actual
Rent & Financial	131	251	228	(23)	(9.9%)	457		194
Debt Charges	808	1,615	1,615	0	0.0%	3,230		714
Transfer to Reserves	1,551	3,102	3,102	0		6,205		5,308
Interdepartmental Charges	2,490	4,969	4,946	(23)	(0.5%)	9,892	0	6,216

Comments:

None.

Interdepartmental Charges\$ 000's
Favourable (Unfavourable)

Cost Elements	Current Quarter	June 30, 2022 YTD				2022 Full Year		2021 QTR 2
	Actual	Actual	Planned	Var \$	Var %	Budget	Proj. Var.	Actual
Risk Management	313	626	626	0	0.0%	1,253		560
Fleet Maintenance	270	490	546	56	10.3%	1,092	125	468
Other Charges	15	30	30	(0)	(0.0%)	61		30
Interdepartmental Charges	599	1,146	1,203	56	4.7%	2,406	125	1,059

Comments:

- **Fleet Maintenance** – The projected full year favourable variance of \$125 K relates to lower labour charges from the Regional garage since there is an increased utilization of external garages for maintenance (as noted in Purchases Services above).

Revenue

\$ 000's
Favourable (Unfavourable)

Cost Elements	Current Quarter	June 30, 2022 YTD				2022 Full Year		2021 QTR 2
	Actual	Actual	Planned	Var \$	Var %	Budget	Proj. Var.	Actual
Government Subsidy	2,203	3,256	2,940	316	10.8%	5,803	600	2,828
Program Fees	470	844	987	(143)	(14.5%)	1,974	(400)	684
External Recoveries	927	1,265	1,172	93	7.9%	2,798	250	1,057
Internal Recoveries	59	118	118	0	0.1%	316		143
Transfer from Reserve	425	849	849	0		1,698		1,303
Total Revenue	4,084	6,333	6,067	266	4.4%	12,589	450	6,016

Comments:

- **Government Subsidy** – The projected full year favourable variance relates to additional funding for Community Safety and Policing (+\$530K) and a Mobile Crisis Rapid Response Team grant (+\$120K) partially offset by a reduction in Court Security and Prisoner Transportation funding (-\$50K).
- **Program Fees** – The projected full year unfavourable variance relates mainly to reductions in Security Clearance due to COVID. Program fees related to fingerprinting, FOI, and prisoner escorts are also be impacted by COVID.
- **External Recoveries** – The projected full year favourable variance relates mainly to an International deployment in partnership with the RCMP.

Overall

As of the end of the second quarter, we have YTD savings of \$2.1 million as compared to our 2022 Budget which represents a combination of expenditure timing differences which will correct themselves by year-end plus permanent expense savings / revenue increases.

Based on a line by line review of all expense and revenue items with Budget Managers, Staff currently projects a savings of \$2.1 million for the full year.



Stephen J. Tanner
Chief of Police

:PL / GK



Halton Regional Police Service Public Agenda Information Report

To: Chair and Police Board Members

From: Chief Stephen J. Tanner

Subject: PURCHASING ACTIVITY REPORT – JULY - DECEMBER 2021

Report #: P22-8-I-03

Date: August 25, 2022

INTRODUCTION AND BACKGROUND:

Halton Police Board approved By-law 2020-5 on November 26, 2020, which came into effect on March 1, 2021. This Purchasing Activity Report is submitted in accordance with this By-law, whereby it states:

Article 13 Reporting Procedures: sub-article 13.3;

“Purchasing Activity Report – the Chief shall submit a report to the Board, listing all HRPS procurements of Goods and Services, not otherwise approved by the Board, in excess of \$100,000 on a semi-annual basis as information to the Board.”

In addition to the attached Report for procurements exceeding \$100,000, the following chart provides the Board with further information on all procurement activities for the period July 1 to December 31 2021.

	Jan 1 - June 30, 2021	July 1 - Dec 31, 2021	2021 Total
Value of all Procurements/Awards	\$12,858,914	\$9,121,652	\$21,980,566
Number of Procurement Processes	1,289	1,287	2,576
Number of Suppliers/Contractors	347	302	649

The Purchasing Services team utilized various procurement processes to award goods and services contracts during this reporting period.

In addition to the procurement processes, Purchasing Services also performs many of the contract administration functions for the awarded contracts. These may have included resolving invoice discrepancies, coordinating security clearances, photo ID and fingerprinting requirements, ensuring the Board was covered under the service providers insurance policy, validating WSIB status, collecting and distributing safety data sheets, expediting delivery of goods, strategic sourcing goods in short supply, negotiating new rates for contract extensions, and monitoring supplier/contractor performance.

Members of the Purchasing Services Unit participate, contribute and have been the lead agency on cooperative procurements for two main Buying Groups – the HCPG (*Halton Cooperative Purchasing Group*) and the OACP's PCPG (*Police Cooperative Purchasing Group*).

Purchasing Services also monitors and researches other opportunities to strategically procure goods and services through other governmental agency established contracts and/or vendors of record. These processes support the Board's By-laws and the Service's Strategic Plan.



Stephen J. Tanner
Chief of Police

:SC

Attachments: Procurements of Goods and Services in excess of \$100,000

**REPORTING - BY-LAW 2020-5, ARTICLE 13
PURCHASING ACTIVITY REPORT
PROCUREMENT OF GOODS AND SERVICES IN EXCESSS OF \$100,000
PERIOD: JANUARY 1, 2022 TO JUNE 30, 2022**

HCPG = Halton Cooperative Purchasing Group
PCPG = Police Cooperative Purchasing Group
MoGS = Ministry of Government Services
OSS = Ontario Shared Services
PFO = Provincially Funded Organization

<i>Month</i>	<i>Vendor</i>	<i>Service / Goods</i>	<i>Value</i>	<i>Type</i>	<i>Budget Type</i>	<i>Comments</i>
March	Paladin Security	Service	\$ 160,748	Night Security Guard Services Current Term: May 1, 2022 to May 31, 2023 (there are 2 optional terms available should the Region extend them)	Operating	Buying Group - HCPG Contract awarded under the terms & conditions of the Halton Region's formal bid solicitation process and award
March	Staples Advantage	Goods	\$ 116,390	Supply and delivery of office stationery and photocopy paper 1 year contract award with the option to extend 4 additional one year terms Current Term: March 1, 2022 to February 28, 2023	Operating	Buying Group - HCPG HCPG bid solicitation to open market Awarded to lowest compliant bid received
-35- March	Quest Automotive	Vehicle Acquisitions	\$ 256,719	multiple vehicle buy-outs at the end of their contract awarded leases	Fleet Capital	Formal Bid Solicitation Option available as part of the awarded contract
March	Alex Williamson Leasing	Vehicle acquisitions	\$ 166,675	multiple vehicle buy-outs at the end of their contract awarded leases	Fleet Capital	Formal Bid Solicitation Option available as part of the awarded contract
March	Toyota Canada	Vehicle acquisitions	\$ 375,000	Supply and delivery of police fleet vehicles	Fleet Capital	Buying Group - MoGS Acquisition under the MoGS Vendor of Record (reference: OSS-00634452)
April	Ford Canada (Milton Ford)	Vehicle Acquisitions	\$ 1,084,800	Supply and delivery of police vehicles	Fleet Capital	Buying Group - PCPG Police Services Board Report # P19-01-R-07 ..."authorized the Service to utilize the Police Cooperative Purchasing Group (PCPG) pricings as established by the Ministry of Government Services through their Vendor of Record # OSS-00634452 for the procurement of police fleet vehicles as needed without an additional bid solicitation."

**REPORTING - BY-LAW 2020-5, ARTICLE 13
PURCHASING ACTIVITY REPORT
PROCUREMENT OF GOODS AND SERVICES IN EXCESSS OF \$100,000
PERIOD: JANUARY 1, 2022 TO JUNE 30, 2022**

HCPG = Halton Cooperative Purchasing Group
PCPG = Police Cooperative Purchasing Group
MoGS = Ministry of Government Services
OSS = Ontario Shared Services
PFO = Provincially Funded Organization

<i>Month</i>	<i>Vendor</i>	<i>Service / Goods</i>	<i>Value</i>	<i>Type</i>	<i>Budget Type</i>	<i>Comments</i>
April	FCA Canada (Chrysler)	Vehicle Acquisitions	\$ 1,028,300	Supply and delivery of police fleet vehicles	Fleet Capital	Buying Group - PCPG Police Services Board Report # P19-01-R-07 ..."authorized the Service to utilize the Police Cooperative Purchasing Group (PCPG) pricings as established by the Ministry of Government Services through their Vendor of Record # OSS-00634452 for the procurement of police fleet vehicles as needed without an additional bid solicitation."
May	General Motors	Vehicle acquisitions	\$ 485,900	Supply and delivery of police fleet vehicles	Fleet Capital	Buying Group - MoGS Acquisition under the MoGS Vendor of Record (reference: OSS-00634452)
- 36 - June	Suncor Energy Products	Service	\$ 807,950	Vehicle Fuel and Exterior Car Washes Current Term: November 1, 2021 to October 31, 2022 One optional term remains available	Operating	Formal Bid Solicitation Additional funds added to awarded contract with Suncor for vehicle fuel



Halton Regional Police Service Public Agenda Information Report

To: Chair and Police Board Members

From: Chief Stephen J. Tanner

Subject: CAPITAL PROJECTS / PROGRAMS STATUS – JUNE 30, 2022

Report #: P22-8-I-04

Date: August 25, 2022

INTRODUCTION AND BACKGROUND:

Attached is a summary of ongoing capital projects and programs showing the budget and expenditures to date for each as at June 30, 2022. Capital projects and capital programs are reviewed regularly to assess not only the project status, but also the ongoing need for the funding to remain as originally assigned.

Capital Project budgets are a guide in terms of planning for longer term expenditures of a major nature. If the original need is changed or the project is completed, the Board may authorize changes to close off accounts and allocate any remaining funds accordingly.

At this time, we are not recommending the closure or adjustment of any projects.

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

Stephen J. Tanner
Chief of Police

:GK/PL

Attachments: Capital Projects/Programs Status Report

**Halton Regional Police Service
Capital Projects / Programs Status Report
For The Six Month Period Jan 1, 2022 to June 30, 2022**

Capital Projects (represent specific initiatives that have been individually approved by the Board)	Year(s) Approved	Amount(s) Approved	Unspent Balance Period Opening (Jan 1/22)	Spent This Period	Adjustments (see Notes)	Unspent Balance Period Closing (June 30/22)	Funds Committed (PO Issued)	Notes (See Below)
Radio Trunking & Related Projects								
T6888A LTE Project	2017-2022	6,207,441	1,428,034	273,392		1,882,643	503,496	
T6849F P25 Radio System	2019	90,964	90,964			90,964	61,565	
T6814F MWS Replacement	2018, 2020	1,642,000	6,149		(6,149)	0		1
		8,100,405	1,525,148	273,392	(6,149)	2,133,607	565,061	
Facilities Projects								
T6866A District 1 Facilities	2008/15/19/22	19,230,000	15,119,572	142,699		14,976,873	1,562,446	
T6872A HQ - New Building	2014 / 15 / 16 / 18	71,919,000	1,102,912			1,102,912	573,836	
T6904A Safety Village	2022	175,000				175,000	33,212	
T6867B 12 Division Parking Lot	2020	165,000	39,070		(39,070)	0		1
		91,489,000	16,261,555	142,699	(39,070)	16,254,786	2,169,494	
Other Projects								
T6875A Disaster Recovery Centre	2014, 2021	725,000	172,014			172,014	35,494	
T6853C HRIS	2016/22	1,300,000	264,384	64,414		1,199,970	15,162	
T6879A In-Car Camera System (ICCS)	2016/22	1,300,000	80,288	7,332		272,956		
T6879B Body-Worn Cameras	2021/22	500,000	100,000			500,000		
T6877C Portal Re-design - Phase 4	2018/19/20/22	430,000	74,914			174,914	59,409	
T6830B Tactical Response Vehicle	2019	450,000	418,849	404,676		14,173	2,344	
T6891A Digital Evidence Management	2019	250,000	250,000			250,000		
T6844J Video Conferencing	2018	300,000	98,552	34,724		63,829		
T6850C Automated Finger Printing	2020	200,000	200,000			200,000	88,341	
T6858B Handgun Replacement	2020	603,500	520,922	241,869		279,053	78,775	
T6864B CAD Replacement	2020, 2021	946,001	163,066		(163,066)	(0)		1
T6889B Backup Data Centre	2021	421,368	421,368			421,368		
T6893A Next Generation 911	2020, 2021	1,625,000	1,625,000			1,625,000	90,566	
T6894A Intelligence Database	2020, 2021	465,503	433,920	71,283		362,637	171,079	
T6895A Front Desk Glass - Districts	2020	100,000	11,243		(11,243)	0		1
T6896A E-Ticketing	2020	337,000	330,433			330,433		
T6898A Female Locker Room - 20 Division	2020	33,000	20,762		(20,762)	0		1
T6901A InCar System and Video Management	2021/22	350,000	250,000			350,000		
T6902A Burlington Court Antenna	2021	100,000	100,000			100,000	90,053	
T6903A Body Scanner	2022	253,500				253,500		
T6905A NICE System Upgrade	2022	200,000				200,000		
T6906A Night Vision Equipment	2022	100,000				100,000		
T6907A 3D Field Scanner Replacement	2022	100,000		74,253		25,747		
T6908A Centralized Computer Crime	2022	500,000				500,000		
T6886B Automatic License Plate Recognition	2022	100,000				100,000		
T6868B ESU - Robot Replacement	2022	170,000				170,000		
T6829C MCU #1	2022	100,000				100,000		
T6899A Chair Replacement Program	2020	150,000	21,521	34,832		(13,311)	5,797	
		12,109,872	5,557,236	933,382	(195,071)	7,752,283	637,021	
Total Capital Projects		111,699,277	23,343,938	1,349,473	(240,290)	26,140,676	3,371,577	

Notes re: Capital Projects

1 Projects completed / closed; remaining funds returned to the Police Capital Reserve and Develop Charge Reserves as appropriate.

Capital Programs (represent the on-going replacement of existing infrastructure)	Unspent Balance Period Opening (Jan 1/22)	Addition Approved This Period	Spent This Period	Adjustments	Unspent Balance Period Closing (June 30/22)	Funds Committed (PO Issued)	Notes (See Below)
Technology Projects							
Network Servers (LAN Room Infrastructure) T6844E	333,463	249,999	70,189		513,272		
Technology Replacements (Infrastructure to User) T6844G	488,674	499,999	119,682		868,991	52,155	
Computer Replacement (End User Equipment) T6836D	21,708	549,999	254,819		316,888	101,420	
System Replacements (Software Applications) T6838C	212,724	600,000	57,447		755,277	475,458	
	1,056,569	1,899,997	502,138	-	2,454,428	629,032	
Other							
Building Repairs T6865A	304,502	250,000			554,502	91,788	
Furniture Replacement T6899B		100,000			100,000	36,854	
Operational Support Program T6892A	99,802		26,233		73,569		
Vehicles (2022) T30812V		2,555,600	4,832		2,550,768	1,720,139	
Vehicles (2021) T30811V	578,161		532,729		45,432	346,900	
Vehicles (2020) T30810V	351,793		130,637		221,155		
	1,334,258	2,905,600	694,430	-	3,545,427	2,195,680	
Total Capital Programs	2,390,827	4,805,597	1,196,568	-	5,999,855	2,824,713	

Notes re: Capital Programs

Consolidated Capital Summary (from above)	Unspent Balance Period Opening (Jan 1/22)	Addition Approved This Period	Spent This Period	Adjustments	Unspent Balance Period Closing (June 30/22)	Funds Committed (PO Issued)	Notes (See Below)
Total Capital Projects	23,343,938	4,386,000	1,349,473	(240,290)	26,140,676	3,371,577	
Total Capital Programs	2,390,827	4,805,597	1,196,568	-	5,999,856	2,824,713	
Total Capital Items	25,734,765	9,191,597	2,546,041	(240,290)	32,140,531	6,196,289	



Halton Regional Police Service Public Agenda Information Report

To: Chair and Police Board Members

From: Chief Stephen J. Tanner

Subject: TRUST FUND STATEMENT – JUNE 30, 2022

Report #: P22-8-I-05

Date: August 25, 2022

INTRODUCTION AND BACKGROUND:

Attached is a financial statement indicating the status of the Trust Fund held by the Halton Police Board as at June 30, 2022.

The Board Trust Fund's revenues are mainly generated through police auctions and interest earnings. As per the *Police Services Act* requirement, these funds are directed specifically to purposes the Board considers to be in the public interest.

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

Stephen J. Tanner
Chief of Police

:GK

Attachments: Board Trust Fund Financial Statement

**BOARD TRUST FUND
FINANCIAL STATEMENT
For the six-month period ended June 30, 2022**

	Revenues	Expenditures	Balance
Balance as of January 1, 2022			387,401
Transactions:			
Auction Proceeds	12,707		
Found Money	10,863		
Interest Earnings	2,498		
Transfer from Seized Funds (unclaimed)	1,003		
OAPSB Annual Meeting & Conference		3,000	
Crime Stoppers of Halton		12,090	
Expenditures from specific funds below:			
Discretionary Fund - Chief of Police		5,080	
Discretionary Fund - Police Services Board			
Community Consultation Committee			
Sexual Assault Advisory Committee			
Halton SALT Committee			
William McIntrye Homicide Reward			
	27,071	20,170	6,901
Balance Available - June 30, 2022			394,302
	Approved Amount	Commitments Outstanding	
Purpose:			
Discretionary Fund - Chief of Police	10,000	4,920	
Discretionary Fund - Police Services Board	5,000	5,000	
Community Consultation Committee	5,000	5,000	
Sexual Assault Advisory Committee	15,000	8,643	
William McIntrye Homicide Reward	50,000	50,000	
Halton SALT Committee	5,000	5,000	
	90,000	78,563	78,563
Unencumbered Balance - June 30, 2022			315,739



Public Agenda Report

To: Halton Police Board

From: Fred Kaustinen
Chief Governance Officer

Subject: G11 – Chief-to-Board Communications

Report #: CGO22-8-R-01

Date: 25 August 2022

RECOMMENDATION:

THAT the proposed policy G11 - Chief-to-Board Communications be approved.

Attachments:

INTRODUCTION AND BACKGROUND:

In the wake of last winter's convoy occupations, SOLGEN Zone Advisors encouraged all police boards to review their Chief-to-Board Communication policies and update them as appropriate. Halton Police Board did not have such a policy.

DISCUSSION / ANALYSIS:

The attached policy emphasizes the importance of effective Chief-to-Board communications, and delineates two types:

- Any and all regular Chief-to-Board communications, which appropriately belong on Board agendas where they can be legally considered and debated, and are FOI-able; and
- Matters of Immediate Strategic, which likely require emergency Board actions (like a convoy occupation)

This policy is the eleventh and final Governance policy, some of which remain works on progress (such as the Governance Calendar and the evaluation portions of other policies).

CONSULTATION:

The Board was consulted at the May meeting. The Chief of Police was consulted through July and August.

STRATEGIC MANAGEMENT ISSUES:

Like all Board Governance policies, this proposed Chief-to-board Communications policy is a strategic matter by definition.



Policy G-11

Chief-to-Board Communications

Purpose

1. Communications are essential to effective Governance, especially the communications the Board receives from its top employee and sole official link to the Service: the Chief of Police. The Board relies on information from the Chief of Police to make informed decisions that are relevant, timely, clear and compelling. The Board also supplements the information provided by the Chief of Police with independent advice when and where appropriate.
2. Characteristics of effective communications from the Chief to the Board are:
 - a. accuracy;
 - b. brevity;
 - c. relevance;
 - d. timeliness.; and
 - e. communication channels.

Standard Communication Channels

3. All information reported, and advice provided, to the Board shall be routed through the Board Secretary in written report format for placement on the Board portal and appropriate meeting/workshop agenda or correspondence folder, in accordance with the Procedural Bylaw. This includes any and all general and/or educational information. The **only exceptions** are:
 - a. information or advice that is relevant to the specific delegated authority of the Chair, CGO and/or Committee Chair; and
 - b. information or advice that is a Matter of Immediate Strategic Significance.

PROPOSED 25 AUGUST 2022



Matters of Immediate Strategic Significance

4. A Matter of Immediate Strategic Significance is one that rapidly elevates the Board's operational, financial, reputational or other enterprise risk, and therefore calls for the Board's immediate attention and/or preparedness to take action prior to the next regularly scheduled meeting.
5. Examples of Matters of Immediate Strategic Significance include but are not limited to:
 - 5.1 major incidents resulting in mass casualties;
 - 5.2 incidents where the SIU has invoked its mandate in response to a death or life-threatening injuries;
 - 5.3 any incidents involving, directly or indirectly, senior police officers, board members or public figures that are likely to draw significant media attention;
 - 5.4 any incident that warrants a special press/media conference involving the Chief of Police.
6. The timely and accurate receipt of such information positions the Board to respond to public, OCPC/IG and/or media inquiries and demands, and helps to inform the Board's assessment of the Matter of Immediate Strategic Significance, as well as any Board decisions that follow from that assessment.

Notification Requirements for Matters of Immediate Strategic Significance

7. When a Matter of Immediate Strategic Significance arises, the Chief or his/her designate shall notify the Board Chair and Board's CGO of the pertinent information by any electronic notification (e.g. email, phone or text) at the earliest possible time and provide updates as available and necessary.
8. Upon receipt of notification of a Matter of Immediate Strategic Significance from the Chief or designate, the Chair or the CGO shall inform the other Board members of the incident and any updates received.
9. For clarification purposes, any and all information that does not constitute a Matter of Immediate Strategic Significance, or is not a matter specifically for the Chair, CGO or a Committee Chair, shall be provided to the Board Secretary for inclusion in the appropriate Board agenda for Board consideration/discussion. Any other form of information sharing to the Board, such as direct emailing, undermines the Board's governance processes, and is therefore contrary to this policy.



Inquiries from the Media

10. Any media requests received by the Police Service's Corporate Communications Office related to the Board mandate, policies or decisions shall be forwarded to the Board Media consultant.
11. Unless otherwise specified, the Chair is the official spokesperson for matters within the jurisdiction of the Board. In response to an inquiry regarding the Board Governance or Board Policies, the CGO may act as a spokesperson on behalf of the Board.
12. The Board spokesperson shall only comment on matters within the jurisdiction and mandate of the Board, and shall avoid speaking on matters within the legislated authority of the Chief of Police. Similarly, the Chief of Police shall refrain from commenting or speculating, officially or otherwise, on matters within the Board's domain. Prior to responding to media requests for interviews or comments, the Board spokesperson shall consult, as appropriate, with the Chief or his/her designate to ensure the appropriate coordination.
13. The CGO shall monitor various media outlets for emerging Matters of Strategic Significance which may generate media or public interest, and apprise the Board accordingly.

Legislative References:

G06- Board-Chief Relationship

Procedural Bylaw



Halton Regional Police Service Public Agenda Information Report

To: Chair and Board Members

From: Chief Stephen J. Tanner

Subject: SEMI-ANNUAL COMPLAINTS STATISTICAL REPORT – PUBLIC/INTERNAL
JANUARY – JUNE 2022

Report #: P-22-8-I-06

Date: August 25, 2022

INTRODUCTION AND BACKGROUND:

The following is a statistical summary of the complaints received during the first six months of the year 2022 as prepared by the Professional Standards Bureau.

Public Complaints

Members of the public who have a complaint regarding conduct of Police Officers, the policies and/or services provided by the Police Service must file their complaint with the Office of the Independent Police Review Director (OIPRD).

Table 1 - Summary – Halton Related Public Complaints filed with OIPRD		2019	2020	2021	2022 YTD
Total complaints (Total Lines 1, 2, 3, 4)		75	100	109	51
Line 1	Not accepted (no action taken)¹	23	51	68	30
Line 2	Retained by OIPRD²	0	0	0	0
Line 3	Referred to another Service by OIPRD³	1	1	4	0
Line 4	Referred to our Service	51	48	37	21
Line 5	• Conduct - <i>Refer to Table 2</i>	49	48	40	21
Line 6	• Policy/Service – <i>Refer to Table 4</i>	3	1	1	0

¹ Made too late; frivolous, vexatious, bad faith; dealt with under another Act; not in the public interest; no direct effect on complainant

² After investigation, the OIPRD may deem the complaint to be unsubstantiated or, if based on reasonable grounds, there is misconduct or unsatisfactory work performance; the complaint shall be referred to the Service for disposition. Disposition is included in the “Disposition of Complaints” section. (See Table 2)

³ The Chief of another Service is required to investigate the complaint and submit a written report to our Chief. Disposition is included in the “Disposition of Complaints” section. (See Table 2)

Conduct Complaints

The following charts outline the disposition and any discipline imposed regarding the conduct complaints investigated by the OIPRD, by another Service or by Halton Police.

Table 2 - Disposition of All Conduct Complaints	2019	2020	2021	2022 YTD
Total Number of Conduct Complaints (Line 5 of Table 1)	49	48	40	21
Outstanding/Under Review	0	0	1	7
Unsubstantiated/Withdrawn	26	34	31	12
Informal Resolution	19	13	8	2
Substantiated	4	1	0	0
Disposition of Substantiated Complaints				
Awaiting Disposition	0	0	0	0
Informal Discipline	4	1	0	0
Formal Resolution/Discipline	0	0	0	0
Suspension without pay, forfeiture of time, reprimand, counselling, specific program	3	1	0	0
Dismissal; Resignation Accepted, Demotion	0	0	0	0
Resulting in Police Act or other charges laid	0	0	0	0

Table 3 – Appeals of Conduct Complaint Decisions	2019	2020	2021	2022 YTD
Appealed to OCPC or OIPRD	4	3	9	2
Outstanding/Under Review	0	0	0	1
Confirmed by OCPC or OIPRD	4	2	9	1
Modified by OCPC or OIPRD	0	1	0	0

Policy/Service Complaints:

In accordance with Section 63 of the *Police Services Act (PSA)*, policy/service complaints must be reviewed by the Chief whose written disposition must be submitted to the complainant, the OIPRD and the Police Services Board.

Within 30 days of receiving the Chief's written report, a complainant may request a review by the Board of the Chief's decision.

Table 4 – Requests for Review of Chief's Decision	2019	2020	2021	2022 YTD
Total Number of Policy/Service complaints (Line 6, Table 1)	3	1	1	0
Requests to the Police Services Board for Review	0	0	0	0
Outstanding/Under Review	0	0	0	0
No action taken by the Board	0	0	0	0
Action taken by the Board	0	0	0	0

Special Investigations Unit (SIU) Investigations

Table 5 - Special Investigations Unit Investigations	2019	2020	2021	2022 YTD
Investigations Commenced by SIU	0	8	5	7
Outstanding	0	0	1	5
Concluded with No Action Taken	0	8	3	2
Concluded with Criminal Charges Laid	0	0	1	0

Chief's Internal Conduct Complaints

Table 6 provides a summary of internal complaints initiated by the Chief of Police regarding the conduct of a Police Officer.

Table 6 - Summary - Internal Complaints		2019	2020	2021	2022 YTD
Line 1	Total Internal Chief's Complaints	4	8	14	6
Line 2	Still Outstanding/under Investigation	0	0	3	1
Line 3	Referred to another Chief for investigation ⁴	0	0	0	0
Line 4	Completed/disposed – Refer to Table 7	4	8	11	5

The following charts outline the disposition and any discipline imposed regarding the Chief's Internal Conduct Complaints.

Table 7 - Disposition of Chief's Internal Conduct Complaints		2019	2020	2021	2022 YTD
Total Number of Internal Complaints Completed/Disposed (Line 4 of Table 6)		4	8	11	5
Unsubstantiated		0	1	2	1
Substantiated		4	7	9	4
Substantiated Complaints					
Awaiting Discipline Disposition		0	0	0	0
Informal Discipline		3	1	4	4
Formal Discipline		1	6	5	0
Suspension without pay, forfeiture of time, reprimand, counselling, specific program		3	3	8	4
Dismissal; Resignation Accepted, Demotion		1	4	1	0
Resulting in Police Act or other charges laid		0	0	0	0
Withdrawn or Resolved prior to PSA hearing		0	0	0	0

⁴ The Chief is required to seek Board approval prior to referring a complaint to the Chief of another Service to investigate.

Table 8 - Appeals of Chief's Internal Conduct Complaint Decisions	2019	2020	2021	2022 YTD
Appealed to OCPC or OIPRD	0	0	0	0
Outstanding/Under Review	0	0	0	0
Confirmed by OCPC or OIPRD	0	0	0	0
Modified by OCPC or OIPRD	0	0	0	0

Workplace Violence and Harassment Investigations

Table 9 - Workplace Violence and Harassment Investigations	2019	2020	2021	2022 YTD
Total Number of Complaints filed by employees this period	2	7	10	10
Total Complaints Still Outstanding	0	0	2	5
Disposition				
Unsubstantiated	0	3	4	3
Informal Resolution	1	2	0	1
Formal Resolution	1	2	4	1



Stephen J. Tanner
Chief of Police

NA:EB



Halton Regional Police Service Public Agenda Information Report

To: Chair and Police Board Members

From: Chief Stephen J. Tanner

Subject: FOI SUMMARY/INFORMATION PRIVACY COMMISSION ANNUAL REPORT

Report #: P22-8-I-07

Date: August 25, 2022

INTRODUCTION AND BACKGROUND:

The *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)* was enacted January 1, 1991, and applies to Ontario's municipalities, school boards, and local boards, including police services boards. The *Act* requires that the government protect the privacy of an individual's personal information existing in government records. It also gives individuals the right to request access to government information, including general records and records containing their own personal information.

The year 2021 was an unprecedented year due to the worldwide pandemic. This resulted in a staffing shortage in the FOI Unit, which was rectified in late 2020 and early 2021, however the backlog of workload was already present.

In 2021, the Freedom of Information Unit consisted of five full-time employees – an Information Privacy Officer/FOI Coordinator, three Freedom of Information Analysts and one FOI Clerk. However, in 2021, the unit faced quite a few staffing challenges. During the first quarter of 2021, the unit functioned with one acting FOI Coordinator, one seasoned FOI Analyst and two FOI Analysts in training. By mid-2021, the permanent FOI Coordinator had returned; four FOI Analysts worked on the backlog (two in training). In the fall of 2021, a permanent FOI Clerk joined the unit however two Analysts did leave temporarily. The Unit's workflow is driven by a statutory requirement to process all access requests made pursuant to *MFIPPA* within 30 days.

The following are the statistics generated by the Halton Regional Police Service in 2021 pursuant to *MFIPPA*:

1. The FOI Unit received 1,267 new requests in 2021, an increase from 1,032 requests in 2020 (a 22.75% increase).
2. 166 requests from 2020 were carried over to 2021; 151 requests from 2021 were carried forward to 2022.
3. 8 requests for the correction of personal information were received; 2 corrections were made in part, 6 were denied, however Statements of Disagreement were submitted and recorded.

4. 19 requests (1.5%) were appealed to the IPC (Information and Privacy Commissioner of Ontario).
5. A total of \$6,335.00 was generated in application fees. An additional \$12,310.70 was generated in recovery fees, which includes preparation, search, shipping, photocopy and off-site retrieval fees; \$1968.30 of recovery fees were waived under Section 45(4) of MFIPPA and Section 8 of Ontario Regulation 823.
6. In total, 707 requests or 49% of requests were completed within the initial 30-day statutory period. 222 requests (15%) took over 30 days to complete. 67 requests (5%) took over 60 days to complete. 437 requests (31%) took over 90 days to complete. Compliance with MFIPPA decreased by 13.3% in comparison to 2020 due to the worldwide pandemic and staffing shortages in the FOI unit. The FOI Unit reported a 50.2% compliance rate to the Information and Privacy Commissioner of Ontario.
7. In addition to the 1433 completed FOI requests, the FOI Unit processed:
 - (a) 282 information-sharing requests from law-enforcement or administration of justice agencies in 2021, an increase from 276 requests in 2020 (a 2% increase). This number does not include direct requests for information and records from other police services.
 - (b) 51 requests received from the Office of the Children's Lawyer. This is a 4% increase from 2020.
 - (c) 16 requests requesting information from technical collision investigations in accordance with the Board's Accident Reconstruction Reports By-Law 05-01. A total of \$5727.00 in fees was invoiced; a total of \$3674.00 has been recovered.
 - (d) 27 requests for records under the Youth Criminal Justice Act were received in 2021, an increase of 250%.

Taking into account all requests submitted pursuant to MFIPPA, all information sharing requests, appeals, and court orders, the FOI Unit processed approximately 1,800 separate access to information requests in 2021.

8. The FOI unit has been a part of the notebook project since 2019. The project was launched to effectively and securely log/track/process each notebook received in the FOI office for storage for retrieval and compliance with the records retention schedule. One modified officer was deployed to the FOI unit to assist with this project in 2021. To date, over 30,000 notebooks have been sorted, barcoded and logged into Versatile Professional software system.



Stephen J. Tanner
Chief of Police

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Attachments: Year-End Statistical Report for the Information and Privacy Commissioner of Ontario



Action Registry – Public Section

Motion Date	Motion ID	Motion	Task Assigned To	Scheduled Completion	Status/Comments
30 Jun 2022	4.1	<i>THAT Option B (real-time dashboard) be referred to staff to provide additional information including costing, timing and feasibility.</i>	CGO/Chief	TBA	
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	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	
30 Jun 2022	4.2	<i>THAT an updated policy be brought back for future consideration by the Board including language regarding reporting internal harassment cases and their disposition.</i>	CGO	October 2022	

