



Public Agenda

Date: Thursday, November 10, 2022

Time: 1:30 p.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 P22-09 held Thursday, October 27, 2022
(Agenda Pages 1 – 6)

2. PRESENTATIONS/DELEGATIONS

3. CONSENT AGENDA

4. DISCUSSION ITEMS

- 4.1 **P22-11-I-01** - Financial Report and Forecast – Third Quarter 2022
(Agenda Pages 7 – 14)
- 4.2 **P22-11-I-02** - Semi-Annual Grant Agreements Execution
(Agenda Pages 15 – 18)

- 4.3 **P22-11-R-03** - 2023 Funding Request & 10-Year Capital Forecast
(Agenda Pages 19 – 20)
- 4.4 **P22-11-R-04** - Licence Agreement – Telus Acton Tower Site
(Agenda Pages 21 – 24)
- 4.5 **CGO22-11-R-01** - A04 – Community Fund Policy
(Agenda Pages 25 – 34)
- 4.6 **SEC22-R-11-01** - Amendments to Procedural By-law
(Agenda Pages 35 – 56)
- 4.7 **SEC22-R-11-02** - 2023 Board Meeting Schedule
(Agenda Pages 57 – 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. P22-09

DATE OF MEETING: Thursday, October 27, 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 Clark Somerville, Donald Foster

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

GUESTS: David Tilley, Ministry of the Solicitor General



1. GENERAL

1.1 Regrets

Councillor P. Parmar.

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 P22-08 held Thursday, September 27, 2022

Moved by: I. Hann

Seconded by: C. Allen

"THAT the Minutes of Meeting P22-08 held Thursday, September 27, 2022 be adopted as circulated."

Carried.

2. PRESENTATIONS/DELEGATIONS

None.

3. CONSENT AGENDA

No items.

4. DISCUSSION ITEMS

4.1 P22-10-I-01 - Quarterly Human Resources Summary

Moved by: C. Allen

Seconded by: N. Sekhon

"THAT Item No. 4.1 on the Discussion Agenda be received."

Carried.



4.2 P22-10-I-02 - Seized Fund Statement - August 31, 2022

Moved by: C. Allen

Seconded by: N. Sekhon

"THAT Item No. 4.1 on the Discussion Agenda be received."

Carried.

4.3 P22-10-R-04 - Bronte Harbour - Lease

Moved by: C. Allen

Seconded by: N. Sekhon

"THAT the Halton Police Board approve the execution of a lease of property located at 2340 Ontario Street, Oakville, from the Town of Oakville, at an annual lease cost of approximately \$20,288 (plus taxes and additional rent), that will serve as the Marine Unit base office and the Bronte Village Community Office; and further,

THAT the Board Chair be authorized to execute an extension to the Lease effective November 1, 2022 to October 31, 2023 in a form acceptable to the Service and the Director of Legal Services."

Carried.

4.4 P22-10-R-05 - Harm Reduction Program Enhancement Pilot Project and Naloxone Distribution Agreement

Moved by: C. Allen

Seconded by: C. Somerville

"THAT the Halton Police Board approve the participation of the Halton Regional Police Service in the Harm Reduction Program Enhancement pilot project through the Ontario Ministry of Health and The Regional Municipality of Halton; and further,

THAT the Board Chair be authorized to execute a Naloxone Distribution Agreement with The Regional Municipality of Halton to enable the Central Lock-Up Unit to distribute Naloxone kits to persons being released from custody in a form acceptable to the Service and the Director of Legal Services."



Carried.

4.5 P22-10-I-03 - Mid-Year Performance - Follow Up Report

Moved by: C. Allen

Seconded by: I. Hann

"THAT Item No. 4.5 on the Discussion Agenda be received."

Carried.

4.6 CGO22-10-R-02 - G03 Attachment – Board Team Performance Evaluation

It was requested that point number 4 in the attachment be amended to add the creation of an appropriate action plan based on the results of the evaluation.

Moved by: C. Allen

Seconded by: N. Sekhon

"THAT the proposed policy amendment "G03 Attachment – Board Team Performance Evaluation", be approved with the amendment to point 4 in the attachment."

Carried.

4.7 CGO22-10-R-01 - G04 Attachment – Board Member Performance Evaluation

It was requested that point number 4 in the attachment be amended to add the creation of appropriate action plans based on the results of the evaluation.

Moved by: I. Hann

Seconded by: C. Somerville

"THAT the proposed policy amendment "G04 Attachment – Board Member Performance Evaluation", be approved with the amendment to point 4 in the attachment."

Carried.



5. OPERATIONAL VERBAL UPDATES

Operational updates were provided on the following items:

- Award of 2022 Officer of the Year from MADD Halton to two HRPS officers

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: C. Allen

"THAT the Public Correspondence be received for information."

Carried.

8. NEW BUSINESS

Councillor Somerville and Chief Tanner provided an update on the recent Police Retirees' Luncheon.

There was no other new business.

9. MOVE INTO CLOSED SESSION

Moved by: D. Foster

Seconded by: C. Somerville

"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: N. Sekhon
Seconded by: C. Allen

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

Carried.

The meeting adjourned at 3:25 p.m.

Jeff Knoll
Chair

Graham Milne
Board Secretary



Halton Regional Police Service Public Agenda Information Report

To: Chair and Police Board Members

From: Chief Stephen J. Tanner

Subject: FINANCIAL REPORT AND FORECAST – THIRD QUARTER 2022

Report #: P22-11-I-01

Date: November 10, 2022

INTRODUCTION AND BACKGROUND:

Given below is a summary of the Quarterly Financial Report as of September 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	September 30, 2022 YTD				2022 Full Year		2021 QTR 3
	Actual	Actual	Planned	Var \$	Var %	Budget	Proj. Var.	Actual
Compensation & Benefits	40,009	115,677	118,898	3,221	2.7%	156,510	3,675	111,509
Materials & Supplies	1,974	6,254	5,529	(725)	(13.1%)	7,396	(1,135)	5,218
Purchased Services	1,736	10,893	10,699	(194)	(1.8%)	12,332	(515)	9,244
Rent & Financial	68	319	343	23	6.8%	457	0	315
Debt Charges	808	2,423	2,423	0	0.0%	3,230	0	2,574
Transfer To Reserve	1,551	4,653	4,653	0		6,205	0	5,308
Interdepartmental Charges	575	1,722	1,804	83	4.6%	2,406	125	1,596
Total Expenditure	46,721	141,942	144,349	2,407	1.7%	188,535	2,150	135,764
Total Revenue	3,781	10,113	9,523	590	6.2%	12,589	550	9,744
Net Expenditure	42,941	131,828	134,826	2,998	2.2%	175,947	2,700	126,020

Comments:

- As of the end of the third quarter, we have expended \$131.8 million (or 75% of the annual budget) which results in YTD savings of \$3.0 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 \$2.7 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	September 30, 2022 YTD				2022 Full Year		2021 QTR 3
	Actual	Actual	Planned	Var \$	Var %	Budget	Proj. Var.	Actual
Salaries	28,711	82,151	86,166	4,016	4.7%	112,042	5,000	80,153
Temporary Help	1,000	2,339	1,782	(556)	(31.2%)	2,317	(1,000)	1,961
Net Wages	29,711	84,490	87,949	3,459	3.9%	114,359	4,000	82,114
Overtime & Court-time	1,566	3,064	2,554	(510)	(20.0%)	3,321	(900)	2,883
Retention Pay	575	1,658	1,918	260	13.6%	2,494	360	1,710
Other Personnel Costs	593	1,742	1,742	(0)	(0.0%)	4,283		1,540
Total Expenditure	32,444	90,954	94,163	3,209	3.4%	124,457	3,460	88,248
Benefits	7,565	24,723	24,735	12	0.0%	32,054	215	23,262
Total Comp. & Benefits	40,009	115,677	118,898	3,221	2.7%	156,510	3,675	111,509

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 ramping up uniform and civilian recruiting efforts through the remainder of the year.
- **Overtime & Court-time** – The projected full year unfavourable variance is based on historical utilization and requirements for overtime in the later parts of the year.
- **Retention Pay** –Projected full year savings relates to retirements of officers who would otherwise have been eligible for Retention Pay.
- **Benefits** –The projected full year favourable variance relates to staff vacancies.

Materials and Supplies

\$ 000's

Favourable (Unfavourable)

Cost Elements	Current Quarter	September 30, 2022 YTD				2022 Full Year		2021 QTR 3
	Actual	Actual	Planned	Var \$	Var %	Budget	Proj. Var.	Actual
Tires & Parts For Fleet	183	560	484	(76)	(15.8%)	645	(100)	498
Telephone & Data Line	239	632	614	(18)	(2.9%)	818		567
Fuel Cost For Fleet	571	1,826	1,219	(607)	(49.8%)	1,625	(1,000)	1,318
Clothing & Equipment	215	667	608	(59)	(9.7%)	1,068	(85)	566
Supplies	90	306	398	93	23.3%	531	50	320
Utilities	380	999	998	(1)	(0.1%)	1,331	100	798
Minor Capital	165	721	727	6	0.9%	736		771
Other Misc. Material & Supplies	131	544	480	(64)	(13.2%)	641	(100)	381
Total Materials & Supplies	1,974	6,254	5,529	(725)	(13.1%)	7,396	(1,135)	5,218

Comments:

- **Tires & Parts for Fleet** – The projected full year unfavourable variance relates mainly to larger tires and more costly parts required for SUVs.
- **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	September 30, 2022 YTD				2022 Full Year		2021 QTR 3
	Actual	Actual	Planned	Var \$	Var %	Budget	Proj. Var.	Actual
Computer Maintenance	49	5,957	5,852	(105)	(1.8%)	5,870	(150)	4,949
Building Maintenance	250	834	856	22	2.6%	1,141		792
Janitorial Services	184	580	573	(7)	(1.2%)	764	(65)	610
Staff Development	266	707	777	71	9.1%	1,036		411
Professional Services	528	1,194	941	(253)	(26.9%)	1,254	(250)	812
Fleet Support Costs	102	458	407	(52)	(12.8%)	542	(175)	509
Advertising/Public Relations	3	36	53	18	32.9%	71		25
Other Misc. Services	355	1,128	1,240	112	9.1%	1,653	125	1,135
Total Purchased Services	1,736	10,893	10,699	(194)	(1.8%)	12,332	(515)	9,244

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).
- **Professional Services** – The projected full year unfavourable variance relates mainly to legal costs and settlements.
- **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).
- **Other Misc. Services** – The projected full year favourable variance relates mainly to reduced uniform cleaning and event related costs.

Various

\$ 000's

Favourable (Unfavourable)

Cost Elements	Current Quarter Actual	September 30, 2022 YTD				2022 Full Year		2021 QTR 3 Actual
		Actual	Planned	Var \$	Var %	Budget	Proj. Var.	
Rent & Financial	68	319	343	23	6.8%	457		315
Debt Charges	808	2,423	2,423	0	0.0%	3,230		2,574
Transfer to Reserves	1,551	4,653	4,653	0		6,205		5,308
Interdepartmental Charges	2,427	7,395	7,419	23	0.3%	9,892	0	8,197

Comments:

None.

Interdepartmental Charges

\$ 000's

Favourable (Unfavourable)

Cost Elements	Current Quarter Actual	September 30, 2022 YTD				2022 Full Year		2021 QTR 3 Actual
		Actual	Planned	Var \$	Var %	Budget	Proj. Var.	
Risk Management	313	939	939	0	0.0%	1,253		841
Fleet Maintenance	237	727	819	92	11.3%	1,092	125	709
Other Charges	25	55	46	(10)	(21.6%)	61		46
Interdepartmental Charges	575	1,722	1,804	83	4.6%	2,406	125	1,596

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	September 30, 2022 YTD				2022 Full Year		2021 QTR 3
	Actual	Actual	Planned	Var \$	Var %	Budget	Proj. Var.	Actual
Government Subsidy	2,062	5,318	4,833	485	10.0%	5,803	600	5,331
Program Fees	417	1,260	1,480	(220)	(14.9%)	1,974	(400)	1,074
External Recoveries	809	2,074	1,758	315	17.9%	2,798	350	1,819
Internal Recoveries	69	188	178	10	5.7%	316		217
Transfer from Reserve	425	1,274	1,274	0		1,698		1,303
Total Revenue	3,781	10,113	9,523	590	6.2%	12,589	550	9,744

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 third quarter, we have YTD savings of \$3.0 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 \$2.7 million for the full year.

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

Stephen J. Tanner
Chief of Police

:PL / GK



Halton Regional Police Service Public Agenda Information Report

To: Chair and Police Board Members

From: Chief Stephen J. Tanner

Subject: SEMI-ANNUAL GRANT AGREEMENTS EXECUTION

Report #: P22-11-I-02

Date: November 10, 2022

INTRODUCTION AND BACKGROUND:

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

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

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

A handwritten signature in black ink, appearing to read "Stephen J. Tanner", is written over a horizontal line.

Stephen J. Tanner
Chief of Police

:KK

Attachments: Executed Grant Agreements

Executed Grant Agreements
Pursuant to HRPSB Policy

Name and Purpose of Grant	Fiscal Year(s) Covered	Maximum Grant To Be Received
<i>Victim Quick Response Program:</i> To contribute to the salary and benefits of a VQRP Coordinator	Year 1: April 1, 2022 – March 31, 2023	\$56,484.00
	Year 2: April 1, 2023 – March 31, 2024	\$56,484.00
	Year 3: April 1, 2024 – March 31, 2025	\$56,484.00
<i>ICE Agreement:</i> To assist in implementing a provincial strategy to protect children from sexual abuse and exploitation on the internet	Year 1: April 1, 2021 – March 31, 2022	\$169,250.00
	Year 2: April 1, 2022 – March 31, 2023	\$169,250.00
	Year 3: April 1, 2023 – March 31, 2024	\$169,250.00
	Year 4: April 1, 2024 – March 31, 2025	\$169,250.00
<i>Guns and Gangs Grant Program (G&G):</i> To assist with investigative and front-line gang response, risk mitigation and gang prevention activities	Year 1: April 1, 2020 – March 31, 2021	\$200,000.00
	Year 2: April 1, 2021 – March 31, 2022	\$200,000.00
	Year 3: April 1, 2022 – March 31, 2023	\$200,000.00
<i>Provincial Human Trafficking Intelligence-Led Joint Forces Strategy:</i> To assist in employing a Human Trafficking Investigator / Human Trafficking Intelligence Analyst	April 1, 2022 – March 31, 2023	\$122,090.00
<i>Provincial Victim Support Grant Agreement:</i> To enhance capacity to support victims and survivors of intimate partner violence and human trafficking through increased collaboration	Year 1: April 1, 2021 – March 31, 2022	\$99,500.00
	Year 2: April 1, 2022 – March 31, 2023	\$99,500.00

<i>Community Safety and Policing Grant Program – Local Priorities Funding Stream:</i> To implement initiatives that address policing needs and priority risks related to safety and well-being	Year 1: April 1, 2022 – March 31, 2023	\$2,402,213.06
	Year 2: April 1, 2023 – March 31, 2024	\$2,402,213.06
	Year 3: April 1, 2024 – March 31, 2025	\$2,402,213.06
<i>Community Safety and Policing Grant Program – Provincial Priorities Funding Stream:</i> To implement initiatives that address policing needs and priority risks related to safety and well-being	Year 1: April 1, 2022 – March 31, 2023	\$459,207.50
	Year 2: April 1, 2023 – March 31, 2024	\$369,891.65
	Year 3: April 1, 2024 – March 31, 2025	\$375,689.48
<i>The Mobile Crisis Response Team Enhancement Grant:</i> To provide funding to police services to enhance existing Mobile Crisis Rapid Response Teams	Year 1: April 1, 2021 – March 31, 2022	\$30,000.00
	Year 2: April 1, 2022 – March 31, 2023	\$120,000.00
<i>Ontario's Strategy to End Human Trafficking:</i> To assist in addressing human trafficking by creating and strengthening partnerships, working with survivors and apprehending traffickers	April 1, 2022 – March 31, 2023	\$34,800.00



Halton Regional Police Service Public Agenda Recommendation Report

To: Chair and Police Board Members

From: Chief Stephen J. Tanner

Subject: 2023 FUNDING REQUEST & 10-YEAR CAPITAL FORECAST

Report #: P22-11-R-03

Date: November 10, 2022

RECOMMENDATION:

"That the Halton Police Board approves the 2023 Funding Request of \$186,039,009 and forwards the request to the Region; and further,

That the Halton Police Board approves an increase in the authorized sworn strength of twenty (20) positions; and further,

That the Halton Police Board approves an increase in the authorized civilian strength of five (5) positions; and further,

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

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

A handwritten signature in black ink, appearing to be "S. J. Tanner", written over a horizontal line.

Stephen J. Tanner
Chief of Police

: GK

INTRODUCTION AND BACKGROUND:

The 2023 Funding Request for the HRPS amounts to \$186,039,009 which represents an increase of 5.7% as compared to the approved 2022 Budget. After considering Assessment Growth projections as provided by the Region, the 2023 Funding Request represents an increase of 4.0% as compared to the approved 2022 Budget.

In compiling the 2023 Funding Request, the Service has maintained its focus on Corporate Business Plan objectives while recognizing population growth, demographics, calls for service, emerging trends and staffing requirements.

Significant drivers impacting the 2023 Funding Request include:

- Staffing needs to maintain focus on front-line policing service levels and programs while reflecting emerging trends and continued growth in demand for policing services.
- Upcoming contract negotiations.
- Inflation as demonstrated by increased construction costs for 1 District facility and increased fuel costs.
- Enhanced cybersecurity investment.

We are continuously aware of the Board's objective to demonstrate prudent use of taxpayer dollars while recognizing the need to provide adequate and effective police services for Halton Region. The challenge for the Board and Management remains in balancing the need to service an ever-growing community and to respond to changes in service delivery and emerging trends, while maintaining a fiscally responsible request for resources and funding. We believe that the 2023 Funding Request achieves this balance.

During the November Police Service Board meeting, staff will provide further details of the 2023 Funding Request along with the 10-Year Capital Forecast.

STRATEGIC MANAGEMENT ISSUES:

The 2023 Funding Request continues the strategic direction as detailed in the 2020-2023 Business Plan.



Halton Regional Police Service Public Agenda Recommendation Report

To: Chair and Police Board Members

From: Chief Stephen J. Tanner

Subject: LICENCE AGREEMENT – TELUS ACTON TOWER SITE

Report #: P22-11-R-04

Date: November 10, 2022

RECOMMENDATION:

"That the Halton Police Board authorize the Chair to execute a licence agreement to enable the Service to continue to co-locate equipment necessary for the operation of the Public Safety LTE and P25 Voice Radio systems at the Telus 282 Main Street North location in Acton, Ontario, with Telus Communications Inc. for an amount not to exceed a total cost of \$82,000 over a five (5) year term."

A handwritten signature in black ink, appearing to be "S. J. Tanner", written over a horizontal line.

Stephen J. Tanner
Chief of Police

:BP

INTRODUCTION AND BACKGROUND:

On April 15, 2010 the Board awarded the Simulcast APCO Project 25 Compliant Mission Critical Trunked Voice Radio Communications Network Contract (P-395-09) to Motorola Canada Limited of Markham, Ontario.

As a component of the new P25 system, one of the key transmitter/receiver tower sites commissioned was the subject tower located in Acton.

In May 2018, the Board approved additional funds be added to the contract with Telus in order to include additional equipment required for the Halton Public Safety Broadband Network (PSBN).

A proposal to purchase the radio tower outright from Telus was approved by Board in October 2019. This purchase was not completed as the owner of the lands that the tower

is situated upon was discovered to be a dissolved corporation. The corporation advised the Service in late 2019 that it would take steps to revive its corporate status, but to date their application remains incomplete and has not been processed by the Ontario Ministry of Government & Consumer Services. Attempts to contact the principal director of the corporation by both Telus and the Service have been unsuccessful. Pending the revival of the corporation, Telus has agreed to continue to permit the Service to collocate its radio equipment space on the radio tower.

As the previous term of the licence agreement with Telus has expired, Staff request that the Board authorize a new agreement to extend the licence to host this tower site's mission critical communications equipment for another 5- year term. The costs associated with this licence amount to \$16,219.09 per annum.

DISCUSSION / ANALYSIS:

Continued use of this Telus tower site will ensure that voice radio and data radio coverage in Halton Hills will meet the requirements of the Service and its partner agencies.

Outline of Costs

Item	Cost
October 2022- October 2027 Annual Site Fee	\$16,219
Total	\$81,095

ALTERNATIVES:

Suitable alternatives are not available as the location is ideal for leveraging the Service's existing infrastructure investments. Additionally, the site is an integral component to the Halton P25 Voice Radio and Public Safety LTE systems' coverage designs and it would not be cost effective to seek an alternate location to co-locate our equipment at this time. However, given the continued uncertainty surrounding the ownership of the tower lands, staff will continue to work towards an eventual relocation of the tower site to another site in the Acton area.

CONSULTATION:

- Deputy Chief Roger Wilkie, Operations
- Ken Kelertas, Director, Legal Services

- Paul Lavergne, Director, Corporate Services
- Bill Payne, Director, Information Systems (author)
- Greg Kinnear, Manager, Corporate Services
- Adam Woods, Manager Information Technology

FINANCIAL / HUMAN RESOURCE / LEGAL ISSUES:

The annual operating costs for the Acton tower site were anticipated within submitted operating budgets for 2023 and will be included in subsequent years' budgets.

STRATEGIC MANAGEMENT ISSUES:

As an integral site for the Regional P25 Voice Radio System and the Halton Public Safety LTE system, executing an agreement to co-locate additional equipment on the Telus Acton tower site is both consistent with and in support of 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.*



Public Agenda Report

To: Halton Police Board

From: Fred Kaustinen
Chief Governance Officer

Subject: A04 – Community Fund policy

Report #: CGO22-11-R-01

Date: 10 November 2022

RECOMMENDATION:

THAT the proposed policy A04 – Community Fund be approved and replace policy FIN06 - Trust Fund Discretionary Spending Policy.

INTRODUCTION AND BACKGROUND:

The Halton Police Board's Community Fund consists of consisting of the proceeds from the sale of found and seized property which lawfully comes into possession of the Police Service. Legislation permits the Board to expend the funds for any purpose it considers to be in the public interest.

DISCUSSION / ANALYSIS:

This revised policy:

- has a title that better reflects the Fund's purpose;
- provides a clear explanation of eligible and ineligible requests; and
- updates the disbursement authorization levels for Chief and Chair.

CONSULTATION:

The Board provided direction regarding this policy at its September 2022 meeting, namely the Fund name and spending authorizations delegated to Chair and Chief.

Chief Tanner, Corporate Services Director Paul Lavergne and Legal Counsel Ken Kelertas were consulted regarding this proposed policy.

Attachments:

Proposed A04 – Community Fund policy

Existing FIN06 - Trust Fund Discretionary Spending Policy



Policy A04

Community Fund

Purpose

1. The Halton Police Board's Community Fund, consisting of the proceeds from the sale of found and seized property which lawfully comes into possession of the Police Service, may be used for any purpose that the Board considers to be in the public interest.
2. Eligible Disbursements. Disbursements of the Community Fund shall be restricted to:
 - 2.1. Community Relations and Outreach: To enable the attendance and participation of Board or Service Members at not-for-profit fundraising events for community organizations that work closely with the Halton Regional Police Service, and/or otherwise demonstrate the Board's goodwill and community involvement.
 - 2.2. Public Education and Awareness: To provide funding for external projects aligned with the Halton Regional Police Service Mission Statement and current Strategic Plan objectives related to Community Safety, Outreach and Collaboration in the areas of crime prevention, community policing or other public safety initiatives.
 - 2.3. Rewards: To incent members of the public to provide information needed to solve serious crime or to crime prevention, recommended by the Chief of Police.

Requirements

3. Restrictions. Notwithstanding the eligibility criteria above, the following are not eligible to receive Community Fund disbursements:
 - 3.1. any funding requests that would personally benefit a Member of the Board or Service (past or present);
 - 3.2. any item included in the current operating or capital budget of the Halton Regional Police Service;
 - 3.3. a deficit in the current or previous operating or capital budget of the Police Service;

Proposed 10 November 2022



- 3.4. expenditure plans that extend beyond the current fiscal year; or
 - 3.5. any political or partisan events or activities.
4. Furthermore, funding requests from Members of the Halton Regional Police Service will not be considered unless endorsed by the Chief of Police.
5. Additional Criteria
- 5.1. Disbursements are not intended to create any financial dependency, and any annual recurrences must take this into account. The approval of funding for a particular purpose will not be considered a precedent which binds the Board.
 - 5.2. Disbursements will only be provided to the group or organization directly responsible for the activity or project being funded.
 - 5.3. Requesting organizations are required to provide, upon request:
 - 5.3.1. financial statements for the previous year;
 - 5.3.2. the budget documents for the current year;
 - 5.3.3. details of any other grants received, denied or applied for during the previous and current year;
 - 5.3.4. an outline of any fund-raising initiatives underway or to be undertaken; and
 - 5.3.5. a detailed account of what the requested funds will be used for.
 - 5.4. Upon completion of any funded activity or project, an accounting for the disposition of the contribution needs to be made and the organization must return to the Board any unused Community Fund monies.
6. Authorities. Except as set out below, the Board is responsible for all funding approvals.
- 6.1. The Chair may authorize disbursements not to collectively exceed \$5,000 in aggregate annually, and will report such authorizations to the Board at the next regularly-scheduled meeting.

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6.2. The Chief may authorize disbursements not to collectively exceed \$5,000 in aggregate annually, and will report such disbursements in writing to the Board at the next regularly-scheduled meeting.

7. Fund Administration. The Chief will ensure that:

- 7.1. the Community Fund is held in a separate bank account;
- 7.2. Community Fund transactions are properly managed; and
- 7.3. Community Fund records are maintained.

Monitoring and Reporting Requirements

8. The Chief shall semi-annually report to the Board all Community Fund deposits and disbursements, identifying recipient organizations for each disbursement.

Legislative References:

PSA, s.132, 133

CSPA s258

Proposed 10 November 2022

HALTON REGIONAL POLICE SERVICES BOARD

POLICY DOCUMENT

Policy No.:	FIN-06
Policy Subject:	Administration of the Board Trust Fund
Date Approved:	February 26, 2015
Reporting Requirement	
Review Date:	

1. Legislative Authority:

Section 132 of the *Police Services Act* provides for the disposal of property either seized by a member of the Service in the lawful execution of their duties, or found and unclaimed by its owner.

Section 132 of the *Police Services Act* also provides that the property may be sold and the Board may use the proceeds for any purpose it considers in the public interest;

Section 133 of the *Police Services Act* also provides that money which is either seized by a member of the Service in the lawful execution of their duties, or found and unclaimed by its owner within three (3) months of it being seized or found, the Board may use the funds for any purpose it considers in the public interest;

Section 37 of the *Police Services Act* authorizes Police Services Boards to establish its own rules and procedures in performing its duties under the Act.

2. Definitions

2.1 In this policy,

- a) "Board" means the Regional Municipality of Halton Police Services Board;
- b) "Business Plan" means the document required to be prepared by the Police Service and the Board in accordance with the *Police Services Act*;
- c) "C.P.C. Resource Group" means committees comprised of citizen volunteers working in partnership with the Police Service to address community concerns that focus on crime prevention initiatives and quality of life issues;
- d) "Chair" means the member of the Board elected annually pursuant to Section 27 of the *Police Services Board*;
- e) "Chief" means the Chief of Police appointed by the Board;
- f) "Discretionary Fund" means a sum of money made available for either the Chief or the Board to approve funding requests from the Trust Fund based on the criteria set out in this policy;

HALTON REGIONAL POLICE SERVICES BOARD

POLICY DOCUMENT

- g) "Member" means an employee of the Police Service;
- h) "Police Service" means the Halton Regional Police Service;
- i) "Trust Fund" means the bank account maintained to deposit funds received in accordance with Sections 132 and 133 of the *Police Services Act*;

3. Board Policy:

- 3.1 It is the policy of the Board that:
 - a) a separate bank account be established for the administration of the proceeds generated pursuant to Sections 132 and 133 of the *Police Services Act*;
 - b) the bank account shall be known as the Trust Fund, and shall be managed using generally accepted accounting principles.
- 3.2 It is the policy of the Board that the funds in the Trust Fund established pursuant to Section 3.1 above shall be used for the following:
 - a) Rewards approved by the Board on recommendation of the Chief pursuant to By-law No. 96-2;
 - b) On an annual basis, an amount not to exceed \$10,000 to be utilized by the Chief for the sponsorship of charitable events and requests where the monies will be returned to the community which satisfy the terms of this policy. These funds are to be known as the Chief's Discretionary Fund;
 - c) On an annual basis, an amount not to exceed \$5,000 to be utilized by the Chair for the sponsorship of charitable events and requests where the monies will be returned to the community, which satisfy the terms of this policy. These funds are to be known as the Board's Discretionary Fund;
 - d) On an annual basis, an amount not to exceed \$5,000 to be utilized by the C.P.C. Resource Group to off-set development and operation of the committees;
 - e) Requests for funding from community groups and organizations, or
 - f) Any other purpose that Board considers to be in the public interest.
- 3.3 Any request made in excess of \$1,500 shall be submitted to the Board for consideration. Requests cannot be split between the two Discretionary Funds, or the project split for the same item in an attempt to avoid this limit.

HALTON REGIONAL POLICE SERVICES BOARD

POLICY DOCUMENT

- 3.4 It is the policy of the Police Services Board that requests for funding from the Trust Fund outlined in Sections 3.2 (b), (c), (d), (e) and (f) shall be considered based on the following principles and/or uses:
- i. Community Relations through involvement with Police Related Organizations
Intended to enable the purchase of tickets or for contributions to fundraising events. The attendance and participation of Board or Service Members at fundraising events for organizations that work closely with the Halton Regional Police Service serves to demonstrate the Board's goodwill and community involvement.
 - ii. Board/Police Service Relations
To assist Members of the Halton Regional Police Service or the Board to participate in police-sponsored events, with the goal of enhancing the image of the Halton Regional Police Service in other communities as well as at home.
 - iii. Public Education/Awareness
To provide funding to projects that will further initiatives consistent with the Halton Regional Police Service Mission Statement and current Business Plan related to Community Safety, or Outreach and Collaboration.
 - iv. Special Board Requirements
Intended to provide flexibility to fund requests associated with Board/Service responsibilities, such as the sponsorship of functions at police related conferences, or special meeting requirements outside of normal budgetary provisions.
- 3.5 It is the policy of the Board that requests for funding shall be subject to the following criteria:
- a) Groups and organizations requesting funding must operate consistent with not-for-profit principles.
 - b) Funding requests from Members of the Halton Regional Police Service will not be considered unless sponsored by the Chief.
 - c) The organization receiving funding must clearly provide a benefit for the Halton Regional Police Service, the Board or the residents of the Region of Halton.
 - d) The activities of the organization must support the Mission Statement and the Business Plan of the Halton Regional Police Service.
 - e) Use of the funds must not extend beyond the current fiscal year unless otherwise approved by the Board.
 - f) Funds cannot be used to cover a deficit from a previous year.
 - g) Funds will only be provided to the group directly responsible for the activity or project being funded.

HALTON REGIONAL POLICE SERVICES BOARD

POLICY DOCUMENT

- h) Upon request, an organization must provide financial statements for the previous year, and/or the budget documents for the current year,
- i) If a grant is approved, an accounting for the disposition of the contribution following completion of the project or activity shall be submitted.
- j) Upon request, an organization must provide details of any other grants received, denied or applied for during the previous and current year, and any fund raising initiatives underway or to be undertaken.
- k) Funds not used as allocated or not needed within the fiscal year, in whole or in part, shall be returned to the Board.

4. Restrictions

- 4.1 No Member of the Service (past or present) shall benefit personally from any approved funding unless funding is authorized pursuant to Section 3.4 (ii).
- 4.2 The Trust Fund shall not be used to fund:
 - any item included in the current operating or capital budget of the Police Service;
 - a deficit in the current operating or capital budget of the Police Service; or
 - political or partisan events or activities.

5. Reporting to the Board

- 5.1 The Chief shall ensure a report is submitted to the Board on a semi-annual basis which summarizes all deposits and withdrawals from the Trust Fund. In addition, a listing of all approved funding through the Discretionary Funds or approved directly by the Board shall be detailed. The report shall include the names of the organizations, the use of the approved funds and the amount of the grant.
- 5.2 Upon request from the Board, the Chief shall ensure an audit of the Trust Fund is carried out.



**HALTON
POLICE
BOARD**
EXCELLENCE IN GOVERNANCE

Public Agenda Recommendation Report

To: Chair and Police Board Members

From: Graham Milne
Board Secretary

Subject: Amendments to Procedural By-law

Report #: SEC22-11-R-01

Date: 10 November 2022

RECOMMENDATION:

THAT Procedural By-law 2020-1 be amended as set out in the attachment to Report No. SEC22-11-R-01.

Graham Milne, Board Secretary

Attachments: Amending By-law 2021-1 for Procedural By-law 2020-1
Consolidated Procedural By-law 2020-1

INTRODUCTION AND BACKGROUND:

In recent years, both Canada and the United States have seen a dramatic uptick in individuals exploiting the good faith and community covenant nature of public meetings to spread hate and misinformation and further their personal agendas. It is easy for these individuals or groups of individuals to derail meetings when insufficient safeguards against their participation are in place. The Board's Procedural By-law 2020-1, adopted June 25, 2020, includes tools that are designed to intervene against demands to speak at the Board's meetings in such a manner, including rules of conduct for delegations and bans on speaking on subjects that are not within the Board's jurisdiction or would be intended to circumvent a legal or established complaints process.

The Board has requested additional refinements to the By-law in order to specifically achieve the following objectives:

- Safeguard the integrity of the Board's meetings
- Deny access to the Board's public platform to inappropriate uses

- Ensure that the Board maintains its commitment to governance on behalf of the community that it represents – The Regional Municipality of Halton.

To that end and following the Board's direction, staff has prepared a proposed amendment to the Procedural By-law stipulating that all delegates and deputations speaking at a Halton Police Board meeting be members of the community served by that police board – individuals who reside, own property, work/attend school and/or operate a business situated within Halton Region. In special cases, if there is an individual who does not meet these criteria but is otherwise making a good faith request to delegate to a meeting of the Board on a topic that is within the Board's jurisdiction, the Board can waive these requirements by a 2/3 vote.

DISCUSSION / ANALYSIS:

The precise wording of the amendments is included in the appended amending by-law. A draft consolidated version is also attached and if approved will be posted on the Board's website.

ALTERNATIVES:

The Board may elect not to adopt the proposed amendments, in which case those provisions of the Procedural By-law as adopted by the Board on June 25, 2020, and as amended by the Board on September 24, 2020, will remain in effect.

CONSULTATION:

The Chair, CGO and Director of Legal Services were consulted in the preparation of these amendments and report.

FINANCIAL / HUMAN RESOURCE / LEGAL ISSUES:

N/A

STRATEGIC MANAGEMENT ISSUES:

N/A



BY-LAW NUMBER 2022-1

TO AMEND BY-LAW NO. 2020-1, A BY-LAW TO GOVERN BOARD MEETING PROCEDURES

1. PREAMBLE

1.1 Section 27(1) of the Police Services Act (Act) provides that there will be a police services board for every municipality that maintains a police force.

1.2 Section 37 of the Police Services Act provides that a Board will establish its own rules and procedures in performing its duties under the Act.

1.3 And whereas the Halton Police Board enacted By-law 2020-1, a By-law to Govern Board Meeting Procedures, on June 25, 2020, and has determined that it is desirable to amend this By-law;

Therefore the Halton Police Board enacts as follows:

2. AMENDMENTS TO BY-LAW 2020-1

2.1 THAT Section 15 of By-law 2020-1, "Hearing of Delegations" be amended as follows:

a) THAT the following clause be added as new Section 15.1 as follows:

- a. 15.1 – Delegations may be received at the Public meetings of the Board only, save by special permission of the Board. Delegations must meet at least one of the following criteria:
 - a) be a resident of Halton Region
 - b) own property in Halton Region
 - c) work or attend school in Halton Region
 - d) own/operate a business in Halton Region

Delegations who do not satisfy any of the criteria in 15.1 (a-d) may still be heard by the Board if the subject of the delegation is deemed to be in the Board's interest and the Board elects to waive the rules noted above.;

b) THAT existing Section 15.1 be renumbered as 15.2;

- c) THAT existing Section 15.2 be renumbered as 15.3;
- d) THAT existing Section 15.3 be renumbered as 15.4;
- e) THAT existing Section 15.4 be renumbered as 15.5.

3. ADMINISTRATION

- 3.1 THAT all other provisions of By-law 2020-1 remain in force and effect.
- 3.2 This By-law will come into force upon the date of its passage.

4. EFFECTIVE DATE

- 4.1 This By-law is enacted by the Halton Police Board on the 10th day of November, 2022.

APPROVED THIS 10th DAY OF NOVEMBER, 2022.

CHAIR

BOARD SECRETARY



BY-LAW NUMBER 2020-1

TO GOVERN BOARD MEETING PROCEDURES

DRAFT CONSOLIDATED VERSION

-(as amended by By-laws 2020-4, 2021-1, 2022-1)

1. PREAMBLE

- 1.1 Section 27(1) of the Police Services Act (Act) provides that there will be a police services board for every municipality that maintains a police force.
- 1.2 Section 37 of the Police Services Act provides that a Board will establish its own rules and procedures in performing its duties under the Act.

Therefore the Halton Police Board enacts as follows:

2. INTERPRETATION

- 2.1 This By-law will be interpreted to be consistent with the following principles:
 - (a) The majority of Members have the right to decide;
 - (b) The minority of Members have the right to be heard;
 - (c) All Members have the right to information to help make decisions, unless otherwise prevented by law;
 - (d) Members have a right to an efficient meeting;
 - (e) All Members have the right to be treated with respect and courtesy; and
 - (f) All Members have equal rights, privileges and obligations, subject to additional rights, privileges and obligations granted to the Chair under this By-law.

3. DEFINITIONS

- 3.1 In this By-law:

- (a) "Act" means the *Police Services Act*, R.S.O. 1990, c.P.15, as amended from time to time; or the *Community Safety and Policing Act*, S.O. 2019, c. 1, Sched. 1;
- (b) "Acting Chair" means a Member required to act from time to time in the place and stead of the Chair, pursuant to Section 6 of this By-law;
- (c) "Board" means the Halton Police Board and is composed of such members appointed under Part III of the Act;
- (d) "Board Secretary" means the Secretary to the Halton Police Board;
- (e) "Board staff" refers to all personnel whose role is to support the Board directly, including but not limited to Chief Administrative Officer, Strategic Advisor, Human Resources Advisor, Board Secretary, Executive Director, and Administrative Assistant;
- (f) "Chair" means the Member elected as Chair of the Board pursuant to Section 28(1) of the Act;
- (g) "Chief of Police" means the Chief of the Halton Regional Police Service;
- (h) "Committee" means a Standing or ad hoc committee and any other similar entity composed of individuals of the Board pursuant to the Act;
- (i) "Consent Agenda" means a listing of reports on an agenda which are considered routine, non-contentious and self-explanatory;
- (j) "Council" means the Council of the Regional Municipality of Halton;
- (k) "Days" mean calendar days exclusive of Saturdays, Sundays and Statutory holidays in the Province of Ontario;
- (l) "Delegation" means an address to the Board or its Committees at the request of a person or representative of a group or organization wishing to speak;
- (m) "Ex officio" means by virtue of office or official position;
- (n) "Improper Conduct" means behaviour which offers any obstruction to the deliberations or proper conduct of a meeting;
- (o) "Member" means a member appointed to the Halton Police Board;
- (p) "Quorum" means the number of Members to be present at a Meeting to legally conduct business at the Meeting.
- (q) "Recorded Vote" means a vote for which the Secretary records all Members present and how they voted;

- (r) “Region” means the Regional Municipality of Halton;
- (s) “Regional Chair” means the Chair of the Regional Municipality of Halton;

3.2 In this by-law, words imparting singular numbers include the plural and vice versa, and all references to gender should be read as gender neutral.

4. APPLICATION

4.1 The Board will observe the rules of procedure in this By-law in all proceedings of the Board and, with necessary modifications, in its committees.

4.2 Subject to Section 4.3, a motion to waive, or not to follow a rule of procedure established by this By-law on a one-time basis requires a two-thirds vote of the Members present.

4.3 Notwithstanding the above – the Board cannot waive the following rules:

- (a) Meetings open to the public (Section 9)
- (b) Quorum necessary for Board and committee meetings (Section 11)
- (c) Closed meetings (Section 9);
- (d) Reconsidering decisions (Section 19.9-19.12);
- (e) Amending the Procedural By-law (Section 24); and
- (f) Two-thirds vote required to waive the rules (Section 4.2).

4.4 All points of order or procedure for which rules have not been provided in this By-law will be decided by the Chair, as far as is reasonably possible, in accordance, with the rules of parliamentary procedure as contained in Robert’s Rules of Order.

5. ELECTION OF CHAIR AND VICE-CHAIR

5.1 In accordance with Section 28(1) and (2) of the Act, the Members of the Board will, at the first meeting of each calendar year, elect from among its Members, a Chair and Vice-Chair for the year, in the following manner:

- (a) The election of Chair will be conducted by the Board Secretary, unless otherwise determined by the Board;
- (b) Nominations require a mover and seconder;

- (c) Where more than one nominee stands for election, a vote will be taken;
- (d) Prior to the vote being taken, each nominee will be given 5 minutes to speak to the nomination. Candidates will be called upon in alphabetical order of their surname;
- (e) After the nominees have completed their speeches, a vote will be taken;
- (f) If there are more than two nominees who choose to stand and upon the first vote no nominee receives the majority of the members present, the name of the nominee receiving the least number of votes will be dropped and the Board will proceed to vote again and continue to do so until either:
 - (1) A nominee receives the majority of the members present; or
 - (2) it becomes apparent by reason of an equality of votes that no nominee can be elected.
- (g) Where the votes cast in a vote under this Section are equal for all the candidates:
 - (1) If there are 3 or more nominated or remaining, the Board Secretary will by lot select the candidates who advance to the next ballot; or
 - (2) If only 2 candidates remain, the tie will be broken and the position of Chair filled by the candidate selected by lot conducted by the Board Secretary.
- (h) For the purposes of Subsection (1) and (2) above, lot means the method for determining the candidates who advance to the next ballot or the candidate to fill the position, as the case may be, by placing the names of the candidates on equal sizes of paper placed in a box and name(s) being drawn by the Board Secretary.
- (i) No votes required under this Section will be taken by ballot or any other form of secret voting.

6. DUTIES OF THE CHAIR

6.1 The Chair of the Board:

- (a) Presides at all meetings of the Board;
- (b) Sets the agenda for all meetings of the Board, as set out in Section 12.1;
- (c) Opens meetings of the Board by taking the chair and calling the Members to order;
- (d) Puts to vote all questions, which are duly made and to announce the result;

- (f) Declines to put to a vote, motions which infringe upon the rules of procedure or which are beyond the jurisdiction of the Board;
- (g) Ensures that the Members, when engaged in debate, act within the rules of procedure;
- (h) Maintains order and preserves the decorum of the meeting;
- (i) Calls by name, any Member persisting in breach of the rules of procedure and orders him or her to vacate the room in which the meeting is being held and if necessary to proceed as provided in Section 16.2;
- (j) Informs the Board on any point of order as necessary;
- (k) Adjourns the meeting upon motion duly made when the business is concluded;
- (l) Adjourns the meeting or recess the meeting for a time to be specified by the Chair, if considered necessary;
- (m) Acts as the spokesperson for the Board for decisions made by the Board during its meetings;
- (n) Signs all documents for and on behalf of the Board including but not limited to by-laws, resolutions, orders, and agreements which have been approved by the Board;
- (o) Performs any and all other duties when directed to do so by decision of the Board;
- (p) Where appropriate, expels or excludes from a meeting any person for Improper Conduct.

7. DUTIES OF THE VICE-CHAIR

- 7.1 When the Chair is absent, or refuses to act, or the chair is vacant, the Vice- Chair will act in their place, and while acting, will have the authority, rights, duties and powers of the Chair.

8. COMMITTEES OF THE BOARD

- 8.1 The Board may appoint two or more Members to a Committee of the Board to consider or inquire into any matter within the jurisdiction of the Board.
- 8.2 The Chair will be an ex-officio member of any Committee established pursuant to Section 8.1.

- 8.3 The Board will assign duties to a Committee, and the Committee will report on its work to the Board, as directed by the Board.
- 8.4 The Committee will deal directly with the Chief of Police, or their designate, or the Deputy Chiefs or their designates, when the Committee requires the assistance of the Halton Regional Police Service.

9. REGULAR MEETINGS OF THE BOARD

- 9.1 The Board will hold its regular meetings at least four times each year pursuant to the Act and according to the schedule set annually and approved by the Board, or at such other place and time as determined by the Board.
- 9.2 Board meetings may be held in person with all members physically present, virtually with all members participating by electronic video or teleconference, or by a combination of both.
- 9.3 The Chair will preside at all meetings and as soon as possible after the appointed time of the meeting, and where a quorum is present pursuant to Section 11, will call the meeting to order.
- 9.4 In the event the Chair does not attend a meeting within fifteen (15) minutes after the time appointed for the meeting, the Vice-Chair will call the meeting to order and preside until the arrival of the Chair. If the Chair or Vice-Chair are not in attendance, then those members in attendance will, by resolution, appoint one of themselves to act as Acting Chair for that meeting or until the arrival of the Chair or Vice-Chair.
- 9.5 The Chair may cancel and/or reschedule a regular Meeting of the Board or call a Special Meeting of the Board as necessary.
- 9.6 Meetings of the Board will be open to the public except as authorized by Subsection 35(4) of the Act as follows, or as may be legally permitted or required:
 - a) public security matters where operational or any legal requirement to maintain secrecy outweigh the principle of transparent police board proceedings; or
 - b) if intimate financial or personal matters or other matters may be disclosed of such a nature, having regard to the circumstances, that the desirability of avoiding their disclosure in the interest of any person affected or in the public interest outweighs the desirability of adhering to the principle that proceedings be open to the public.
- 9.7 Meetings of the Board may be held in confidential closed session if the singular purpose of said meetings is education or training of the Board Members and no decision is made at these meetings that materially advances the business of the Board.

- 9.8 No people other than Members and those permitted by the Board will attend confidential meetings, and all others will vacate the meetings when asked by the Chair.
- 9.9 All information pertaining to a confidential meeting will be treated as confidential by all persons in attendance unless the Board approves the publication of some or all of that information.
- 9.10 During a confidential meeting, the Board may move any item from the confidential agenda to a public agenda.
- 9.11 Social and electronic discussions about board business outside of a scheduled meeting (other than at a meeting of a Committee of the Board) technically constitute a meeting, and must conform to this By-law or cease immediately.
- 9.12 Whether or not a meeting is to take place fully electronically requires at least 48 (forty-eight) hours' notice by the Chair to Board staff, except in the case of an emergency declared under the provisions of the *Emergency Management and Civil Protection Act*, R.S.O. 1990, c.E.9, as amended.
- 9.13 In the case a fully electronic meeting, the public shall be provided with access to those portions of the meeting taking place in open public session either by inclusion of the appropriate access information as part of the public meeting agenda or notice on the Board's website. Except for registered delegations, the public's participation in an open electronic meeting shall be restricted to observation only.
- 9.14 Members of the public disrupting the meeting may be removed from the meeting (or have their access to the meeting terminated in the case of an electronic meeting) at the discretion of Board staff and without warning to the disruptive individual(s).

10. SPECIAL MEETINGS AND WORKSHOP MEETINGS OF THE BOARD

- 10.1 The Chair, may at any time call a special meeting of the Board on forty-eight hours' notice and will do so whenever requested in writing by a majority of the members of the Board.
- 10.2 The Board staff will give notice to the Members of the Board of all special meetings by electronic mail or hand delivery, at least forty-eight hours before the scheduled time of such meeting.
- 10.3 The notice calling a special meeting will state the business to be considered at the special meeting and no business may be considered at a special meeting of the Board other than that specified in the notice.
- 10.4 Notwithstanding any other provision contained in this Section, the Chair, may cancel a special meeting of the Board if that special meeting was called by the

Chair. The Chair may only cancel a special meeting that was requested by the Members if a majority of the Members consent.

- 10.5 The Board may schedule a Workshop Meeting of the Board, which is an informal gathering of the Board Members and invited staff and other guests for the purposes of education, training and/or general discussion on matters of governance, at which no formal Board business is transacted. For greater clarity, the Board may not issue direction to the Service at a Workshop Meeting or adopt any resolutions which would typically be considered in a regular meeting. There is no minimum number of Workshop Meetings which must be held in a calendar year.
- 10.6 Workshop Meetings are not required to be held in a specific location and may be held in alternate venues subject to availability of the Board members and supporting staff. The location of the Workshop Meeting shall be at the discretion of the Board Chair.
- 10.7 Board Staff shall give notice to all Members regarding the subject, date, time and location of the Workshop Meeting.
- 10.8 Notice of the Workshop Meeting date, time and location will be made available to the public on the Board's Website.
- 10.9 After notice of the Workshop Meeting has been provided, no new subjects will be added to the Agenda since the appropriate notification will not have been given in accordance with this By-law.
- 10.10 Workshop Meetings may be held in closed session if the purpose is exclusively for education and training of the Members. Regardless, the Board Secretary or designate shall prepare minutes of each Workshop Meeting that note the attendance and describe the proceedings and subject matter discussed in general terms. The minutes of all Workshop Meetings, whether public or closed, shall be public and submitted to the Board for approval at a subsequent regular Board Meeting.
- 10.11 Any member of the public who attends a public Workshop Meeting will be permitted to observe the proceedings unless the proceedings resolve into Closed Session. No Delegations are permitted at Workshop Meetings.
- 10.12 The Board's procedural rules regarding quorum (Section 11), rules of debate (Section 17), points of order (Section 18), motions (Section 19), and voting on motions (Section 20) are deemed suspended for the purposes of a Workshop Meeting in order to facilitate the interactive discussions more suited to a Workshop setting. In addition, the Board Chair may delegate the role of presiding officer to another individual, either staff or outside personnel, who may be designated as facilitator for the Workshop Meeting.
- 10.13 No decisions shall be made at a Workshop Meeting. Any matter requiring a decision shall be referred to a Regular Board Meeting for consideration, deliberation and approval.

- 10.14 Presentations by Board staff or guest facilitators or speakers at a Workshop Meeting shall not be subject to a time limit except at the discretion of the Board.

11. QUORUM

- 11.1 A quorum is a majority of the members pursuant to Section 35(2) of the Act.
- 11.2 If no quorum is present thirty (30) minutes after the time appointed for a regular or special meeting, the Board Secretary will record the names of the Members present and the meeting will stand adjourned until the next scheduled day of Meeting, or the next regular meeting, or at the call of the Chair in accordance with Section 10.
- 11.3 Absence of Quorum – If Quorum is lost during a meeting or after the resumption of a recess, the Chair will, upon determining that a Quorum is not present, ask the Board Secretary to call for a Quorum and if a quorum is not present within fifteen (15) minutes, the Board Secretary will record the names of the Members present and the meeting will stand adjourned until the next scheduled day of Meeting, or the next regular meeting, or at the call of the Chair in accordance with Section 10.
- 11.4 All Board Members who participate in a meeting electronically shall be counted in determining whether or not a Quorum of Members is present.

12. BOARD AGENDA

- 12.1 Board staff will, after consultation with the Board Chair and Chief of Police, prepare an agenda that includes the following:
1. General
 - 1.1 Regrets
 - 1.2 Conflict of Interest/Pecuniary Interest Disclosure
 - 1.3 Confirmation of Minutes
 2. Presentations/Delegations
 3. Consent Agenda
 4. Discussion Items
 5. Operational Verbal Updates
 6. Action Registry
 7. Receipt of Public Correspondence
 8. New Business
 9. Move Into Closed Session
 10. Closed Session Report
 11. Adjournment.
- 12.2 The Board Chair may adjust the order of agenda items set out in Section 12.1.
- 12.3 All reports and supporting materials for the agenda will be submitted to the Board staff not less than five (5) working days prior to the date for the Board Meeting.

- 12.4 Reports and supporting materials received less than five (5) working days prior to the date of the Board Meeting may be added to the agenda by permission of the Board Chair.
- 12.5 Any Member may add new business to the agenda after the Agenda Deadline if it relates to an urgent matter and the Board consents to the addition by majority vote.
- 12.6 Every letter, petition, request and other communication addressed to the Board will be received by the Board staff who will:
- (a) where, in the opinion of the Board staff, the subject matter of any communication is properly within the jurisdiction of the Board, circulate it to the Members;
 - (b) where, in the opinion of the Board staff, the subject matter of any communication is properly within the jurisdiction of the Police Service, will refer it to the Chief for necessary action and a report presented at the next Board meeting if required.
- 12.7 Board Staff will provide each Member of the Board with the agenda for each regular meeting as soon as practically possible prior to the meeting, preferably no later than the Friday preceding the day of the meeting.

13. MINUTES

- 13.1 The Board Secretary will prepare the Minutes of every Board Meeting for submission to the Board for confirmation at the next Meeting, or as soon as is reasonably practicable. Following the confirmation of the Minutes by the Board, the Chair and Secretary will sign printed copies of the Minutes.

14. CONFLICT OF INTEREST DISCLOSURE

- 14.1 The Members are governed by the *Municipal Conflict of Interest Act*, R.S.O 1990, c. M.50, as amended.
- 14.2 To fulfill the Board's function pursuant to Part V (Complaints and Disciplinary Proceedings) of the Act, Members should not take part in the administration of Part V matters if they have a personal interest or where they may be perceived as having a personal interest or bias.
- 14.3 The Board Secretary will record in reasonable detail, the particulars of any disclosure of conflict of interest made by a Member and the particulars will appear in the minutes of that meeting of the Board.

15. HEARING OF DELEGATIONS

15.1 Delegations may be received at the Public meetings of the Board only, save by special permission of the Board. Delegations must meet at least one of the following criteria:

- a) be a resident of Halton Region
- b) own property in Halton Region
- c) work or attend school in Halton Region
- d) own/operate a business in Halton Region

Delegations who do not satisfy any of the criteria in 15.1 (a-d) may still be heard by the Board if the subject of the delegation is deemed to be in the Board's interest and the Board elects to waive the rules noted above.

15.2 Delegations wishing to address the Board regarding an item not on the agenda will only be heard at regular meetings and the person(s) requesting a delegation must make their request in writing at least five (5) working days before the date of the Board meeting. The request will include the subject matter, a list of person(s) who will be addressing the Board and a copy of the materials that will be presented.

15.~~23~~ Upon receipt of notice requesting a delegation subject to 15.~~42~~, the request will be listed on the next most appropriate meeting agenda, which is not required to be the next scheduled meeting, and provided that the Board has jurisdiction over the subject matter as outlined in the request and the request is not subject to one of the following exclusions:

- a) Matters under police investigation or police oversight agency investigation;
- b) Matters under litigation or threatened litigation, including matters that are currently before a court or tribunal, or may be subject to a legal proceeding in the future;
- c) Allegations against individual Board Members, Staff or HRPS officers;
- d) In exceptional circumstances, where the Chair and Board staff determine, acting reasonably, that a person requesting to be a delegation is likely to engage in unreasonable or offensive conduct, make unreasonable, unfounded or offensive statements or demands, repeatedly speak on a subject matter that is not within the Board's jurisdiction, or otherwise misuse the privilege of addressing the Board.

15.~~34~~ If a request for delegation is subject to any of the restrictions noted above, the requestor will be advised by the Board Secretary of the refusal of the request and the Board will be informed about the refusal.

15.~~45~~ Delegations wishing to address the Board regarding an item listed on the agenda may be heard with permission of the Board. Requests are to be made to Board staff in writing no later than 4:30 p.m. on the working day prior to the meeting, setting out the particulars of the matter on which the person wishes to speak.

15.6 Delegations will be restricted to presentations of up to five (5) minutes and will address their remarks to the stated business. The time allotted for any delegation may be extended an additional five (5) minutes at the discretion of the Chair.

- 15.7 Upon the completion of a presentation to the Board by a delegation, Members may ask questions of the delegation for up to five (5) minutes. Members of the Board will not enter into debate with the delegation.
- 15.8 No Delegation will:
- (a) speak disrespectfully of any person;
 - (b) use offensive words or unparliamentary language;
 - (c) speak on any subject other than the subject for which they have received approval to address the Board; or
 - (d) disobey the rules of procedure or a decision of the Chair.
- 15.9 The Chair may curtail any delegation, any questions of a delegation or debate during a delegation for disorder or any other breach of this By-law and, where the Chair rules that the delegation is concluded, the person or persons appearing will immediately withdraw.
- 15.10 Delegates may be permitted to participate electronically in a Board Meeting following procedures and requirements set out by the Board Secretary and subject to the following:
- a) electronic means of participating must be available for the Meeting;
 - b) Electronic Participation must be clear and uninterrupted and allow for two-way communication, and if any unreasonable delay or interference is caused to the Meeting as a result of the electronic participation, the connection will be terminated.

16. CONDUCT OF MEMBERS

- 16.1 No Member will:
- (a) Use offensive words or unparliamentary language in meetings of the Board;
 - (b) Speak on any subject other than the subject in debate;
 - (c) Criticize any decision of the Board except for the purpose of moving that the question be reconsidered;
 - (d) Speak in a manner that is discriminatory in nature based on an individual's race, ancestry, place of origin, citizenship, creed, gender identity, gender expression, sexual orientation, age, colour, marital status, family status or disability;

- (e) Disobey the rules as set out in this By-law or a decision of the Chair on questions of order or procedure as set out in this By-law or resolution of the Board, or on the interpretation of the rules of the Board.

- 16.2 If a Member persists in disobedience after having been called to order by the Chair, the Chair will put the question with no amendment, adjournment or debate being allowed: "That such Member be ordered to leave their seat for the duration of the meeting of the Board." If a Member who has been ordered to leave their seat apologizes to the Chair and the other Members, they may, by vote of the Members, be permitted to retake their seat.
- 16.3 If the Member does not leave their seat as requested in Section 16.2, the Chair will adjourn the meeting.
- 16.4 Members will conduct themselves in accordance with Ontario Regulation No. 421/97 – Members of Police Services Boards Code of Conduct and any Board Policy that may be approved.

17. RULES OF DEBATE

- 17.1 Every Member, before speaking to a question or motion, or asking questions, will first receive recognition from the Chair and then the Member will address the Chair.
- 17.2 For each matter under consideration, the Chair will maintain a list of Members who have requested to speak or ask questions and will designate members to speak in accordance with that list.
- 17.3 When a Member is speaking, no other Member will interrupt that Member except to raise a point of order.
- 17.4 A Member may require the question or motion under discussion to be read at any time during the debate, but not so as to interrupt a Member who is speaking.
- 17.5 A Member may ask a question only for the purpose of obtaining information relating to the matter then under discussion. Questions must be clear and concise and may not be used to make statements or assertions.
- 17.6 The Chair may rule a question out of order if a Member has already asked substantially the same question in the same form.
- 17.7 No Member will speak more than once to the same question or motion, until every Member who wishes to speak has done so; and no member will speak more than twice to the same question or motion, except with permission from the Chair, to explain a part of their speech, which the Member feels may have been misunderstood.

- 17.8 Notwithstanding Section 17.7, a reply may be made by the Member who has presented a motion to the Board, following the conclusion of the speeches of the other members.
- 17.9 After a question is put by the Chair, no Member will speak to the question nor will any other motion be made until after the vote is taken and the result declared.

18. POINTS OF ORDER AND PROCEDURE

- 18.1 Any Member may present a point of order or procedure and request the Chair's ruling.
- 18.2 The Chair will rule upon points of order and points of procedure without debate or comment, other than to state the applicable rule, and subject to being overruled by a majority vote of the Members, the decision of the Chair will be final.
- 18.3 Immediately following a Chair's ruling, a Member may make a motion to appeal that ruling, despite another Member having the floor. When challenged, the Chair may give a brief explanation of the ruling and ask the Members "Is the ruling of the Chair upheld?" In the event of a tie vote, the ruling is upheld. The decision of the Board under this Section is final.

19. MOTIONS

- 19.1 A Member may make a motion that:
- (a) Affects the Meeting's procedures, as set out in the Procedural By-law; or
 - (b) Takes action on the matter that is currently before the Board for debate.
- 19.2 A motion will be moved and seconded before being discussed or being put to a vote. The motion being moved must be clearly stated.
- 19.3 The Board Secretary will read a motion before a vote is taken if required to do so by a Member.
- 19.4 After a motion has been moved and seconded, it may be withdrawn by the mover at any time before a vote is taken.
- 19.5 A motion properly before the Board for decision must receive disposition before any other motion can be received, except motions;
- (a) to adjourn;
 - (b) to amend;
 - (c) to refer;

(d) to suspend the rules of procedure;

(e) to table the question;

(f) to vote on the question.

19.6 A motion to adjourn the meeting may be made at any time except;

(a) when a Member is speaking or during the taking of a vote;

(b) when the question has been called;

(c) when a Member has already indicated to the Chair that they desire to speak on the question.

When a motion to adjourn the meeting is defeated, the motion to adjourn cannot be made again until the Board has conducted further proceedings.

19.7 A motion to amend:

(a) will be relevant to the question to be decided;

(b) will not be received if it in essence constitutes a rejection of the main questions;

and only one motion to amend such amendment will be permitted, and any further amendment will be made to the main question.

19.8 A motion to refer the question will include;

(a) the name of the Committee, other body or official to whom the question is to be referred; and

(b) the terms upon which the question is to be referred;

and any debate will only be permitted with respect to the desirability of referring the question and the terms of the referral, and no discussion of the main question or an amendment will be allowed until after its disposition.

19.9 After any matter has been decided, any Member who voted on the prevailing side may, at a subsequent meeting of the Board, move a motion for reconsideration of the matter, provided notice is given as required by this By-law, but no discussion of the matter will occur until the motion to reconsider is adopted.

19.10 No question will be reconsidered more than once at a meeting of the Board.

19.11 A motion to reconsider suspends action on the motion to which it applies until it has been decided.

- 19.12 If the action approved in the main motion cannot be reversed, the motion cannot be reconsidered.

20. VOTING ON MOTIONS

- 20.1 Except as provided elsewhere in this By-law, a motion will be deemed to have been carried when a majority of the Members present and voting have expressed their agreement with the question.
- 20.2 When the Chair is satisfied that a question contains distinct proposals, they may divide the question or on the request of a member, will divide the question, and the vote on each proposal will be taken separately.
- 20.3 Every Member present at a meeting of the Board when a question is put will vote on the question unless legally prohibited in which case the fact of the prohibition will be recorded in the Minutes of the meeting.
- 20.4 If a Member present does not vote when a question is put, they will be deemed to have voted in the negative, except where the Member is prohibited from voting by statute or declared conflict.
- 20.5 A Member may request a recorded vote on any matter and must make the request immediately before or after the vote is taken. If the request for a recorded vote is made immediately after the vote is taken, the first vote is nullified and a second, recorded vote must be held. When a recorded vote is requested the Board Secretary records the name and vote of each Member on the matter.
- 20.6 Any motion on which there is a tie vote will be deemed to be lost.

21. AVAILABILITY OF INFORMATION

- 21.1 Information relating to matters described in Section 9.6 of this By-law, will be marked "Confidential".
- 21.2 Immediately following the distribution of the agenda information to all Members of the Board, the public agenda materials will be made available to the media and to any member of the public requesting such information, provided the disclosure of such information does not relate to matters described in Section 9.6.
- 21.3 The Action Registry will contain tasks assigned by the Board to either the Chief of Police, Board committees or Board staff. All such tasks will be assigned by Board decision which may identify priorities and include deadlines.
- 21.4 The Action Registry will contain the requirements for each task as set out in the Board decision, the date of the Board decision, the person/body responsible for the task, the scheduled reporting meeting and task status. The Action Registry will

be maintained by Board staff, who will coordinate scheduling of reports related to assigned tasks, and distribute an updated version along with each Board agenda.

- 21.5 Once items are complete, they will be removed from the Action Registry.

22. BY-LAWS

- 22.1 Every by-law will be introduced by motion by a Member, and any number of by-laws may be introduced together in one motion, but the Chair may, at the request of a Member, deal separately with any by-law.
- 22.2 Every by-law when introduced, will be in typewritten form and contain no blanks except as may be required to conform to accepted procedure or to comply with the provisions of any Act, and will be complete with the exception of the number and date of the by-law.
- 22.3 Every by-law which has been passed by the Board will be numbered, dated and signed by the Chair and Board staff, and filed in the Board office.
- 22.4 Amendments to By-laws may be made only by adoption of another By-law.

23. RECORDING DEVICES

- 23.1 The use of cameras, recording equipment, television cameras and any other device of a mechanical, electronic or similar nature used for recording the proceedings of a meeting that is open to the public by members of the public, including the news media, are permitted.

24. AMENDMENTS TO PROCEDURAL BY-LAW

- 24.1 To pass a motion to amend or repeal this By-law requires a two-thirds vote of Members present.
- 24.2 The Board will only consider amendments or repeal of this By-law at a Regular Board Meeting if notice has been provided by inclusion of an appropriate report or notification in the Public Agenda for the Meeting. For greater clarity, a Motion to amend or repeal this by-law may not be introduced from the floor by any Member, and the Rules of Procedure may not be waived in order to permit the introduction of such a motion.

25. ADMINISTRATION

- 25.1 That By-law No. 2017-004, as amended by By-law No. 2018-001 is repealed.

25.2 This By-law will come into force upon the date of its passage.

26. EFFECTIVE DATE

26.1 This By-law is enacted by the Halton Police Board on the 25th day of June, 2020.

APPROVED THIS 25th DAY OF JUNE, 2020.

CHAIR

BOARD SECRETARY



Public Agenda Recommendation Report

To: Chair and Board Members

From: Graham Milne
Board Secretary

Subject: 2023 Board Meeting Schedule

Report #: SEC22-11-R-02

Date: 10 November 2022

RECOMMENDATION: That the proposed 2023 Board Meeting Schedule be approved.

Graham Milne, Board Secretary

Attachments: None

INTRODUCTION AND BACKGROUND:

The proposed 2023 Schedule of Meetings is reflected below. The schedule adheres to the Board's practice of scheduling meetings on the final Thursday of the month, with the exception of December to account for the holiday period. As has been the customary practice, no meeting is proposed for July.

DISCUSSION / ANALYSIS:

The proposed 2023 Schedule of Meetings is below. A schedule of 11 meetings throughout the year is proposed. Additional meetings may be called as necessary by the Chair of the Board. Other retreats and workshop dates may be scheduled on an *ad hoc* basis as needed.

The calendar has been structured to avoid conflicts with conferences by organizations such as CAPG and OAPSB that Board Members may wish to attend. This requires pushing the May meeting to Friday, June 2 to avoid a conflict with both the OAPSB Spring Conference and Annual General Meeting as well as the Federation of

Canadian Municipalities (FCM) Annual Conference which is typically attended by the Members of Council who sit on the Board, and maintain a relatively equal number of days between meetings.

2023 Proposed Schedule of Meetings

Meeting No. 01-23	Thursday, January 26, 2023
Meeting No. 02-23	Thursday, February 23, 2023
Meeting No. 03-23	Thursday, March 30, 2023
Meeting No. 04-23	Thursday, April 27, 2023
Meeting No. 05-23	Friday, June 2, 2023
Meeting No. 06-23	Thursday, June 29, 2023
Meeting No. 07-23	Thursday, August 31, 2023
Meeting No. 08-23	Thursday, September 28, 2023
Meeting No. 09-23	Thursday, October 26, 2023
Meeting No. 10-23	Thursday, November 30, 2023
Meeting No. 11-23	Thursday, December 14, 2023

ALTERNATIVES:

N/A

CONSULTATION:

As noted, the calendar has been structured to avoid conflicting with the FCM Annual Conference (May 25-28, 2023), OAPSB Spring Conference and AGM (May 30-June 1, 2023) and the CAPG Annual Conference (August 14-19, 2023). Individual Board Members were also consulted to minimize conflicts.

FINANCIAL / HUMAN RESOURCE / LEGAL ISSUES:

N/A

STRATEGIC MANAGEMENT ISSUES:

N/A

Action Registry – Public Section

Motion Date	Motion ID	Motion	Task Assigned To	Scheduled Completion	Status/Comments
27 Jan 2022	8.1	<i>“THAT the issue of complaint management be referred to an upcoming Board meeting for further discussion and deliberation.”</i>	CGO	February 2023	Website updated. subject to be addressed in new On-boarding Program
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	December 2022	to be included in new Healthy Workplace Policy (replaces HR policy)
27 Oct 2022	4.1	<i>“THAT staff be directed to prepare a Procedural By-law amendment for the Board’s consideration at its meeting of November 10, 2022 in public session, incorporating the request to restrict deputations to residents and those who have business interests in Halton Region.”</i>	CGO	November 2022	Refer to this agenda



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