



**HALTON
POLICE
BOARD**
EXCELLENCE IN GOVERNANCE

Public Agenda

Date: Thursday, January 26, 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 P22-11 held Thursday, December 22, 2022
(Agenda Pages 1 – 8)

2. PRESENTATIONS/DELEGATIONS

3. CONSENT AGENDA

3.1 SEC23-01-I-01 - OAPSB 2023 Membership Renewal
(Agenda Pages 9 – 10)

4. DISCUSSION ITEMS

4.1 SEC23-01-R-02 - Amendments to Procedural By-law
(Agenda Pages 11 – 34)

- 4.2 **P23-01-I-01** - Quarterly Human Resources Summary
(Agenda Pages 35 – 38)
- 4.3 **P23-01-I-02** - Semi-Annual Complaints Statistical Report – Public/Internal January –
December 2022
(Agenda Pages 39 – 42)
- 4.4 **P23-01-R-04** - Marine 2 Procurement - 2023
(Agenda Pages 43 – 46)
- 4.5 **P23-01-I-05** - Limited Tendering – Kone Inc.
(Agenda Pages 47 – 50)
- 4.6 Governance Modernization Project Status Report
(Agenda Pages 51 – 54)
- 4.7 Memorandum from Board Media Consultant re: New Concept - YourTV Halton Police
Board Show
(Agenda Pages 55 – 56)
- 4.8 **CGO23-01-R-01** - New Draft Provincial Regulations
(Agenda Pages 57 – 100)
- 5. **OPERATIONAL VERBAL UPDATES**
- 6. **ACTION REGISTRY**
 - 6.1 Public Information Action Registry
(Agenda Pages 101 – 102)
- 7. **RECEIPT OF PUBLIC CORRESPONDENCE**
- 8. **NEW BUSINESS**
- 9. **MOVE INTO CLOSED SESSION**
- 10. **CLOSED SESSION REPORT**
- 11. **ADJOURNMENT**



Public Minutes

MEETING NO. P22-11

DATE OF MEETING: Thursday, December 22, 2022
9:00 a.m.

LOCATION: Community Room

MEMBERS PRESENT: Jeff Knoll (Chair)
Councillor Lisa Kearns, Curt Allen, Ingrid Hann, Navneet Sekhon

STAFF PRESENT: 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
D./Sgt. Ellie Bale
Adam Woods, Manager, Information Technology
Fred Kaustinen, Chief Governance Officer
Kimberly Calderbank, Board Media Consultant
Graham Milne, Board Secretary
Chris Lallouet, Yellow Robot Communications

1. GENERAL

1.1 Election of Chair and Vice-Chair

BE IT RESOLVED THAT Councillor Jeff Knoll be elected Chair and Ingrid Hann be elected Vice-Chair of the Halton Police Board for a term to expire December 31, 2023, or until successors are appointed.



1.2 Regrets

Councillor C. Somerville, D. Foster.

1.3 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.

1.4 Confirmation of Minutes of Meeting P22-10 held Thursday, November 10, 2022

Moved by: C. Allen

Seconded by: I. Hann

"THAT the Minutes of Meeting P22-10 held Thursday, November 10, 2022 be adopted as circulated."

Carried.

2. PRESENTATIONS/DELEGATIONS

Chair Knoll introduced Councillor Lisa Kearns as the new member of Regional Council appointed to the Board. He also noted that Councillor Clark Somerville was also re-appointed to the Board for the new term.

Chief Tanner introduced Detective Sergeant Ellie Bale who was recently elected as the President of the Halton Regional Police Association.

3. CONSENT AGENDA

3.1 P22-12-I-01 - Facilities Update - 2022

Moved by: N. Sekhon

Seconded by: L. Kearns

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

Carried.



3.2 P22-12-I-02 - Secondary Employment – 2022

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

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

Carried.

4. DISCUSSION ITEMS

4.1 P22-12-R-04 - 2023 Funding Request & 10-Year Capital Forecast

Chief Tanner provided an overview on the Service's funding request, capital forecast and corporate business plan. A copy of this presentation was circulated with the agenda. It was noted that there was additional information in the presentation provided today which was requested to be circulated to the Board through the Secretary. The Chair requested that the Service give consideration to preparing a Budget Book for future fiscal years and that a Budget Workshop meeting be scheduled as part of the process.

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

"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, and;

THAT the Chief provide the Board by January 6th, 2023, through the Board Secretary:



1. *detailed accounts of the planned Materials and Supplies expenses and Purchased Services expenses, and*
2. *a written explanation of the benefit to the community of the requested increase above the Regional guideline, such as how specific risks will be reduced, how certain crimes will decrease, or how certain victimization will be reduced with this budget."*

Carried.

4.2 P22-12-I-03 - Community Safety and Well-Being Plans

Moved by: C. Allen

Seconded by: L. Kearns

"THAT Item No. 4.2 on the Discussion Agenda be received."

Carried.

4.3 P22-12-R-05 - Black Castle Networks Inc. - Agreement Amendment

Moved by: C. Allen

Seconded by: N. Sekhon

"THAT the Halton Police Board authorize an amendment to the existing Professional Consulting Services Agreement with Black Castle Networks Inc. to extend the Agreement to September 6, 2023 and to commit additional funds to the Agreement in the amount of \$133,819 (inclusive of contingency and HST)

and further;

THAT the Halton Police Board as the original signing authority, accept the hourly rate increase of \$10.00/hour to \$110.00/hour and amend the Agreement to reflect the change."

Carried.



4.4 P22-12-R-06 - Telus Communications Inc. - Cellular Data Plan Contract Amendment

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

"THAT the Halton Police Board authorize an amendment to the Corporate Customer Agreement with Telus Communications Inc. for the provision of cellular data plans in the amount of \$47,912 (including contingency and tax) for a 3-year period."

Carried.

4.5 P22-12-R-07 - Limited Tendering - Maintenance Agreement - Niche Records Management System

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

"THAT the Halton Police Board authorize the award of a one (1) year Limited Tendering contract with Niche Technology Inc, for the provision of support and maintenance of the HRPS Records Management System (RMS) with the option to extend the contract for two (2) additional one (1) year terms for a total cost over three (3) years in the amount not to exceed \$863,833 (including taxes and contingency), and further;

THAT the Halton Police Board delegate their authority to the Chief of Police to negotiate and execute one (1) or more of the optional term extensions available within the funding identified, should it be in the best interests of the Service to do so."

Carried.

4.6 P22-12-R-08 - Limited Tendering - Computer Aided Dispatch Maintenance Agreement - Hexagon Safety & Infrastructure

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

"THAT the Halton Police Board authorize a one (1) year limited tendering agreement with Hexagon Safety & Infrastructure for the support and maintenance of the HRPS Computer Aided Dispatch system (CAD) and related systems with the option to extend the Agreement for two (2) additional one (1) year terms for a total cost over three (3) years in the amount not to exceed \$2,121,321 (including taxes and contingency), and further;



THAT the Board delegate their authority to the Chief of Police to negotiate and execute one (1) or more of the optional term extensions available within the funding identified, should it be in the best interests of the Service to do so."

Carried.

4.7 P22-12-R-09 - Licence Agreements - Rogers - Burlington and Milton Tower Sites

Moved by: C. Allen

Seconded by: N. Sekhon

"THAT the Halton Police Board authorize a conditional "Offer to Share" agreement with Rogers Communications Inc. in order to proceed with engineering work and a final agreement to co-locate Public Safety Broadband Network (PSBN) communications equipment on the Burlington Dundas and Cedar Springs Lane Rogers tower - with an anticipated cost for the site totalling \$20,000 (taxes and contingency included) over the three (3) year term of the contract,

And further;

THAT the Halton Police Board authorize a conditional "Offer to Share" agreement with Rogers Communications Inc. in order to proceed with engineering work and a final agreement to co-locate Public Safety Broadband Network (PSBN) communications equipment on the Milton Trafalgar Rd. Rogers tower - with an anticipated cost for the site totalling \$29,000 (taxes and contingency included) over the three (3) year term of the contract,

And further;

THAT the Halton Police Board authorize the Chief of Police to sign the final contracts for these tower sites subject to acceptance of the terms of the contracts by Legal Counsel."

Carried.



4.8 P22-12-R-16 - Acquisition of a Human Resource Information System

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

"THAT the Halton Police Board authorize the utilization of capital funds previously allocated for the Human Resource Information System (HRIS) that will replace the existing OSL Workforce Management System currently utilized to manage HR data and processes. Although the estimated price of the HRIS has yet to be determined through the Negotiated Request for Proposal (N-RFP) process, Staff request the Board approves the allocation of the 2022 capital fund of \$1.3M to be used for the initial acquisition and implementation in 2023 / 2024."

Carried.

5. OPERATIONAL VERBAL UPDATES

There were no operational updates.

6. ACTION REGISTRY

6.1 Public Information Action Registry

Moved by: C. Allen
Seconded by: L. Kearns

"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 be received for information."

Carried.



8. **NEW BUSINESS**

There was no new business.

9. **MOVE INTO CLOSED SESSION**

Moved by: I. Hann

Seconded by: C. Allen

"THAT the Board do now convene into closed session."

Carried.

10. **CLOSED SESSION REPORT**

The Chair reported that during the closed session, the Board considered legal and personnel matters and motions were approved by the Board regarding these matters.

11. **ADJOURNMENT**

Moved by: C. Allen

Seconded by: L. Kearns

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

Carried.

The meeting adjourned at 2:47 p.m.

Jeff Knoll
Chair

Graham Milne
Board Secretary



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Public Agenda Information Report

To: Chair and Board Members

From: Graham Milne
Board Secretary

Subject: OAPSB 2023 Membership Renewal

Report #: SEC23-01-I-01

Date: 26 January 2023

INTRODUCTION AND BACKGROUND:

Attached is notification of the pending renewal of the Halton Police Board's annual membership in the Ontario Association of Police Boards (OAPSB) for the information of the Board.

Membership in the OAPSB is included in Requirement No. 6 in the Board's Policy G10 – Governance Support and the required annual fees are included in the Board's budget. No action by the Board is required.

Graham Milne

Attachments: Email Notification from OAPSB re: Membership Renewal

2023 OAPSB Membership Registration

JW

Jennifer Williams

To: Jennifer Williams

Good afternoon Police Service Boards,

Happy 2023!

I am Jennifer and your new membership contact at OAPSB. I wanted to follow-up regarding your OAPSB Membership renewal. Memberships for OAPSB are valid from January 1 - December 31.

Your renewal is now due. Please renew your 2023 membership by clicking [here](#). The deadline to renew your membership is February 15, 2023.

Please do not hesitate to reach out to me if you have any questions.

Thank you for your continued commitment to the OAPSB! We have great things planned for 2023 and I look forward to working with you and your board!

Warm Regards,

Jennifer Williams
Membership Coordinator
Ontario Association of Police Services Board



**HALTON
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Public Agenda Recommendation Report

To: Chair and Police Board Members
From: Graham Milne
Board Secretary
Subject: Amendments to Procedural By-law
Report #: SEC23-01-R-02
Date: 26 January 2023

RECOMMENDATION:

THAT Procedural By-law 2020-1 be amended as set out in the attachment to Report No. SEC23-01-R-02.

Graham Milne, Board Secretary

Attachments: Amending By-law 2023-1 for Procedural By-law 2020-1
Consolidated Procedural By-law 2020-1

INTRODUCTION AND BACKGROUND:

The Board adopted its Procedural By-law 2020-1 at its meeting of June 25, 2020, during that phase of the COVID-19 pandemic that required fully electronic meetings. In March 2022 the Board transitioned to a hybrid model that allows members to participate both in person and online. The Board has indicated a desire to further formalize rules for electronic participation. Staff have prepared proposed amendments to the Board's Procedural By-law to incorporate these rules.

DISCUSSION / ANALYSIS:

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

- *Regular Meetings of the Board (Section 9) and Special Meetings and Workshop Meetings of the Board (Section 10)*

The proposed amendments in this section provide for clarity as to under what circumstances and how often Board Members may participate in meetings electronically if the meeting is not a fully electronic one (“Hybrid Meeting”), and clarify the Board Chair’s authority to determine the structure of a meeting, either in person, fully electronic, or hybrid. These provisions are based on the Board’s directions as provided to staff at its meeting of December 22, 2022. The amendment to Section 10 clarifies that these provisions apply not only to Regular Meetings but also to any Special or Workshop Meetings held by the Board.

ALTERNATIVES:

The Board may elect not to adopt some or all of the proposed amendments, in which case the current version of the Procedural By-law 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 2023-1

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

a) THAT the following wording be added at the end of Section 9.2 as follows:

"The Board Chair may, under the authority granted to them by Section 9.5 of this by-law, designate whether a meeting shall be in person ("In-Person Meeting"), fully electronic ("Electronic Meeting") , or a combination of both ("Hybrid Meeting")."

b) THAT clause 9.13 be reworded as follows:

"In the case of 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."

c) THAT the following clause be added as new Section 9.15 as follows:

“9.15 Individual Board Members are requested to provide at least 72 hours’ notice if they wish to participate electronically in a Hybrid Meeting. The notice period may be waived under exceptional circumstances including, but not limited to: illness, inclement weather or unavailability of transportation to the designated meeting site.”

d) THAT the following clause be added as new Section 9.16 as follows:

“9.16 In the case of a meeting that is scheduled for full or partial in person attendance, the following persons shall be required to attend the meeting in person, barring exceptional circumstances:

- Board Chair, or designate
- Chief of Police, or designate
- Board Secretary, or alternate”

e) THAT the following clause be added as new Section 9.17 as follows:

“9.17 No Board Member may participate electronically in three consecutive Hybrid Meetings for a period of more than three (3) months without leave of the Board. The Board may grant such leave by the adoption of a resolution for that purpose.”

f) THAT the following clause be added as new Section 10.15 as follows:

“10.15 Rules regarding electronic participation as outlined in Section 9 of this by-law are deemed to apply equally to any Special or Workshop Meeting.”

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 26th day of January, 2023.

APPROVED THIS 26th DAY OF JANUARY, 2023.

CHAIR

BOARD SECRETARY



BY-LAW NUMBER 2020-1

TO GOVERN BOARD MEETING PROCEDURES

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

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. The Board Chair may, under the authority granted to them by Section 9.5 of this by-law, designate whether a meeting shall be in person (“In-Person Meeting”), fully electronic (“Electronic Meeting”), or a combination of both (“Hybrid Meeting”).

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 of 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).
- 9.15 Individual Board Members are requested to provide at least 72 hours' notice if they wish to participate electronically in a Hybrid Meeting. The notice period may be waived under exceptional circumstances including, but not limited to: illness, inclement weather or unavailability of transportation to the designated meeting site.
- 9.16 In the case of a Hybrid Meeting, the following persons shall be required to attend the meeting in person, barring exceptional circumstances:
- Board Chair, or designate
 - Chief of Police, or designate
 - Board Secretary, or alternate
- 9.17 No Board Member may participate electronically in three consecutive Hybrid Meetings for a period of more than three (3) months without leave of the Board. The Board may grant such leave by the adoption of a resolution for that purpose.

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.

10.15 Rules regarding electronic participation as outlined in Section 9 of this by-law are deemed to apply equally to any Special or Workshop Meeting.

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.
- 15.3 Upon receipt of notice requesting a delegation subject to 15.2, 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.
- 15.4 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.
- 15.5 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



Halton Regional Police Service Public Agenda Information Report

To: Chair and Police Service Board Members

From: Chief Stephen J. Tanner

Subject: QUARTERLY HUMAN RESOURCES SUMMARY

Report #: P23-01-I-01

Date: January 26, 2023

INTRODUCTION AND BACKGROUND:

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

POLICE	1Q 2022 Actual	2Q 2022 Actual	3Q 2022 Actual	4Q 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	11	10	12	12	11	1
Staff Sergeant	22	22	20	20	22	-2
Detective Sergeant	10	10	10	10	10	0
Sergeant	52	56	56	55	56	-1
Detective	43	44	42	42	45	-3
Constable (1st Class)	458	468	470	485	N/A	
Constable (2nd Class)	45	38	28	28		
Constable (3rd Class)	32	36	51	50		
Constable (4th Class)	52	60	56	35		
Recruits in Training	23	12	12	30		
Total Constables	610	614	617	628	614	14
TOTAL SWORN	757	765	766	776	767	9
Cadet *	5	14	14	11	0	-3

* Cadets not included in complement (uniform contract positions)

CIVILIAN	1Q 2022 Actual	2Q 2022 Actual	3Q 2022 Actual	4Q 2022 Actual	Current Authorized Positions	Current Variance
Senior Management/ Administration	10	11	10	10	11	-1
Supervisory/Professional/ Senior Clerical	89	87	89	95	103	-8
Clerical	107	102	101	103	112	-9
Communications	50	50	49	48	55	-7
Special Constables (Escorts/Summons)	31	30	28	28	31	-3
Facilities Technicians	7	7	7	7	7	0
TOTAL CIVILIAN	294	287	284	291	319	-28

TOTAL COMPLEMENT	1051	1052	1050	1067	1086	-19
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TEMPORARY STAFF <i>(Temporary employees do not form part of the authorized complement.)</i>	1Q 2022 Actual	2Q 2022 Actual	3Q 2022 Actual	4Q 2022 Actual	Comments
Full-time	6	6	10	11	* See details below
Part-time	1	1	1	2	1 - District Clerk 1 - Staffing Advisor - HR
As Required	78	49	43	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	85	56	54	62	

* FULL-TIME ALLOCATIONS	1Q 2022 Actual	2Q 2022 Actual	3Q 2022 Actual	4Q 2022 Actual	Comments
Replacements (Secondments/ Maternity/ LTD/etc).	2	3	6	6	1 - Facilities Maintenance Technician 1 - Police Analytics Specialist 1 - Distribution Services Clerk 1 - Pay Duty Clerk 1 - Information/Insurance Clerk 1 - Snr. Corp. Comms. Specialist
Special Projects	3	2	2	2	1 - Victim Quick Response Coordinator 1 - Geographic Information Systems Analyst

One Vision, One Mission, One Team

In Training	0	0	0	0	No Change
Vacancy	0	0	1	1	1 - Court Documents Clerk
Work Volume	1	1	1	2	1 - Disability Management Adv. 1 - Finance Clerk

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

DEPARTURES	1Q 2022 Total	2Q 2022 Total	3Q 2022 Total	4Q 2022 Total	Total YTD 2022
TOTAL					
Uniform					
Retirements	13	0	6	0	19
Resignations	2	9	5	10	26
Terminations	0	0	0	0	0
Deaths	0	0	0	0	0
Civilian					
Retirements	3	4	2	0	9
Resignations	4	3	1	3	11
Terminations	0	0	0	0	0
Other – position redundant	0	0	0	0	0
Deaths	0	1	1	0	2

ADVANCEMENTS	1Q 2022 Total	2Q 2022 Total	3Q 2022 Total	4Q 2022 Total	Total YTD 2022
TOTAL					
Sworn Reclassifications	7	45	38	60	150
Sworn Promotions	12	7	5	0	24
Civilian Reclassifications	8	15	8	9	40



Stephen J. Tanner
Chief of Police

CB:TD



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 – DECEMBER 2022

Report #: P23-01-I-02

Date: January 26, 2023

INTRODUCTION AND BACKGROUND:

The following is a statistical summary of the complaints received during 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
Total complaints (Total Lines 1, 2, 3, 4)		75	100	109	100
Line 1	Not accepted (no action taken)¹	23	51	68	55
Line 2	Retained by OIPRD²	0	0	0	0
Line 3	Referred to another Service by OIPRD³	1	1	4	2
Line 4	Referred to our Service	51	48	37	43
<hr/>					
Line 5	• Conduct - <i>Refer to Table 2</i>	49	48	40	44
Line 6	• Policy/Service – <i>Refer to Table 4</i>	3	1	1	1

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
Total Number of Conduct Complaints (Line 5 of Table 1)	49	48	40	44
Outstanding/Under Review	0	0	1	5
Unsubstantiated/Withdrawn	26	34	31	33
Informal Resolution	19	13	8	5
Substantiated	4	1	0	1
Disposition of Substantiated Complaints				
Awaiting Disposition	0	0	0	0
Informal Discipline	4	1	0	1
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
Appealed to OCPC or OIPRD	4	3	9	4
Outstanding/Under Review	0	0	0	0
Confirmed by OCPC or OIPRD	4	2	9	3
Modified by OCPC or OIPRD	0	1	0	1

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
Total Number of Policy/Service complaints (Line 6, Table 1)	3	1	1	1
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
Investigations Commenced by SIU	0	8	5	11
Outstanding	0	0	0	2
Concluded with No Action Taken	0	8	4	9
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
Line 1	Total Internal Chief's Complaints	4	8	14	13
Line 2	Still Outstanding/under Investigation	0	0	3	6
Line 3	Referred to another Chief for investigation ⁴	0	0	0	0
Line 4	Completed/disposed – Refer to Table 7	4	8	11	7

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
Total Number of Internal Complaints Completed/Disposed (Line 4 of Table 6)	4	8	11	7
Unsubstantiated	0	1	2	2
Substantiated	4	7	9	5
Substantiated Complaints				
Awaiting Discipline Disposition	0	0	0	0
Informal Discipline	3	1	4	5
Formal Discipline	1	6	5	0
Suspension without pay, forfeiture of time, reprimand, counselling, specific program	0	2	4	0
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
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
Total Number of Complaints filed by employees this period	2	7	10	16
Total Complaints Still Outstanding	0	0	0	2
Disposition				
Unsubstantiated	0	3	4	7
Informal Resolution	1	2	0	5
Formal Resolution	1	2	6	2



Stephen J. Tanner
Chief of Police

NA:GM



Halton Regional Police Service Public Agenda Recommendation Report

To: Chair and Police Board Members

From: Chief Stephen J. Tanner

Subject: MARINE 2 PROCUREMENT - 2023

Report #: P23-01-R-04

Date: January 26, 2023

RECOMMENDATION:

"That the Halton Police Board receive this report as per HRPS By-Law 2020-5, subsection 13.1 – Capital Projects; the HRPS will be moving forward in the first quarter of 2023 with a Request for Proposal (RFP) procurement process as approved by the Board at the December 22, 2022 meeting for the Replacement of Marine Vessel (Marine 2)."

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

Stephen J. Tanner
Chief of Police

:CM

INTRODUCTION AND BACKGROUND:

The Marine Unit is an operational unit of the Halton Regional Police Service's Emergency Service Unit (E.S.U) which utilizes specialized equipment and vehicles to rapidly respond to emergency calls within the Halton Region.

The Marine Unit specifically responds to calls including the offshore region of Lake Ontario as well as the inland waters/rivers. The mandate of the Unit is to enforce laws with boaters who may be violating the Criminal Code, the Liquor License Act, the Fish and Wildlife Conservation Act, and any federal acts pertaining to waterways, such as the Canada Shipping Act.

The Marine unit further assists the Joint Rescue Coordination Centre (JRCC) based in Trenton ON, with any marine related searches, which JRCC has operational control, within Halton and surrounding waters.

The Marine Unit fleet consists of three vessels. Marine 1 is a 40-foot vessel constructed by HIKE Metals in Wheatley, Ontario. It is powered with twin diesel engines, purchased by HRPS in 2010. It serves as the primary search and rescue vessel and dive platform for police dive operations. The current operational plan has forecast engine upgrades in 2024 and refurbishment in 2027.

Marine 3 was constructed by Boston Whaler and purchased new, by the HRPS in the mid-1990s. It is a 17-foot vessel powered by a single outboard motor and is used for shallow water operations and training. There are no plans to replace Marine 3, with any refurbishment required to be done through a minor capital budget request.

The current Marine 2 was constructed by Boston Whaler, a division of Brunswick Commercial products based out of Florida. It was purchased new, by the HRPS in 2010 and retrofitted for police use. Its overall length is 29 feet. It was repowered approximately six years ago with two Evinrude outboard engines. Marine 2 is the unit's fast response and patrol vessel. Due to the design of the vessel and power it handles extremely rough lake conditions. Marine 2 is used respond to approximately 50% of the Marine Unit service calls. Marine 2 has its own trailer and can be moved out of the water by Marine Unit members.

Marine 2 is on schedule for total replacement (both vessel and engine replacement) in 2023 and a budget of \$500,000 was approved by the Police Board on December 22, 2022.

The lifecycle plan for Marine 2 is to have a future engine replacement in 2031 (currently estimated at \$150,000).

Operational needs have changed since the original Marine 2 procurement and appropriate planning and forecasting is required to ensure this new vessel incorporates existing and developing technology and design to keep pace with unit's growth and the Service's deployment strategy.

DISCUSSION / ANALYSIS:

To ensure that the replacement of Marine 2 was necessary, Sea Conquest Marine Surveys & Consultancy, a local independent company that provides high quality marine survey and inspection services to boating and marine industry nationwide as well as internationally was contracted to complete a condition and valuation survey on the vessel.

The survey was conducted on August 14, 2022 and a 22-page report provided to the HRPS Emergency Services Unit. The survey revealed moderate to high- moderate moisture readings of the hull. The surveyor estimated the fair market value of the vessel, with engines is \$150,000 (trailer and taxes not included). Of course, the longer the vessel is retained in service, the lower the potential resale value becomes.

Based on the findings of the report, the Marine Unit determined that the replacement of Marine 2 was required and requested a procurement project be initiated in 2023 in order to maintain HRPS's continuous operational ability for a fast response and patrol vessel.

The Marine 2 replacement will be conducted by way of a Request for Proposal (RFP) that is expected to be released to the market in February of this year with a successful vendor selected in April 2023 and contract negotiations for the manufacture and delivery of the replacement vessel to be commenced shortly after.

ALTERNATIVES:

Continue utilizing the existing Marine 2 until the end of its service life - this is not recommended since: (1) there would be no resale value; (2) the increased maintenance costs to keep the vessel at service readiness would increase over time (including structural maintenance); and (3) based on current market conditions, vessel replacement costs are anticipated to increase, year-over-year.

CONSULTATION:

- Deputy Chief Wilkie
- Superintendent Al Albano – Support Services
- Paul Lavergne, Director – Corporate Services
- Inspector Cole Repta – Strategic Management Office
- Staff Sergeant Dave Tutte – Emergency Services Unit
- Jody Ramsay, Fleet Coordinator – Fleet Services
- Christopher Manklow – Project Specialist – Enterprise PMO (Author)

FINANCIAL / HUMAN RESOURCE / LEGAL ISSUES:

The Police Board has approved the funds during the December 22, 2022 HRPS Board meeting and as per Halton Police Board – By-law Number 2020-5, TO GOVERN PROCUREMENT OF GOODS AND SERVICES BY THE HALTON REGIONAL POLICE SERVICE;

Article 13 Reporting Procedures

13.1; Capital Project Report – for purchases being allocated to an approved capital budget, a detailed description of the Capital Project, estimated Total Cost, procurement process, anticipated financing and its relationship to the HRPS Strategic Plan shall be submitted to the Board prior to commencement of any procurement activity.

STRATEGIC MANAGEMENT ISSUES:

The Recommendation is in support of the Halton Regional Police Service Strategic Plan 2020-2023:

Theme 3 – Capability and Engagement

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

Goal 3 (d): Maximize the effectiveness and efficiency of the organization by ensuring that necessary police resources are available through accountable fiscal planning and sustainable funding.



Halton Regional Police Service Public Agenda Recommendation Report

To: Chair and Police Board Members

From: Chief Stephen J. Tanner

Subject: LIMITED TENDERING – KONE INC.

Report #: P23-01-R-05

Date: January 26, 2023

RECOMMENDATION:

"That the Halton Police Board approves the addition of funds to the seven (7) year performance maintenance agreement with Kone Inc. in the amount of \$80,000 (including tax) to facilitate code required safety testing and required service calls expected during the period of this contract."

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

Stephen J. Tanner
Chief of Police

PL / MM

INTRODUCTION AND BACKGROUND:

Kone Inc. is the manufacturer and original installer of both elevators that were included in the New HQ construction project. The contract established a performance maintenance agreement for the two elevators within the HQ facility to ensure a minimum elevator availability level of 98.5% and is inclusive of repair or replacement of failed parts. The agreement also provides 24/7 remote monitoring of the elevating equipment's status and condition and provision of a monitored emergency phone for passenger safety. The term of the contract commenced on June 1, 2019 and will expire on May 31, 2026. The contract will continue for subsequent ten-year periods thereafter or be terminated by either party at the end of the initial period or at the end of any subsequent period, by providing the other party with six months advance formal written notice.

At the time this contract was established the need for safety testing mandated by regulatory authorities was not considered and is currently beyond the scope of the services included in the current performance maintenance agreement. The code required safety testing that requires the service of a qualified elevator contractor are: annual safety testing on each elevator systems; and, access to the elevator shafts to facilitate the testing of smoke and heat sensors as part of the

annual building fire alarm system certification process. Both safety tests required the services of a qualified elevator contractor.

Though not contractually obligated to use Kone Inc. to preform the mandated safety testing, staff have been engaging Kone Inc. to preform this work as the performance maintenance agreement reserved the right for Kone Inc. to inspect work conducted by others on a time and material billing basis and in all cases the work completed by others will be outside the scope of the established performance maintenance agreement.

The safety testing has drawn down the upset limit of the contract such that there will not be enough funds available for the initial seven (7) year term.

DISCUSSION / ANALYSIS:

The two elevators within headquarters provide service from the underground garage to the 5th level mechanical penthouse, providing convenient vertical travel for staff as well as supporting the movement of materials and supplies throughout the building. High reliability of the elevator is essential to support daily operations within the building.

Since moving into the new headquarters building, elevator availability has been consistently maintained with greater than 99% uptime. With the remote monitoring of equipment status and condition the Service has benefited from proactive performance maintenance that has kept the elevators operational. In the few instances that elevator service has been lost, Kone Inc. has been very responsive and were able to complete the required repairs in a short amount of time and at no additional cost to HRPS (as envisioned within the performance maintenance agreement).

The safety testing that effects this contact are mandated by Technical Standards and Safety Authority (TSSA) and the National Fire Code (NFC), both of which require the services of a qualified elevator service contractor. By using the Service's original elevator manufacture / installer (Kone Inc.), the Service benefits from the skill and expertise of factory trained personnel directly employed and supervised by the manufacturer. This in turn ensures the services received are tailored to the specific model of elevator and will protect the investment, extend the equipment life and provide the highest level of performance, reliability and safety.

ALTERNATIVES:

There are no viable alternatives at this time since we are still within the original seven (7) year initial performance maintenance agreement contract term. Additional funds are required to this contract to facilitate code required safety testing and required service calls expected during the remaining term of this contract. Prior to the end of this contract term in 2026, staff will consider alternate open procurement processes for elevator maintenance services that ensure high equipment reliability and safety.

CONSULTATION:

Paul Lavergne, Director – Corporate Services
Mike McMullen, Manager – Facilities Management

FINANCIAL / HUMAN RESOURCE / LEGAL ISSUES:

There are no material financial issues related to this request. Funds are included in the Service’s annual operating budget.

STRATEGIC MANAGEMENT ISSUES:

The Recommendation is in support of the Halton Regional Police Service Strategic Plan 2020-2023:

Theme 3 - Capability and Engagement:

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

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

- d. Ensuring the necessary police resources are available through accountable fiscal planning and sustainable funding;*



GOVERNANCE MODERNIZATION PROJECT

STATUS REPORT – 26 January 2023

The *HPB Governance Modernization Project* was initiated in June 2021 to, in essence, build the foundation that would facilitate robust, sustainable, team governance and oversight of the HRPS, consistent with emerging governance and societal trends, and new legislation and regulations.

At the centre of Project is the newly defined Board role: to provide *“adequate and effective police services in Halton Region... by ensuring that policing actions and consequences are congruent with community needs, values and expectations”*. (Policy G02 – Board Job Description)

The HPB’s *Governance Modernization Project* consists of four main components, whose description and current status is reported in the table below.

Governance Modernization Project Component	Status
<p>Policy Modernization – The aim is to update the Board’s aging policy framework by replacing the resource and process-focussed policies of old with new policies featuring results-based strategic direction, and is continually reviewed and updated as required.</p>	<p>4 new By-laws have been established, replacing roughly a dozen dated by-laws, addressing <i>Meeting Procedures, Purchasing, Fees & Charges, and Records Retention</i>.</p> <p>11 new Governance policies have been established, filling a sizable void in the Board’s governance policy framework. These policies articulate the Board’s role, methodology, relationship with the Chief, evaluation systems, and other key supporting matters. The <i>Governance Calendar (G07)</i> policy will continue to be frequently updated as new Administrative and Operations policies are established.</p> <p>3 new Administration policies have been established, replacing several outdated ones. They focus on tasks that must be achieved and reported, rather than repeat legislation or dictate management methodology. Further updates are forthcoming to the <i>Human Resources</i> policy, and the draft <i>Community Fund</i> policy is forthcoming.</p>



	<p>New Operations policy regarding <i>Strategic Planning</i> and <i>Policing Designated Major Events</i> have been adopted. Updates to the <i>Sexual Assault</i> Investigation policy were also adopted. Further development of new/updated Operations policies will be informed by new Regulations currently under development by the Solicitor General ministry.</p> <p>All by-laws and policies have been developed with HRPS input where applicable.</p> <p>Verification of compliance with new policies is ongoing.</p>
<p>Board-lead Strategic Planning – Consistent with new legislation, the aim is to enhance stakeholder engagement, and demonstrate how their input is reflected in Board-created outcomes for policing.</p>	<p>The new <i>Strategic Planning</i> policy has been established, outlining how the Board directly supervises the process, which will be led by the CGO and supported by the Chief, and emphasizes stakeholder input and establishment of results-based objectives. The 2023 Governance Budget includes funds to engage third-party assistance in engaging the public.</p> <p>The RFP for third-party assistance is under-development, and should be let in February 2023. This kicks off the Strategic Planning process for the 2024-2027.</p>
<p>Results-based Evaluation Systems – The aim is to establish a system of evaluations (and continuous improvement) that is results-based and measurable.</p>	<p>Results-based workshop held August 2021, for Board members and HRPS executives and key advisers.</p> <p>Responsibilities-focussed evaluations have been established for Board members, Chair, and Board-as-a-team. The Board has completed the Chair’s evaluation for both 2021 and 2022. Board and Board member evaluations are scheduled for February 2023.</p> <p>Results-based annual objectives established for Chief & CGO, as part of their responsibilities-based evaluation systems. The CGO’s results have evaluated by the Board</p>



	<p>for both 2021 and 2022. The Chief’s 2022 Evaluation is forthcoming.</p> <p>Results-based planning requirements are articulated in the <i>Strategic Planning</i> and <i>Finance</i> policies.</p> <p>Development of</p>
<p>Web-based, Interactive Board Training – The aim is to develop Canada’s first-ever on-line, interactive Board training system for both orientation and continuous learning purposes.</p>	<p>The Board Member Competency profile has been developed, and integrated into the Board Member evaluation system. These competencies are also the basis for Board Training.</p> <p>A <i>Governance Best Practises</i> Module has been developed, based on presentations and discussions at the Governance Best Practises presentation at the Board Retreat of August 2021, and the feedback of the Module’s first participant Lisa Kearns.</p> <p>In 2023, a series of modules covering <i>HPB Polices & Procedures</i>, and <i>Information and Decision-making</i>, will be developed this year, as well as an outline of key policing information to be explained to Board members by HRPS personnel. Collectively, these Modules will comprise the new Board Member <i>On-Boarding/Orientation Program</i>.</p> <p>Starting in 2024, the Competency Profile and the Orientation Modules will be used as the basis for new interactive, on-line Board training.</p>



MEMORANDUM

Date: Wednesday, January 18, 2023

To: Halton Police Board

From: Kimberly Calderbank

Subject: New Concept - *YourTV Halton* Police Board Show

As we continue to focus our efforts on creating awareness of the Board and on showcasing the Board's results-based governance and the direct benefits to the community, we are pitching a new Board show concept for *YourTV Halton*.

Hosted by Halton Police Board Chair Jeff Knoll, the proposed in-studio show would begin in March and air monthly 30-minute segments (except for July and August). Chair Knoll would invite guests to the show to discuss what's happening with Community Safety and Well-Being in Halton. A few initial examples of episode themes could be, auto thefts, strategic planning, crime rates etc. In addition to special guests, we would also provide various Board updates, including potential footage from our Board meetings.

The show would air on *YourTV Halton* as a scheduled program and also be available on-demand through their YouTube channel allowing us to embed episodes on our website and in Board social media.

There is no cost to producing the show other than staff time in coordination and/or any stipend/expenses we choose to offer special guests when appropriate.

YourTV provides exposure to local organizations, groups and individuals to promote their activities, including everything from local sports and politics to current events, and the latest celebrations. Programs range from health care and educational issues to development concerns, youth interests and local heroes.

We know our community is changing and education is so important as we strive to remain one of the safest, large communities in Canada. A dedicated show like this is a great way to meet the public where they are - through their local TV station. Following Board approval, we will move forward to lock in an ongoing recording date and begin production on the first show.



**HALTON
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BOARD**
EXCELLENCE IN GOVERNANCE

Public Recommendation Report

To: Halton Regional Police Services Board

From: Fred Kaustinen
Chief Governance Officer

Subject: New Draft Provincial Regulations

Report #: CGO23-01-R-01

Date: 26 January 2023

RECOMMENDATION

No changes to these draft Regulations are recommended.

INTRODUCTION AND BACKGROUND:

Before the Government of Ontario will make the 2019 Community Safety and Policing Act into effect, it intends to complete several associated Regulations it considers key to the successful implementation of the Act.

DISCUSSION/ANALYSIS:

As part of its consultative process, the Ministry of the Solicitor General has posted seven (7) new draft Regulations, for public consideration and feedback. Responses are due 4 February 2023. The Regulations are summarized in the chart below.

Draft ON Regulation	CGO Comments
Special Constable Uniforms	This is largely about appeasing the police community.
Code of Conduct for Special Constables	This is new, and is related to reg <i>Complaints about Special Constables</i> .

Draft ON Regulation	CGO Comments
Complaints About Special Constables	This is a new initiative, to bring more accountability to Special Constables, especially those employed by non-police agencies, given their authorization to use force
Appointment and Functions of Special Constables and the Authorization of Special Constables	<p>This is the introduction of several standardized classifications of Special Constables, which is intended to codify and simplify appointments, training and oversight (much like the Private Investigator classification system introduced some 10 years ago).</p> <p>A key change in the new legislation is that police boards become the appointing authority for special constables in their jurisdiction, while the province becomes the 'licensing' agency for non-police agencies wishing to employ Special Constables.</p>
Collection of Identifying Information in Certain Circumstances	These proposed changes are largely housekeeping changes to an existing Regulation.
Disclosure of Personal Information	This draft Regulation is intended to standardize public disclosures of personal information by police.
Investigations Standard (Including ViCAS)	These proposed changes are largely housekeeping changes to an existing Regulation.

Attachments:

Draft Regulations:

- Special Constable Uniforms
- Code of Conduct for Special Constables
- Complaints About Special Constables
- Appointment and Functions of Special Constables and the Authorization of Special Constables
- Collection of Identifying Information in Certain Circumstances
- Disclosure of Personal Information
- Investigations Standard (Including ViCAS)

Regulation - Minister

Special Constable Uniforms under the Community Safety and Policing Act, 2019

Regulation Number(s):

N/A

Instrument Type:

Regulation - Minister

Bill or Act:

Community Safety and Policing Act, 2019

Summary of Proposal:

In March 2019, the government passed the Community Safety and Policing Act, 2019 (CSPA), as part of the Comprehensive Ontario Police Services Act, 2019. Once in force, the CSPA will replace the current Police Services Act (PSA). The CSPA is an opportunity to modernize policing and enhance community safety in Ontario.

As part of the work to bring the Act into force, the Ministry of the Solicitor General (SOLGEN) is working on regulations on a number of matters.

This regulation sets out the uniform standards that would apply to all special constables, other than law enforcement personnel from another jurisdiction.

For more detail, please see the attached draft regulation.

SOLGEN welcomes your comments and feedback.

Analysis of Regulatory Impact:

SOLGEN may be consulting with stakeholders to identify potential costs associated with the given regulation coming into force.

Further Information:

 Special Constables Uniforms (Download Adobe Reader)

Proposal Number:

22-SOLGEN023

Posting Date:

December 21, 2022

Comments Due Date:

February 4, 2023

Contact Address:

Ministry of the Solicitor General
Strategic Policy, Research and Innovation Division
25 Grosvenor Street
Toronto, ON M7A 1Y6

Comment on this proposal via email

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Caution:

This consultation draft is intended to facilitate dialogue concerning its contents. Should the decision be made to proceed with the proposal, the comments received during consultation will be considered during the final preparation of the regulation. The content, structure, form and wording of the consultation draft are subject to change as a result of the consultation process and as a result of review, editing and correction by the Office of Legislative Counsel.

CONSULTATION DRAFT

ONTARIO REGULATION

to be made under the

COMMUNITY SAFETY AND POLICING ACT, 2019

SPECIAL CONSTABLE UNIFORMS

Special constable uniforms

1. (1) Any uniform worn by a special constable must comply with the following requirements:

1. It must be of a colour that is readily distinguishable from the colour of the uniform typically worn by police officers and First Nation Officers performing patrol functions in the area where the special constable normally performs their duties.
2. If the pants of the uniform have a stripe, the stripe must be of a colour readily distinguishable from the colour of any stripe on the uniform typically worn by police officers and First Nation Officers performing patrol functions in the area where the special constable normally performs their duties.
3. The phrase “Special Constable” or “SPECIAL CONSTABLE” must,
 - i. be clearly legible on any shoulder flashes, and
 - ii. appear prominently and be clearly legible on any part of the uniform worn on the upper body, including any patrol jacket.

(2) The phrase “Special Constable” or “SPECIAL CONSTABLE” must appear prominently and be clearly legible on the front and back of any body armour worn by a special constable.

(3) Paragraph 3 of subsection (1) and subsection (2) do not apply to a special constable who is employed by the Niagara Parks Commission.

(4) Subsections (1) and (2) do not apply to a special constable who is employed by a special constable employer that employs police officers pursuant to the law of another jurisdiction.

Commencement

2. [Commencement]

Regulation - LGIC

Code of Conduct for Special Constables under the Community Safety and Policing Act, 2019

Regulation Number(s):

N/A

Instrument Type:

Regulation - LGIC

Bill or Act:

Community Safety and Policing Act, 2019

Summary of Proposal:

In March 2019, the government passed the Community Safety and Policing Act, 2019 (CSPA), as part of the Comprehensive Ontario Police Services Act, 2019. Once in force, the CSPA will replace the current Police Services Act (PSA). The CSPA is an opportunity to modernize policing and enhance community safety in Ontario.

As part of the work to bring the CSPA into force, the Ministry of the Solicitor General (SOLGEN) is working on regulations on a number of matters.

At this time, SOLGEN is requesting public and stakeholder input on a proposed regulation that establishes a code of conduct for special constables. Under the CSPA, special constables are required to comply with a code of conduct prescribed in regulation. Obligations under the proposed special constable code of conduct include those related to:

- Compliance with laws
- Human rights and the Canadian Charter of Rights and Freedoms
- Integrity
- Interaction with the public
- Performance of duties

For more detail, please see the attached draft regulation.

SOLGEN welcomes your comments and feedback.

Analysis of Regulatory Impact:

SOLGEN does not anticipate any new costs associated with this regulation.

Further Information:

 [Special Constables Code of Conduct](#) (Download Adobe Reader)

Proposal Number:

22-SOLGEN011

Posting Date:

December 21, 2022

Comments Due Date:

February 4, 2023

Contact Address:

Ministry of the Solicitor General
Strategic Policy, Research and Innovation Division
25 Grosvenor Street
Toronto, ON M7A 1Y6

Comment on this proposal via email

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ONTARIO REGULATION
made under the
COMMUNITY SAFETY AND POLICING ACT, 2019
CODE OF CONDUCT FOR SPECIAL CONSTABLES

APPLICATION AND INTERPRETATION

1. This Regulation sets out the code of conduct with which every special constable must comply.

COMPLIANCE WITH LAWS

2. A special constable shall comply with the Act and the regulations made under it.
3. A special constable shall comply with the *Special Investigations Unit Act, 2019* and the regulations made under it.
4. A special constable contravenes this code of conduct if they are found guilty of an offence under the *Criminal Code (Canada)* or the *Controlled Drugs and Substances Act (Canada)*.

HUMAN RIGHTS AND THE CHARTER

5. A special constable shall not, in the course of their duties, treat any person in a manner that would contravene the *Human Rights Code*.
6. A special constable shall not, by act or omission, do anything that the special constable, at the time, knows or reasonably ought to know would infringe or deny a person's rights or freedoms under the *Canadian Charter of Rights and Freedoms*.

INTERACTIONS WITH THE PUBLIC

7. A special constable shall not make an arrest if, at the time of the arrest, the special constable knows or reasonably ought to know that the arrest is unlawful.

8. A special constable shall not authorize or make a physical or psychological detention if, at the time of the detention, the special constable knows or reasonably ought to know that the detention is unlawful.

9. A special constable shall not neglect the health or safety of any individual who is in their custody as a result of the special constable's duties.

10. A special constable shall not conduct themselves in a manner that undermines, or is likely to undermine, public trust in the delivery of services by special constables.

11. A special constable shall not use force unless,

- (a) the force is used for the purpose of carrying out a duty;
- (b) the special constable is entitled by statute or common law to use force for the purpose of carrying out that duty;
- (c) the special constable is acting on reasonable grounds; and
- (d) the force used is no more than is necessary given the circumstances.

12. A special constable shall not, in the course of their duties, use insulting language with any member of the public or otherwise treat any member of the public in a manner that is abusive or unprofessional.

13. While acting in the course of their duties, a special constable shall, upon request, provide their name and the name of their employer to any member of the public in a manner reasonable in the circumstances that allows the member of the public to identify the special constable.

INTEGRITY

14. A special constable shall not solicit, offer or take a bribe.

15. (1) A special constable shall not use their position as a special constable to do any of the following:

1. Benefit themselves.
2. Benefit one or more persons with whom they have a personal relationship.

3. Interfere with the administration of justice.

(2) In subsection (1),

“personal relationship” includes, but is not limited to, a relationship with any of the following persons:

1. A current or former spouse or common-law partner of the special constable.
2. A current or former intimate partner of the special constable.
3. The special constable’s children, including biological, adoptive and stepchildren.
4. The legal dependants of the special constable.
5. A child in the special constable’s care.
6. The special constable’s grandparents, parents or siblings, including grandparents-in-law, parents-in-law and siblings-in-law.

16. (1) A special constable shall not disclose to the public information obtained or made available in the course of their duties as a special constable except as authorized by their employer or as required by law.

(2) Subsection (1) does not apply to information that was already made available to the public by a person who was authorized to do so prior to the special constable’s disclosure.

17. A special constable shall not access, collect, use, alter, retain or destroy information obtained or made available in the course of their duties as a special constable if doing so would be contrary to law.

18. (1) A special constable shall not accept a gratuity or present of more than nominal value from any person or entity if the gratuity or present could influence or could be perceived to influence the performance of the special constable’s duties.

(2) Subsection (1) does not apply if the special constable’s employer authorizes them to accept the gratuity or present.

PERFORMANCE OF DUTIES

19. A special constable shall not, by act or omission, fail to perform their duties without lawful excuse if, at the time, they know or reasonably ought to know that their act or omission would amount to a failure to perform their duties.

20. A special constable shall not negligently exercise any powers granted pursuant to their appointment as a special constable under section 92 of the Act.

21. A special constable shall not perform or attempt to perform duties as a special constable while their ability to perform duties is impaired by alcohol or drugs.

22. (1) A special constable who is a member of a police service shall report conduct of another member of the police service in accordance with the procedures described in subsection 183 (1), (2) or (3) of the Act, as applicable, or to the Inspector General in accordance with section 185 of the Act if the special constable reasonably believes, or reasonably ought to believe, that the conduct constitutes misconduct.

(2) A special constable employed by a special constable employer shall report conduct of another special constable employed by that employer in accordance with the procedures described in subsection 183 (4) of the Act or to the Inspector General in accordance with section 185 of the Act if the special constable reasonably believes, or reasonably ought to believe, that the conduct constitutes misconduct.

(3) Despite subsections (1) and (2), a special constable who is acting as a representative of a union or association representing special constables is not required to report conduct that was made known to the special constable for the purpose of obtaining the special constable's assistance in their capacity as a union or association representative, unless failing to report the conduct would pose a serious risk of harm to any person.

(4) Despite subsections (1) and (2), a special constable who is participating in an organized peer support group is not required to report conduct of a member of the police service or a special constable employed by the special constable employer, as applicable, that was made known to the special constable in the course of participating in the peer support group, unless failing to report the conduct would pose a serious risk of harm to any person.

23. A special constable shall not deceive or mislead any person in relation to the special constable's duties, the special constable's employment or the administration of justice through any act or omission, except to the extent required or authorized for the purpose of carrying out the special constable's duties.

Commencement

24. This Regulation comes into force on the later of the day clause 95 (5) (c) of the Act comes into force and the day this Regulation is filed.

Regulation - LGIC

Complaints about Special Constables under the Community Safety and Policing Act, 2019

Regulation Number(s):

N/A

Instrument Type:

Regulation - LGIC

Bill or Act:

Community Safety and Policing Act, 2019

Summary of Proposal:

In March 2019, the government passed the Community Safety and Policing Act, 2019 (CSPA), as part of the Comprehensive Ontario Police Services Act, 2019. Once in force, the CSPA will replace the current Police Services Act (PSA). The CSPA is an opportunity to modernize policing and enhance community safety in Ontario.

As part of the work to bring the Act into force, the Ministry of the Solicitor General (SOLGEN) is working on regulations on a number of matters.

At this time, SOLGEN is requesting public and stakeholder input on a proposed regulation that establishes a standardized public complaints process for special constables. In relation to modernization of the special constables framework, the ministry is proposing a new process in regulation for the receiving and addressing of public complaints.

The proposed regulation prescribes:

- Who can and cannot make a public complaint against a special constable
- A requirement for specified persons to forward complaints about a special constable to the special constable's employer or chief of police
- A public complaints and investigation process, with specific requirements dependent on if the special constable is employed by a police service board or a special constable employer. In both instances, these requirements generally include:
 - o Requiring boards, the Minister (for OPP) and special constable employers to develop a public complaints process and publish a notice online informing people how to complain.
 - o Providing written acknowledgement to the complainant
 - o Ensuring any criminal allegations in a complaint are investigated in compliance with the standards for adequate and effective policing
 - o Advising the complainant of the outcome of the investigation
 - o Reporting the outcome to the police service board or Commissioner
 - o Endeavoring to complete the investigation within 120 days

For more detail, please see the attached draft regulation.

SOLGEN welcomes your comments and feedback.

Analysis of Regulatory Impact:

SOLGEN may be consulting with stakeholders to identify potential costs associated with the given regulation coming into force.

Further Information:

 Complaints about Special Constables (Download Adobe Reader)

Proposal Number:

22-SOLGEN019

Posting Date:

December 21, 2022

Comments Due Date:

February 4, 2023

Contact Address:

Ministry of the Solicitor General
Strategic Policy, Research and Innovation Division
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Caution:

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CONSULTATION DRAFT

ONTARIO REGULATION

to be made under the

COMMUNITY SAFETY AND POLICING ACT, 2019

COMPLAINTS ABOUT SPECIAL CONSTABLES

APPLICATION

Application

1. (1) This Regulation does not apply in respect of special constables who are employed by the Niagara Parks Commission.

(2) For greater certainty, Part X of the Act applies in respect of complaints about special constables who are employed by the Niagara Parks Commission.

COMPLAINTS

Complaints about special constables

2. (1) Any person not listed in subsection (2) may make a complaint about a special constable to,

(a) the chief of police of the police service in which the special constable is employed; or

(b) the special constable employer who employs the special constable.

(2) The following persons shall not make a complaint about a special constable in accordance with subsection (1) and shall instead follow the applicable procedure set out in section 183 or 185 of the Act:

1. Other employees of the special constable employer.
2. Other members of the police service in which the special constable is employed, and members or employees of the police service board that maintains the police service.
3. The Minister.
4. The Inspector General, a deputy Inspector General or an inspector appointed under section 111 of the Act.
5. The Complaints Director, a deputy Complaints Director, an employee in the Law Enforcement Complaints Agency or an investigator.
6. The SIU Director or an employee or investigator in the Special Investigations Unit.

(3) A complaint may be made in accordance with subsection (1) on behalf of,

- (a) a person who is a minor, by the person's parent or guardian; or
- (b) a person who is incapable as defined in the *Substitute Decisions Act, 1992* and who is not a minor, by their substitute decision-maker under that Act.

(4) A complainant may act through an agent in respect of a complaint made in accordance with subsection (1).

(5) If a complainant acts through an agent, a requirement under this Regulation to give notice to the complainant may be met by giving notice to the complainant's agent.

(6) For greater certainty, a person referred to in subsection (2) may not make a complaint by acting through an agent under subsection (4).

Forwarding of complaints

3. (1) If a person who may make a complaint in accordance with this Regulation to a special constable's chief of police or special constable employer instead makes the complaint to any of the following persons, that person shall forward the complaint to the special constable's chief of police or special constable employer and inform the person who made the complaint that the complaint has been forwarded:

1. The Minister.
2. The Inspector General, a deputy Inspector General or an inspector appointed under section 111.
3. The SIU Director or an employee or investigator in the Special Investigations Unit.
4. Another chief of police.
5. A police service board or a member of a police service board.
6. An O.P.P. detachment board or a member of an O.P.P. detachment board.
7. A First Nation O.P.P. board or a member of a First Nation O.P.P. Board.
8. The Advisory Council or a member of the Advisory Council.
9. Another special constable employer.
10. A prescribed entity.
11. A prescribed policing provider.

(2) If a person who may make a complaint to a chief of police or a special constable employer in accordance with this Regulation instead makes the complaint to a member of a police service other than a chief of police or to a special constable who is not a member of a police service, the member of a police service or special constable shall notify their chief of police or special constable employer of the complaint.

(3) If the chief of police or special constable employer that receives the complaint under subsection (2) is not the chief or employer of the special constable who is the subject of the complaint, subsection (1) applies, with necessary modifications, as if the complaint had been made to the chief of police or special constable employer that received the complaint under subsection (2).

(4) The complaint of a person that is forwarded to a chief of police or special constable employer under this section is deemed for the purposes of this Regulation to have been made by the person directly to the chief of police or special constable employer, as applicable.

SPECIAL CONSTABLES EMPLOYED IN A POLICE SERVICE

Complaints process for members of police services

4. (1) Every police service board shall,

- (a) establish a process for complaints to be made to the chief of police of the police service maintained by the board about the conduct of special constables who are members of the police service maintained by the board; and
- (b) publish notice on the Internet informing people how to make a complaint described in clause (a).

(2) The Minister shall,

- (a) establish a process for complaints to be made to the Commissioner about the conduct of special constables who are members of the Ontario Provincial Police; and
- (b) publish notice on the Internet informing people how to make a complaint described in clause (a).

Investigation

5. (1) Every chief of police who receives a complaint about a special constable in their police service shall provide the complainant with written acknowledgment that the complaint has been received.

(2) The chief of police shall ensure that the complaint is investigated to determine whether the special constable's conduct constitutes misconduct, contravened the terms and conditions of the special constable's certificate of appointment or contravened any provision of the Act or the regulations.

(3) The chief of police shall ensure that any allegations in the complaint of conduct that may constitute criminal conduct are investigated by a member of the police service or of another police service.

(4) For greater certainty, every investigation of a special constable under subsection (3) must comply with the standards for adequate and effective policing, including the standards with respect to the avoidance of conflicts of interest.

(5) The chief of police shall, in writing, advise the complainant of the outcome of the investigation of the complaint.

(6) If the police service is maintained by a police service board, the chief of police shall report on the outcome of the investigation to the police service board.

(7) The chief of police shall endeavour to complete any investigation of a special constable under this section within 120 days after receiving the complaint and shall provide notice to the complainant and to the person being investigated of the status of the complaint every 30 days thereafter.

(8) The requirement to give notice under subsection (7) does not apply if, in the opinion of the chief of police, giving the notice may prejudice the investigation.

(9) If the special constable is found to have engaged in conduct that constitutes misconduct, contravened the terms and conditions of their certificate of appointment or contravened any provision of this Act or the regulations, the chief of police shall take appropriate action to remedy the contravention.

SPECIAL CONSTABLES EMPLOYED BY A SPECIAL CONSTABLE EMPLOYER

Complaints process

6. (1) Every special constable employer shall establish a process for complaints to be made to the special constable employer about the conduct of its special constables.

(2) The special constable employer shall publish notice on the Internet informing people how to make a complaint described in subsection (1).

Investigation

7. (1) Every special constable employer who receives a complaint about a special constable in their employ shall provide the complainant with written acknowledgment that the complaint has been received.

(2) Subject to subsection (3) of this section and pursuant to clause 98 (2) (a) of the Act, the special constable employer shall ensure that the complaint is investigated to determine whether the special constable's conduct constitutes misconduct, contravened the terms and conditions of the special constable's certificate of appointment or contravened any provision of the Act or the regulations.

(3) If the complaint alleges conduct that may constitute criminal conduct, the special constable employer shall refer the complaint for investigation by,

- (a) the most senior ranking First Nation Officer the special constable employer employs, if applicable; or
- (b) the chief of police of any police service with policing responsibility for an area in which the conduct is alleged to have occurred.

(4) The special constable employer shall, in writing, advise the complainant of the outcome of the investigation of the complaint.

(5) The special constable employer shall report on the outcome of the investigation to the police service board, or the Commissioner, that appointed the special constable as required by clause 98 (2) (b) of the Act.

(6) The special constable employer shall endeavour to complete any investigation of a special constable under this section within 120 days after receiving the complaint and shall provide notice to the complainant and to the person being investigated of the status of the complaint every 30 days thereafter.

(7) The requirement to give notice under subsection (6) does not apply if, in the opinion of the special constable employer, giving the notice may prejudice the investigation.

(8) If the special constable is found to have engaged in conduct that constitutes misconduct, contravened the terms and conditions of their certificate of appointment or contravened any provision of this Act or the regulations, the special constable employer shall take appropriate action as required by section 98 of the Act.

COMMENCEMENT

Commencement

8. [Commencement]

Regulation - LGIC

Matters Respecting the Appointment and Functions of Special Constables and the Authorization of Special Constable Employers under the Community Safety and Policing Act, 2019

Regulation Number(s):

N/A

Instrument Type:

Regulation - LGIC

Bill or Act:

Community Safety and Policing Act, 2019

Summary of Proposal:

In March 2019, the government passed the Community Safety and Policing Act, 2019 (CSPA), as part of the Comprehensive Ontario Police Services Act, 2019. Once in force, the CSPA will replace the current Police Services Act (PSA). The CSPA is an opportunity to modernize policing and enhance community safety in Ontario.

As part of the work to bring the Act into force, the Ministry of the Solicitor General (SOLGEN) is working on regulations on a number of matters.

At this time, SOLGEN is requesting public and stakeholder input on a proposed regulation related to special constables.

Under the CSPA, a police service board or the Commissioner of the Ontario Provincial Police will be able to appoint a person as a special constable if they meet certain criteria (e.g. mandatory training). Special constables can be employed in a police service or by a special constable employer.

Special constable employers will require authorization by the Solicitor General to employ special constables. The regulation outlines the eligibility requirements for special constable employers and the factors the Solicitor General is to consider when issuing an authorization. The regulation establishes various types of special constables and, in relation to each type, specifies the purposes for which a person may act as a special constable, the police powers they may be granted, the weapons they are permitted to use and patrol vehicle requirements that would apply.

For more detail, please see the attached draft regulation.

SOLGEN welcomes your comments and feedback.

Analysis of Regulatory Impact:

SOLGEN may be consulting with stakeholders to identify potential costs associated with the given regulation coming into force.

Further Information:

 [Special Constable Employers, Special Constable Appointments and Special Constable Functions](#) (Download Adobe Reader)

Proposal Number:

22-SOLGEN021

Posting Date:

December 21, 2022

Comments Due Date:

February 4, 2023

Contact Address:

Ministry of the Solicitor General
Strategic Policy, Research and Innovation Division
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Caution:

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CONSULTATION DRAFT

ONTARIO REGULATION

to be made under the

COMMUNITY SAFETY AND POLICING ACT, 2019

**MATTERS RESPECTING THE APPOINTMENT AND FUNCTIONS OF SPECIAL
CONSTABLES AND THE AUTHORIZATION OF SPECIAL CONSTABLE
EMPLOYERS**

INTERPRETATION

Interpretation

1. (1) In this Regulation,

“conducted energy weapon” means a firearm listed in section 1 of Part 1 of the Schedule to the *Regulations Prescribing Certain Firearms and Other Weapons, Components and Parts of Weapons, Accessories, Cartridge Magazines, Ammunition and Projectiles as Prohibited or Restricted* (SOR/98-462), made under the *Criminal Code* (Canada); (“FRENCH”)

“firearm” means a firearm as defined in section 2 of the *Criminal Code* (Canada), with the exception of a conducted energy weapon; (“arme à feu”)

“specialized investigation” means an investigation into any of the following:

1. Major cases within the meaning of [citation TBC – CSPA equivalent of Ontario Regulation 354/04 (Major Case Management)].
2. A criminal organization offence, as defined in section 2 of the *Criminal Code* (Canada).
3. A terrorism offence, as defined in section 2 of the *Criminal Code* (Canada).
4. Any incident resulting in the death of a person. (“enquête spécialisée”)

(2) For the purposes of this Regulation, in addition to land and structures, a reference to a premises may include,

- (a) water;
- (b) ships and vessels;
- (c) trailers and portable structures designed or used for residence, business or shelter; or
- (d) trains, railway cars, vehicles and aircraft, whether or not in operation.

CERTIFICATES OF APPOINTMENT, WEAPONS AND EQUIPMENT

Obligation of issuer of certificate of appointment

2. Where a police service board or the Commissioner specifies in a certificate of appointment a purpose that contemplates a person acting as a special constable in relation to a particular premises, the board or the Commissioner shall specify whether the person is authorized to act as a special constable in relation to matters that originate in that premises and continue outside of that premises.

Certificate of appointment, purposes and powers

3. For the purposes of clauses 92 (7) (c) and (d) of the Act, the certificate of appointment of a type of special constable described in Column 1 of the Schedule to this Regulation may specify,

- (a) any of the purposes for which a person may act as a special constable that are set out opposite in Column 2 of the Schedule; and
- (b) any powers of a police officer under a statute listed or described opposite in Column 3 of the Schedule, subject to any conditions or restrictions set out in Column 3.

Permitted weapons

4. (1) Subject to subsection (3), a special constable may only carry or use a weapon as permitted by subsection (2) and provided that, pursuant to clause 95 (6) (a) of the Act, the special constable's certificate of appointment authorizes the special constable to carry or use the weapon.

(2) A special constable of a type described in Column 1 of the Schedule to this Regulation may carry or use a weapon listed opposite in Column 4 of the Schedule, subject to any conditions or restrictions set out in Column 4.

(3) The restrictions set out in this section do not apply to the possession or use of a weapon by a special constable who is authorized under a law of Canada to provide policing in Ontario and to possess or use the weapon in the course of his or her duties.

Prohibition on motor vehicle pursuits

5. (1) Subject to subsection (2), a special constable may not, by means of a motor vehicle, pursue a fleeing motor vehicle.

(2) Subsection (1) does not apply to a special constable who is an officer within the meaning of the *Royal Canadian Mounted Police Act*.

Patrol vehicles

6. The Niagara Parks Commission and any special constable employer that employs special constables of a type referred to in Column 1 of Item 5 of the Schedule to this Regulation shall ensure that any patrol vehicle used by their special constables meets the following specifications:

1. It must not carry lamps that cast red and blue lights.
2. In the case of a patrol vehicle used by special constables whose special constable employer is the Niagara Parks Commission, it must have inscribed on it ,on each side, “Niagara Parks Commission”, “NIAGARA PARKS COMMISSION”, “Niagara Parks Police Service” or “NIAGARA PARKS POLICE SERVICE”.
3. In the case of a patrol vehicle used by special constables of a type referred to in Column 1 of Item 5 of the Schedule to this Regulation, it must have inscribed on it,
 - i. the name of the special constable employer on each side, and
 - ii. the words “Special Constable” or “SPECIAL CONSTABLE” on each side, the hood and the trunk.
4. The words required to be inscribed on the vehicle under paragraph 2 or 3 must be inscribed with a reflective material.

SPECIAL CONSTABLE EMPLOYER APPLICATIONS

Requirements to be a special constable employer

7. For the purposes of subsection 97 (3) of the Act, the following are prescribed as requirements that an applicant must meet to be issued an authorization to employ special constables:

1. The applicant must be one of the following:

- i. A Ministry, commission, board or other administrative unit of the Government of Ontario, including any agency thereof.
 - ii. A municipality.
 - iii. A local board as defined in subsection 1 (1) of the *Municipal Act, 2001* or subsection 3 (1) of the *City of Toronto Act, 2006*.
 - iv. A municipally-controlled corporation as defined in section 223.1 of the *Municipal Act, 2001*.
 - v. A city-controlled corporation as defined in section 156 of the *City of Toronto Act, 2006*.
 - vi. A university.
 - vii. An entity that employs police officers or peace officers in another jurisdiction.
 - viii. An entity that employs First Nation Officers.
2. If the applicant would be a special constable employer mentioned in Column 1 of Item 2, 3 or 5 of the Schedule to this Regulation if the authorization were issued, the applicant must have the following in place:
- i. A records management system that provides for the storage, retrieval, retention, manipulation and archiving of information pertaining to the activities of special constables performed for the applicant.
 - ii. Procedures governing the performance of the duties of special constables employed by the applicant.
 - iii. Procedures for obtaining assistance in an emergency from police services that provide policing in any area where the special constables are likely to act as special constables, that must have been approved by the relevant chiefs of police.
3. If an applicant would be a special constable employer referred to in Column 1 of Item 3 or 5 of the Schedule to this Regulation if the authorization were issued, the applicant must have entered into the following agreements with whoever is expected to appoint the applicant's special constables, that being either the relevant police service board or the Commissioner:

- i. An agreement as to any terms or conditions that are expected to be imposed on a special constable's certificate of appointment regarding the types of incidents the special constables may respond to and any investigations they may undertake.
 - ii. An agreement respecting reporting by the special constable employer to the board or Commissioner, as the case may be, regarding the types of incidents that the special constables respond to and the types of investigations they undertake.
4. An applicant, other than an entity that employs First Nation Officers, must have in place procedures respecting reporting to chiefs of police for areas where special constables are likely to act as special constables regarding reporting to the chiefs of police any incidents responded to and investigations undertaken by the special constables.
 5. The applicant must have commercial general liability insurance of a minimum amount of five million dollars and must name Her Majesty the Queen in right of Ontario as an additional insured, unless the applicant is a ministry, commission, board or other administrative unit of the Government of Ontario, including any agency thereof.

Information to be included in application

8. For the purposes of subsection 97 (2) of the Act, the following information shall be included in an application for an authorization to employ special constables:

1. The applicant's name.
2. An indication of which special constable employer the applicant would be if the authorization were issued, from among those referred to in Column 1 of the Schedule to this Regulation, as well as,
 - i. the purposes for which a person may act as a special constable and the powers of a police officer that may be exercised by a special constable that the applicant wishes to see specified in certificates of appointment issued to persons employed by the applicant, and
 - ii. in the case of an applicant that would be a special constable employer referred to in Column 1 of Item 2 of the Schedule to this Regulation, the provincial statutes that a person appointed as a special constable and employed by the applicant would be authorized to enforce in the course of their employment with the applicant.
3. A detailed description of the reasons for which the applicant requires the use of special constables in relation to its mandate, unless,

- i. the applicant would be a special constable employer mentioned in Column 1 of Item 1, 3 or 4 of the Schedule to this Regulation if the authorization were issued, or
 - ii. the applicant employed special constables immediately before the day on which subsection 97 (1) of the Act came into force.
4. If the special constables that would be employed by the applicant would be acting as special constables in areas that are not contiguous, the arrangements that the applicant intends to put in place to support the activities of the special constables in such circumstances.
 5. The total number of special constables that the applicant intends to employ.
 6. Any information required to demonstrate that the applicant meets the requirements set out in section 7.

Factors to be considered

9. For the purposes of subsection 97 (4) of the Act, the following are prescribed as the factors that the Minister shall take into consideration in considering whether to issue an authorization to an applicant that meets the requirements set out in section 7:

1. Whether the description referred to in paragraph 3 of section 8 demonstrates a need for special constables, given any alternatives that may be available to the applicant.
2. Whether the arrangements referred to in paragraph 4 of section 8 are sufficient.

Amendment to this Regulation

10. Item 1 of the Schedule to this Regulation is amended by striking out “*Liquor Licence Act*” in Column 3 and substituting “*Liquor Licence and Control Act, 2019*”.

Commencement

11. [Commencement]

SCHEDULE

PURPOSES AND POWERS FOR CERTIFICATES OF APPOINTMENT AND PERMITTED WEAPONS

Item	Column 1 Type of special constable	Column 2 Purposes for which a person may act as a special constable	Column 3 Acts setting out powers of a police officer and applicable conditions or restrictions	Column 4 Permitted weapons and applicable conditions or restrictions
1.	Special constables who are members of a police	1. Providing security and law enforcement functions, other	The powers of a police officer under the following	1. Oleoresin capsicum spray.

	<p>service or whose special constable employer is an entity that employs First Nation Officers</p>	<p>than conducting specialized investigations, in relation to premises that,</p> <ul style="list-style-type: none"> i. are used for court proceedings, or ii. are used by a police service, the Government of Ontario, a municipal government or a band council. <ul style="list-style-type: none"> 2. Conducting investigations, other than specialized investigations, that are not in relation to the premises referred to in paragraph 1. 3. Assisting police officers or First Nation Officers with performing policing functions. 4. Performing activities to support investigations conducted by police officers or First Nation Officers. 5. Serving summonses or other legal documents and executing warrants. 6. Searching, ensuring secure custody of and transporting persons who are in custody. 7. Performing policing functions related to highway safety and enforcing legislation related to vehicles. 	<p>Acts may be specified in a certificate of appointment if the certificate of appointment specifies either or both of the purposes set out in paragraphs 1 and 2 in Column 2 of Item 1:</p> <ul style="list-style-type: none"> 1. The <i>Cannabis Control Act, 2017</i>. 2. The <i>Courts of Justice Act</i>. 3. The <i>Liquor Licence Act</i>. 4. The <i>Mental Health Act</i>. 5. The <i>Provincial Animal Welfare Services Act, 2019</i>. 6. The <i>Provincial Offences Act</i>. 7. The <i>Safe Streets Act, 1999</i>. 8. The <i>Smoke-Free Ontario Act, 2017</i>. 9. The <i>Trespass to Property Act</i>. 10. The <i>Youth Criminal Justice Act (Canada)</i>. <p>The powers of a police officer under the following Acts may be specified in a certificate of appointment if the certificate of appointment specifies the purpose set out in paragraph 7 in Column 2 of Item 1:</p> <ul style="list-style-type: none"> 1. The <i>Compulsory Automobile Insurance Act</i>. 2. The <i>Off-Road Vehicles Act</i>. 3. The <i>Highway Traffic Act</i>. 4. The <i>Motorized Snow Vehicles Act</i>. 	<ul style="list-style-type: none"> 2. Oleoresin capsicum foam. 3. A baton.
<p>2.</p>	<p>Special constables whose special constable employer is a ministry, commission, board or other administrative unit of the Government of</p>	<ul style="list-style-type: none"> 1. Exercising the powers of a peace officer under the <i>Criminal Code (Canada)</i> and other federal statutes in relation to the performance of the person's duties in enforcing a 	<p>None</p>	<p>The following weapons may only be used if the special constable is already authorized to carry or use the weapon for the purpose of performing the special</p>

	Ontario, including any agency thereof, other than the Niagara Parks Commission or Metrolinx	provincial statute that the person is authorized to enforce in the course of their employment with the special constable employer.		constable's duties in enforcing a provincial statute in the course of their employment with the special constable employer: 1. Oleoresin capsicum spray. 2. Oleoresin capsicum foam 3. A baton
3.	Special constables whose special constable employer is the Niagara Parks Commission	1. Performing policing functions, other than conducting specialized investigations, in relation to the Parks, as defined in section 1 of the <i>Niagara Parks Act</i> .	1. Any Act of the Legislature. 2. The <i>Youth Criminal Justice Act</i> (Canada).	1. A firearm 2. A conducted energy weapon 3. Oleoresin capsicum spray. 4. Oleoresin capsicum foam 5. A baton
4.	Special constables whose special constable employer employs police officers pursuant to the law of another jurisdiction	1. Performing policing functions in any specified area of Ontario or throughout Ontario.	1. Any Act of the Legislature.	1. A firearm 2. A conducted energy weapon 3. Oleoresin capsicum spray. 4. Oleoresin capsicum foam 5. A baton
5.	Special constables not otherwise described in Column 1 of Items 1 to 4	1. Providing security and law enforcement functions, other than conducting specialized investigations, in relation to the premises of the special constable employer 2. Performing policing functions that do not otherwise fall within a purpose for which the special constable may act as a special constable in relation to incidents that require a policing response and that occur on the premises of the special constable employer, until members of a police service are able to respond to the incident. 3. Assisting police officers or First Nation Officers in performing policing functions in relation to the premises of the special constable employer. 4. Serving summonses or other legal documents and executing	The powers of a police officer under the following Acts may be specified in a certificate of appointment if the certificate of appointment specifies the purpose set out in paragraph 1 in Column 2 of Item 5: 1. The <i>Cannabis Control Act, 2017</i> . 2. The <i>Liquor Licence Act</i> . 3. The <i>Mental Health Act</i> . 4. The <i>Provincial Animal Welfare Services Act, 2019</i> . 5. The <i>Provincial Offences Act</i> .	1. Oleoresin capsicum spray. 2. Oleoresin capsicum foam 3. A baton

		<p>warrants on the premises of the special constable employer.</p> <p>5. Performing policing functions related to highway safety and enforcing legislation related to vehicles on the premises of the special constable employer.</p>	<p>6. <i>The Safe Streets Act, 1999.</i></p> <p>7. <i>The Smoke-Free Ontario Act, 2017.</i></p> <p>8. <i>The Trespass to Property Act.</i></p> <p>9. <i>The Youth Criminal Justice Act (Canada).</i></p> <p>The powers of a police officer under the following Acts may be specified in a certificate of appointment if the certificate of appointment specifies the purpose set out in paragraph 5 in Column 2 of Item 5:</p> <p>1. <i>The Off-Road Vehicles Act.</i></p> <p>2. <i>The Highway Traffic Act.</i></p> <p>3. <i>The Motorized Snow Vehicles Act.</i></p>	
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Regulation - LGIC

The Collection of Identifying Information in Certain Circumstances - Prohibition and Duties under the Community Safety and Policing Act, 2019

Regulation Number(s):

n/a

Instrument Type:

Regulation - LGIC

Bill or Act:

Community Safety and Policing Act, 2019

Summary of Proposal:

In March 2019, the government passed the Community Safety and Policing Act, 2019 (CSPA), as part of the Comprehensive Ontario Police Services Act, 2019. Once in force, the CSPA will replace the current Police Services Act (PSA). The CSPA is an opportunity to modernize policing and enhance community safety in Ontario.

As part of the work to bring the Act into force, the Ministry of the Solicitor General (SOLGEN) is working on regulations on a number of matters.

At this time, SOLGEN is requesting public and stakeholder input on a proposed regulation that would substantially incorporate the requirements of O Reg 58/16, Collection of Identifying Information in Certain Circumstances - Prohibition and Duties under the PSA subject to minor changes described below.

SOLGEN is proposing to preserve the content of PSA Regulation overall. The categories for the collection of race data under this regulation will align with Ontario's Anti-Racism Data Standards (ARDS). Provisions within the regulation related to training will be moved into a separate CSPA regulation dealing with training. In addition, to avoid duplication within the CSPA, the section in the PSA Regulation related to the Minister's authority to compel information from police services will be removed from the CSPA version of the regulation as an equivalent power already appears in s. 4 (2) of the CSPA.

For more detail, please see the attached description of the regulation.

SOLGEN welcomes your comments and feedback.

Analysis of Regulatory Impact:

SOLGEN does not anticipate any new costs associated with this regulation.

Further Information:

 [COLLECTION OF IDENTIFYING INFORMATION IN CERTAIN CIRCUMSTANCES](#) (Download Adobe Reader)

Proposal Number:

22-SOLGEN029

Posting Date:

December 21, 2022

Comments Due Date:

February 4, 2023

Contact Address:

Ministry of the Solicitor General
Strategic Policy, Research and Innovation Division
25 Grosvenor Street
Toronto, ON M7A 1Y6

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The Collection of Identifying Information in Certain Circumstances – Prohibition and Duties

Posting Date: November 14, 2022 (would close December 30, 2022, with a 45-day posting period)

Comments Submitted to: SOLGENinput@ontario.ca

Title: The Collection of Identifying Information in Certain Circumstances – Prohibition and Duties under the *Community Safety and Policing Act, 2019*

Summary of Proposal:

In March 2019, the government passed the *Community Safety and Policing Act, 2019* (CSPA), as part of the *Comprehensive Ontario Police Services Act, 2019*. Once in force, the CSPA will replace the current *Police Services Act* (PSA). The CSPA is an opportunity to modernize policing and enhance community safety in Ontario.

As part of the work to bring the Act into force, the Ministry of the Solicitor General (SOLGEN) is working on regulations on a number of matters.

At this time, SolGen is requesting public and stakeholder input on a proposed regulation on requirements that currently exist in [O Reg 58/16, *Collection of Identifying Information in Certain Circumstances – Prohibition and Duties*](#) under the PSA. SolGen is proposing to make a new regulation under the CSPA that would incorporate the requirements from the existing PSA Regulation, subject to minor changes described below.

SolGen is proposing to preserve the content of PSA Regulation overall. The categories for the collection of race data under this regulation will align with Ontario's Anti-Racism Data Standards (ARDS). Provisions within the regulation related to training will be moved into a separate CSPA regulation dealing with training. In addition, to avoid duplication within the CSPA, the section in the PSA Regulation related to the Minister's authority to compel information from police services will be removed from the CSPA version of the regulation as an equivalent power already appears in s. 4 (2) of the CSPA.

SOLGEN welcomes your comments and feedback.

Contact Address:

Ministry of the Solicitor General
Strategic Policy, Research and Innovation Division
25 Grosvenor Street
Toronto, ON M7A 1Y6

Effective Date: A date to be confirmed following completion of all regulations.

Regulation - LGIC

Disclosure of Personal Information under the Community Safety and Policing Act, 2019

Regulation Number(s):

n/a

Instrument Type:

Regulation - LGIC

Bill or Act:

Community Safety and Policing Act, 2019

Summary of Proposal:

In March 2019, the government passed the Community Safety and Policing Act, 2019 (CSPA), as part of the Comprehensive Ontario Police Services Act, 2019. Once in force, the CSPA will replace the current Police Services Act (PSA). The CSPA is an opportunity to modernize policing and enhance community safety in Ontario.

As part of the work to bring the Act into force, the Ministry of the Solicitor General (SOLGEN) is working on regulations on a number of matters.

At this time, SOLGEN is requesting public and stakeholder input on a proposed regulation related to the disclosure of personal information by the chief of police or designate under section 80 of the CSPA. The ministry is seeking to update the regulatory framework for the disclosure of personal information under the equivalent PSA provision, section 41, to broaden and clarify the circumstances that would authorize a chief of police or designate to disclose personal information to the public or certain entities.

The proposed regulation prescribes the circumstances in which a chief of police or designate may disclose specified types of personal information under CSPA, subsection 80 (1) which provides for statutory authority to disclose personal information in accordance with the regulations.

For more detail, please see the attached draft regulation.

SOLGEN welcomes your comments and feedback.

Analysis of Regulatory Impact:

SOLGEN may be consulting with stakeholders to identify potential costs associated with the given regulation coming into force

Further Information:

 Disclosure of Personal Information (Download Adobe Reader)

Proposal Number:

22-SOLGEN013

Posting Date:

December 21, 2022

Comments Due Date:

February 4, 2023

Contact Address:

Ministry of the Solicitor General
Strategic Policy, Research and Innovation Division
25 Grosvenor Street
Toronto, ON M7A 1Y6

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Caution:

This consultation draft is intended to facilitate dialogue concerning its contents. Should the decision be made to proceed with the proposal, the comments received during consultation will be considered during the final preparation of the regulation. The content, structure, form and wording of the consultation draft are subject to change as a result of the consultation process and as a result of review, editing and correction by the Office of Legislative Counsel.

CONSULTATION DRAFT

ONTARIO REGULATION

To be made under the

COMMUNITY SAFETY AND POLICING ACT, 2019

DISCLOSURE OF PERSONAL INFORMATION

Interpretation

1. In this Regulation,

“designate” means a person designated by a chief of police for the purpose of subsection 80 (1) of the Act.

Disclosure of personal information by chiefs of police, designates

2. This Regulation establishes to whom and in what circumstances personal information may be disclosed by a chief of police or a designate for the purposes of subsection 80 (1) of the Act.

Application to certain information

3. This Regulation applies to personal information about an individual as if the individual had been charged with an offence under any federal or provincial Act if the individual,

- (a) is arrested and released in accordance with Part XVI of the *Criminal Code* (Canada);
or
- (b) is served with a summons under Part III of the *Provincial Offences Act* in relation to an offence for which an individual may be arrested, even if an information has not been laid at the time the summons is served.

Considerations respecting disclosure of personal information

4. In deciding whether or not to disclose personal information under subsection 80 (1) of the Act, a chief of police or a designate shall consider the availability of resources and information, what is reasonable in the circumstances of the case, what is consistent with the law and the

public interest and what is necessary to ensure that the resolution of criminal proceedings is not delayed.

Disclosure for the protection of the public

5. Any personal information about an individual may be disclosed by a chief of police or a designate to any person if,

- (a) the individual has been convicted or found guilty of an offence under any federal or provincial Act;
- (b) the chief of police or designate reasonably believes that the individual currently poses a significant risk to other persons or to property; and
- (c) the chief of police or designate reasonably believes that the disclosure of the personal information will reduce the risk described in clause (b).

Disclosure for keeping the public informed

6. The following personal information about an individual who has been charged with, convicted of or found guilty of an offence under any federal or provincial Act may be disclosed by a chief of police or a designate to any person:

- 1. The individual's name, age, date of birth and address.
- 2. The offence in question and, if the individual has been convicted or found guilty of the offence, any sentence imposed.
- 3. The outcome of all judicial proceedings relevant to the offence.
- 4. The procedural stage of the criminal justice process to which the prosecution of the offence has progressed and the status of the individual in that process as it relates to the individual's location or custody, including whether the individual is in custody, or the terms, if any, upon which the individual has been released from custody.
- 5. The date of the release or impending release of the individual from custody for the offence, including any release on parole or temporary absence.

Disclosure for keeping victims of crime informed

7. (1) In this section,

“victim of crime” means an individual who, as a result of the commission of any offence under the *Criminal Code* (Canada) by another individual, suffers emotional or physical harm, loss of or damage to property or economic harm or, if the commission of the offence results in the death of the individual, any of the following other individuals, provided that they are not charged with and have not been convicted of committing the offence:

1. A spouse of the individual.
2. A child or parent of the individual, within the meaning of section 1 of the *Family Law Act*.
3. A dependant of the individual, within the meaning of section 29 of the *Family Law Act*.

(2) If requested by a victim of crime, any of the following information about an individual who is accused of committing the offence in question may be disclosed by a chief of police or a designate to the victim:

1. The progress of investigations that relate to the offence.
2. The charges laid with respect to the offence or, if no charges were laid, the reasons why no charges were laid.
3. The dates and places of all proceedings that relate to the prosecution of the offence.
4. The outcome of all proceedings, including any proceedings on appeal.
5. Any pretrial arrangements that are made that relate to a plea that may be entered at trial by the individual.
6. The interim release and, in the event of conviction, the sentencing of the individual.
7. If the individual is convicted of the offence, any application for release or any impending release of the individual, including release in accordance with a program of temporary absence, on parole or on an unescorted temporary absence.
8. If the individual is charged with or convicted of the offence, any escape from custody of the individual.
9. If the individual is found unfit to stand trial or is found not criminally responsible on account of mental disorder,
 - i. any disposition provided for under section 672.54 or 672.58 of the *Criminal Code* (Canada) that is made in respect of the individual, and
 - ii. any hearing held with respect to the individual by the Review Board established or designated for Ontario pursuant to subsection 672.38 (1) of the *Criminal Code* (Canada).

Disclosure to other agencies

8. (1) Subject to subsection (2), personal information about an individual who is under investigation for having committed an offence under any federal or provincial Act, or is charged with, convicted of or found guilty of such an offence, may be disclosed by a chief of police or a designate to,

- (a) any police service in Canada;
- (b) any correctional or parole authority in Canada; or
- (c) any person or agency engaged in the protection of the public, the administration of justice or the enforcement of or compliance with any federal or provincial Act, regulation or government program.

(2) Personal information may only be disclosed under subsection (1) if the circumstances are such that the disclosure is required for the protection of the public, the administration of justice or the enforcement of or compliance with any federal or provincial Act, regulation or government program.

(3) In the case of the disclosure of personal information under this section to an agency that is not engaged in the protection of the public or the administration of justice, the personal information shall be disclosed in accordance with a memorandum of understanding entered into between the chief of police and the agency.

Commencement**9. [Commencement]**

Regulation - LGIC

Investigations Standard (to include ViCLAS) under the Community Safety and Policing Act, 2019

Regulation Number(s):

N/A

Instrument Type:

Regulation - LGIC

Bill or Act:

Community Safety and Policing Act, 2019

Summary of Proposal:

In March 2019, the government passed the Community Safety and Policing Act, 2019 (CSPA), as part of the Comprehensive Ontario Police Services Act, 2019. Once in force, the CSPA will replace the current Police Services Act (PSA). The CSPA is an opportunity to modernize policing and enhance community safety in Ontario.

As part of the work to bring the Act into force, the Ministry of the Solicitor General (SOLGEN) is working on regulations on a number of matters.

At this time, SOLGEN is requesting public and stakeholder input on a proposal to include obligations regarding the use of the Violent Crime Linkage Analysis System (ViCLAS) in the previously posted regulation on investigation standards that is to be made under the CSPA.

The regulation would require investigators to complete and submit ViCLAS Crime Analysis Reports within 30 days of the start of specified types of investigation. The specified types of investigation would be substantially similar to the types of investigation to which O. Reg. 550/96, Violent Crime Linkage Analysis System Reports, under the Police Services Act currently applies.

For more detail, please see the attached description of the regulation.

SOLGEN welcomes your comments and feedback.

Analysis of Regulatory Impact:

SOLGEN may be consulting with stakeholders to identify potential costs associated with the given regulation coming into force.

Further Information:

 [Investigations Including Violent Crime Linkage Analysis System \(ViCLAS\)](#) (Download Adobe Reader)

Proposal Number:

22-SOLGEN026

Posting Date:

December 21, 2022

Comments Due Date:

February 4, 2023

Contact Address:

Ministry of the Solicitor General
Strategic Policy, Research and Innovation Division
25 Grosvenor Street
Toronto, ON M7A 1Y6

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Investigations, including Violent Crime Linkage Analysis System (ViCLAS)

Comments Submitted to: SOLGENinput@ontario.ca

Title: Investigations Standard (to include ViCLAS) under the *Community Safety and Policing Act, 2019*

Summary of Proposal:

In 2021, the ministry posted a draft regulation, under the *Community Safety and Policing Act, 2021*, on Investigations Standard that would establish new investigative standards relating to the undertaking and managing of investigations into missing persons and the investigation of *Criminal Code, Controlled Drug and Substances Act, and Cannabis Act* offences.

The ministry is proposing that that regulation also include obligations regarding the use of the Violent Crime Linkage Analysis System (ViCLAS).

The regulation would require investigators to complete and submit ViCLAS Crime Analysis Reports within 30 days of the start of specified types of investigation. The specified types of investigation would be substantially similar to the types of investigation to which O. Reg. 550/96, Violent Crime Linkage Analysis System Reports, under the *Police Services Act* currently applies.

The regulation would also require:

- investigators to update ViCLAS Crime Analysis Reports within 30 days of a material change in the information or 30 days acquiring information that is significant to the investigation; and
- investigators who receive a Potential Linkage Report to promptly conduct a follow-up investigation and to report the results of the follow-up investigation within 60 days.

SOLGEN welcomes your comments and feedback.

Contact Address:

Ministry of the Solicitor General
Strategic Policy, Research and Innovation Division
25 Grosvenor Street
Toronto, ON M7A 1Y6

Effective Date: December 2023, with a date to be confirmed following completion of all regulations.



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	February 2023	to be included in new Healthy Workplace Policy (replaces HR policy)
10 Nov 22	4.3	<i>Funding Request & 10-Year Capital Forecast be deferred to the December meeting of the Board, or earlier at the call of the Chair, and THAT the Board and Service explore ways to demonstrate the requested increase’s impact on the level of crime in the community.”</i>	Chief	December 2023	Budget approved; impact on crime levels not yet identified. refer to 4.1 (22 Dec 22) below



Motion Date	Motion ID	Motion	Task Assigned To	Scheduled Completion	Status/Comments
10 Nov 22	4.5	<i>"THAT Report No. CGO22-11-R-01 – A04 – Community Fund Policy be deferred to a future meeting to incorporate the comments raised during today's meeting."</i>	CGO	February 2023	Board-only discussion January 2023
22 Dec 22	4.1	<p><i>THAT the Chief provide the Board by January 6th, 2023, through the Board Secretary:</i></p> <ol style="list-style-type: none"> <i>1. detailed accounts of the planned Materials and Supplies expenses and Purchased Services expenses, and</i> <i>2. a written explanation of the benefit to the community of the requested increase above the Regional guideline, such as how specific risks will be reduced, how certain crimes will decrease, or how certain victimization will be reduced with this budget."</i> 	Chief	6 Jan 23	Refer to Public Correspondence for January 2023